



1

2022 2A GIRLS  
VOLLEYBALL PROVINCIAL CHAMPIONSHIP  
WCCHS Claresholm

INFORMATION PACKAGE



ASAA

2A GIRLS VOLLEYBALL PROVINCIALS

WCCHS 2022



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**EVENT:** 2022 2A ASAA Girls Volleyball Provincial Championship

Hosted by: Willow Creek Composite High School

**LOCATIONS:** Willow Creek Composite High School West Meadow Elementary School

628 55 th Ave West  
Claresholm, AB  
T0L 0T0  
(403) 625-3387  
Fax (403) 625-3289

5613 8 th Street West  
Claresholm, AB  
T0L 0T0

**HOST WEBSITE:** <http://provincials.asaa.ca>

**DATE:** Thursday, November 23<sup>th</sup> – Saturday, November 26<sup>th</sup>

**TOURNAMENT COORDINATORS:**

JoAnna Sutter  
(403) 682-7220  
[sutterj@lrsd.ab.ca](mailto:sutterj@lrsd.ab.ca)

Natalie Wright  
(403) 315-4606  
[njmwright7@gmail.com](mailto:njmwright7@gmail.com)

**FACILITY** WCCHS WMES

**SUPERVISORS:** Todd Lybbert Robert Rodgers

## 2 A Girls Volleyball Provincial Championship November 24-26, 2022 Willow Creek Composite High School (Claresholm)

**GRIEVANCE COMMITTEE:** Robert Rodgers, Todd Lybbert, Jill Klapp, Head Official, Two Neutral Coaches

NOTE: Potential conflicts of interest will be considered with grievance committee member selection.

**SPORTSMANSHIP COMMITTEE:** Head Official, Todd Lybbert, Jill Klapp, Robert Rodgers

### **ACCOMODATIONS:**

Please refer to the accommodations link on the main web page. Rooms have been blocked off at various hotels in Claresholm for the tournament. All reservations must be made by 6:00 pm on Monday, November 14, 2022 before these rooms are released back to the general public.

Name of Hotel	Town	Phone Number	Price	Number of rooms Available	Must book by
Best Seven Inn	Claresholm	403-625-3347	\$80 Single \$95 Double	36 Rooms	November 14
Super 8	High River	403-652-4448	\$129	16 Rooms	November 14
Ramada	High River	403-603-3183	\$139	24 Rooms	November 14
Lazy J	Claresholm	403-625-4949	~\$80-135	will not block	Call for availability

### **TOURNAMENT AT A GLANCE:**

EVENT	TIME	DATE
Registration Deadline	Noon	Monday November 21, 2022
Coach/Captain Meeting	7:00 pm via zoom Zoom link:Meeting ID 96217673705, passcode P91HdE	Tuesday November 22, 2022
Opening Ceremonies	9:00 AM	Thursday November 24, 2022
Banquet	7:00 PM	Thursday November 24, 2022
Game Schedule		Thursday November 24, 2022
		Friday November 25, 2022
		Saturday November 26, 2022
Awards		Saturday November 26, 2022

**REGISTRATION DEADLINE:**

Registration will occur online through the ASAA Provincial Championship website. Please include team information (Roster with player position, height and number), a team picture (5x7 in JPEG), team history, logo, and banquet tickets. Deadline for Registration is Monday November 21, 2022.

**\*Please see ASAA website for Registration information\***

Entry Fee : \$585 (set by ASAA)      Banquet Fee: \$25 per person

ALL PAYMENTS including the entry fee, banquet fee and ASAA “Pay it Forward Scholarship” Loonie Fee must be paid in one cheque payable to Willow Creek Composite High School, to be handed in following Opening Ceremonies on November 24, 2022 at 9:00 am. A receipt for the tournament fee will be given to coaches following Opening ceremonies . Players and coaches will receive a bag with an assortment of gift items, a lanyard with ID and a tournament program. These will be given to each coach following Opening Ceremonies.

**ASAA “PAY IT FORWARD SCHOLARSHIP” LOONIE SCHOLARSHIP FEE:**

\$1 per Athlete (Please include this payment in the cheque for entry fee and banquet)

**BANQUET:**

Banquet attendance is mandatory for all teams. Please indicate the number of official team members, including coaches, players, and managers that will be attending the banquet (maximum 18 people per team). If you would like to request additional banquet tickets for parents, drivers, etc. please email Natalie Wright - [njmwright7@gmail.com](mailto:njmwright7@gmail.com) and we'll try to accommodate your request (this cost will be added to your registration total). Dress code for the banquet is business casual or team wear.

**DIGITAL PICTURE PACKAGE: will be available at a later date**

**PARKING:**

The lane in front of Willow Creek Composite High School will be available to the public Thursday- Saturday. Please note, school is in session at both schools on Thursday and Friday. Spectator parking available in the parking lot west of Willow Creek Composite High School. Buses will be asked to park in the East parking lot

*Parking Map- Appendix D*

**COACH/ CAPTAIN MEETING:**The Coach Meeting will be held on Tuesday November 22, 2022 at 7:00 pm. Meeting will be via zoom Meeting ID 96217673705, passcode P91HdE. The Head official will be in attendance. Team packages will be distributed following Opening Ceremonies. Captains Meeting will start following the Coaches meeting. Please be sure that you have a representative at these meetings as this is where pertinent championship information will be provided. Questions will also be answered at this time.

**OPENING CEREMONIES:**

The Opening Ceremonies will take place on Thursday November 24, 2022 at 9:00 AM in the Willow Creek Composite High School gymnasium. Please assemble your team in the Common Area by 8:30 AM so we can organize the teams. Please have your athletes dressed in their uniforms or team apparel and wearing indoor shoes.

**PLAQUES:**

The consolation plaque, fourth place plaque, third place plaque and bronze medals will all be handed out once those games are finished. This will allow teams to start heading home earlier if needed. Closing Ceremonies and gold/Silver award presentations will take place after the final game on Saturday.

**GAME SCHEDULE:**

Please note that the highest ranked team will be designated as the Home Team for games.

*Schedule Approved by the ASAA - Appendix A*

**PRACTICE/WARM UP VOLLEYBALLS:**

Please bring your own volleyballs for pregame warm-ups. ASAA will provide all game balls.

**SHOWER FACILITIES:**

Shower facilities are only available at WCCHS & WMES in the change rooms in the gymnasium. The designated home team (higher ranked team) may use the BOYS change room while the away team (lower ranked team) will take the GIRLS change room. Please DO NOT bring valuables into the gym or gym change rooms during games. Willow Creek Composite High School/West Meadow Elementary School is not responsible for lost or stolen items. Athletes wishing to shower immediately following the game can bring their gear to the gym to be stored in a locked storage room. Teams playing the next game cannot enter the change rooms in the gym until after half time of the current game, allowing teams' time to shower if wanted.

**SPECTATOR/ATHLETE CODE OF CONDUCT:**

**Spectators should:**

- ★ Consistently give positive feedback to players and others
- ★ Welcome opponents
- ★ Present positive comments before, during and after the game. 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.

- ★ Be helpful to others (i.e. willingly offer information about the game, score, scheduling, venue locations, etc. to onlookers)
- ★ Spectators must also show proper acceptance of officials' judgement

**Athletes should:**

- ★ Conduct themselves in a positive nature/manner before, during and after the game
- ★ Offer positive feedback to opponents during the game
- ★ Shake hands before and after the game
- ★ Be courteous, polite and friendly and Show good sportsmanship during the game
- ★ Show concern, respect or empathy for an opponent

**Artificial Noisemakers are NOT permitted** during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horn, 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.

**WEBSITE:**

The host website will be kept up to date throughout the tournament. On the site you will find the draw, results, program, photographs, live streaming, and much more at [www.asaa.ca](http://www.asaa.ca) under the Championships page. Links for the webcasts will be broadcast through the ASAA YouTube channel for free.

**TOURNAMENT 50/50**

<https://www.rafflebox.ca/raffle/wcchsss?fbclid=IwAR2g6gNV1fuEooj3KDMKaHTPIMK8gtlx5F9LQcKEkeQTuRsTHW WK141PjW8>

**SPECTATOR ADMISSION:**

Spectator will be required to pay CASH admission.

Weekend Pass: \$20.00 (includes Program)

Adult Day Pass : \$10.00

Student Day Pass: \$5.00

Children 10 & under: Free

Program: \$5.00

*NOTE:* Players & coaches will receive a tournament program in their player bags.

**CONCESSION:**

The food provided for sale by the students at Willow Creek Composite High School meets or exceeds the 50/50 split between the Choose Most Often and Choose Sometimes categories, as recommended in the Alberta Nutritional Guidelines for Children and Youth and the 2022/2023 ASAA Policy Handbook.

A concession will be available Thursday, Friday and Saturday. A variety of food and beverage options will be available throughout the tournament. Concession will be cash only. Concession items will be:

**Breakfast Items/Snacks:**

- Egg and Cheese on whole wheat english muffin
- Sausage, Egg, and Cheese Breakfast Wrap
- Bran Muffin
- Oatmeal, Apple, and Cinnamon Muffin
- Low fat yogurt
- Fresh fruit
- Yogurt/Granola/Fruit Parfait

**Lunch Items/Snacks:**

- Roast Chicken Breast Wraps (Caesar or Teriyaki on whole wheat)
- Various cold cut buns with lettuce and tomato on whole wheat
- Vegetable Crudite with Dip (Chipotle Mayo or Ranch)
- Snack Platter

**Dinner Items (Friday night only)**

- Cheese and Spinach Manicotti with Side Salad
- Winter Beef Stew with Whole Wheat Buttermilk Biscuit

**Drinks:**

- Milk (2% and Chocolate)
- Water
- Fruit Smoothies

**APPAREL:**

**Elite Promotional Products (official ASAA supplier)** will provide limited amounts of souvenir clothing for the provincial tournament. Apparel will be located in the learning commons (Library) beside the common area. ASAA will be providing order forms for apparel at the tournament which will be available to purchase after the event. More information can be found on the ASAA Championship Website.

**HOSPITALITY ROOM:**

There will be a Coach's room located only at WCCHS (Room #100) and an Officials room (Staffroom)) available throughout the tournament with a variety of snacks and beverages. Food can also be available to Officials through the main concession. The tournament committee room is Room # 206, behind the cafeteria.

**SCHOOL REQUESTS:**

Please be advised that classes will be in session for Willow Creek Composite High School and West Meadow Elementary School students Thursday and Friday. Please be courteous and respectful during this time, keeping team traffic to the gym section of the schools. During school hours, there is to be absolutely no warming up or balls bouncing outside the gymnasium. Please refrain from wearing soiled footwear on the gym floors; only clean, indoor shoes are permitted. We also ask that spectators stay off the court at all times, including in between sets, to keep the surface clean and safe.

**BANQUET:**

Banquet tickets must be ordered online during the team registration by NOON on Monday November 21, 2022. We will be hosting a dinner on Thursday November 24, 2022 at 7:00 PM. Expect great food, entertainment, and prizes! Guest Speaker: Shelby Turner

Shelby is the complete package; Shelby graduated from Willow Creek Composite High School in 2013. She attended post secondary school in Calgary at Professional Medical Associates where she completed her Primary Care paramedic certification in 2014. She worked for AHS on the Ambulance as a PCP for 7 years before pursuing a full-time career as a professional athlete in 2021.

Shelby started racing dirt bikes at age 3. She won her first professional National title at the age of 14, and that was the start of her dream to be a professional dirt bike racer. She is now a Multi time Canadian Motocross and Off road Champion, 5X American Endurocross Champion, American Extreme off Road Champion, and the most decorated Canadian at the International Six Days of Enduro where she has 5 Gold Medals, one Silver Medal and 1 Team Silver Medal to her name. Shelby now races Full time for Factory KTM USA competing across America.

DATE: Thursday November 24, 2022



- TIME: 7:00 PM
- LOCATION: Claresholm Community Center, 5920 - 8 Street West

*Town Map - Appendix C*

**MEDICAL SERVICES:**

A first aider will be available at all times. The Staff room has been designated as the First Aid Room. The Claresholm general Hospital has been notified of the tournament and EMS will be available.

*Emergency Action Plan - Appendix E*

**RULES/POLICY:**

It is incumbent upon all coaches and participants to be aware of ASAA Policy. Specifically for this event, player eligibility (p.27-32), supervision policy (p.33) and volleyball policy ( p.95-100)

**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. As stated in the ASAA Code of Ethics, “any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA will not be tolerated”. (p.19-20).

**GRIEVANCE COMMITTEE:**

The committee will have the authority to address issues of a serious nature that may occur before, during, or after the Provincial Championship, or hear appeals of automatic suspension resulting from an ejection.

**OFFICIALS:**

There will be carded officials, two score keepers and line judges will be used for all matches.

**MINOR OFFICIALS:**

Scorekeepers and Linesmen will be provided for each match. Some games may require teams to supply a linesman. Please treat all minor officials professionally and respectfully.

**OFFICIAL GAME BALL:** Tachikara SV5W Gold-SWB (Provided by ASAA)

**TIE BREAKING PROCEDURE:**

As per ASAA rules as laid out in the ASAA Policy Handbook (p.96)

**RESULTS:**

Results will be available online at the ASAA Championship Website or right outside the WCCHS s Gymnasium.

**SPORTSMANSHIP:**

Sportsmanship is vitally important and highly valued by the ASAA. There will be a Sportsmanship plaque and banner awarded to the team that displays appropriate individual and team conduct / sportsmanship throughout the Championship. Pins will be handed out throughout the event to individuals, including spectators, who display sportsmanship in their words and actions. The sportsmanship committee will be deciding who receives these awards.

**ASAA Sportsmanship Banner Selection Evaluation**

Welcome Coaches and Captains!

We are super excited about this new selection process for the ASAA Sportsmanship Banner. We hope that you, as a stakeholder in this event, will be a part of this process to ensure that we are recognizing and selecting the best representatives for our SET THE BAR sportsmanship banner.

You have been provided with a rubric that has enough space to evaluate all teams in the competition. We recognize that you may not compete against every team. But we also know that you see and hear a lot during gameplay and during transition times before and after games in the locker room. Please only evaluate those teams that you feel you have seen enough to evaluate. You might even only evaluate one area of a team that you don't get to compete against and that is fine, maybe all you do is add a note in the "other" column because you witness something that should be noted by the committee when making their selection!

We hope Coaches and Captains will work together to complete the form as the value in those discussions and sharing input from different perspectives will help to get a whole perspective.

Our suggestion: keep the rubric handy! After you compete against a team or watch another set of teams play, just quickly fill it out as you go and do a quick check to make sure nothing has changed in your evaluation before submitting it to the hosts before you leave town! This isn't meant to be a huge amount of work so if you keep it on hand to fill out as you go, the evaluations will be right there in your head while you make them and you shouldn't have to think too hard to remember :-)

Please fill in this form for every team you feel like you can accurately evaluate based on your own experience or observations throughout the provincial event. You do not need to evaluate every team.

**5 Point Rubric Definition:**

5 - Exceptional - above and beyond

4 - Above average

**3 - Average level - status quo, doing what they are supposed to be doing, what is expected, baseline**

\*\*this is where most teams should be as a starting point

2 - Below Average - with some questionable actions or behaviors

1 - Bare Minimum - multiple questionable actions or behaviors

Evidence that might be included in the notes sections: positive/negative behavior of the fans, positive/negative behavior of athletes and/or adults associated (please don't give specific names just a general overview of the team), noticeable acts that are seen throughout the event both on and off the court, how officials were treated.

**Sportsmanship Pin Award:** Sportsmanship pins may be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. Sportsmanship pins may be given to players, coaches, parents and spectators.

**Alberta School Athletic Association Code of Ethics:**

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
- F. **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.

**TOURNAMENT STRUCTURE:**

There will be two pools of six teams, seeded by zone according to ASAA provincial results. All games including playoffs are a best of three. The top team in each pool will receive a bye to the semi-finals while second and third place teams in each pool will cross over and play a quarterfinal playoff.

**CHECKLIST FOR PRIOR TO PROVINCIALS**

\_\_\_\_\_ Submit digital photo of team and team logo online by NOON, Monday, November 21, 2022

\_\_\_\_\_ Book Motel / Hotel Room

\_\_\_\_\_ Bring **ONE** Cheque payable to: Willow Creek Composite High School (WCCHS)  
Entry Fee \$585 per team  
Pay It Forward Loonie Fee \$1 per player  
Banquet - \$25 per person attending

\_\_\_\_\_ Check schedule for game times

\_\_\_\_\_ Submit Roster online by NOON, Monday November 21, 2022

\_\_\_\_\_ Submit team history online by NOON, Monday, November 21st, 2022

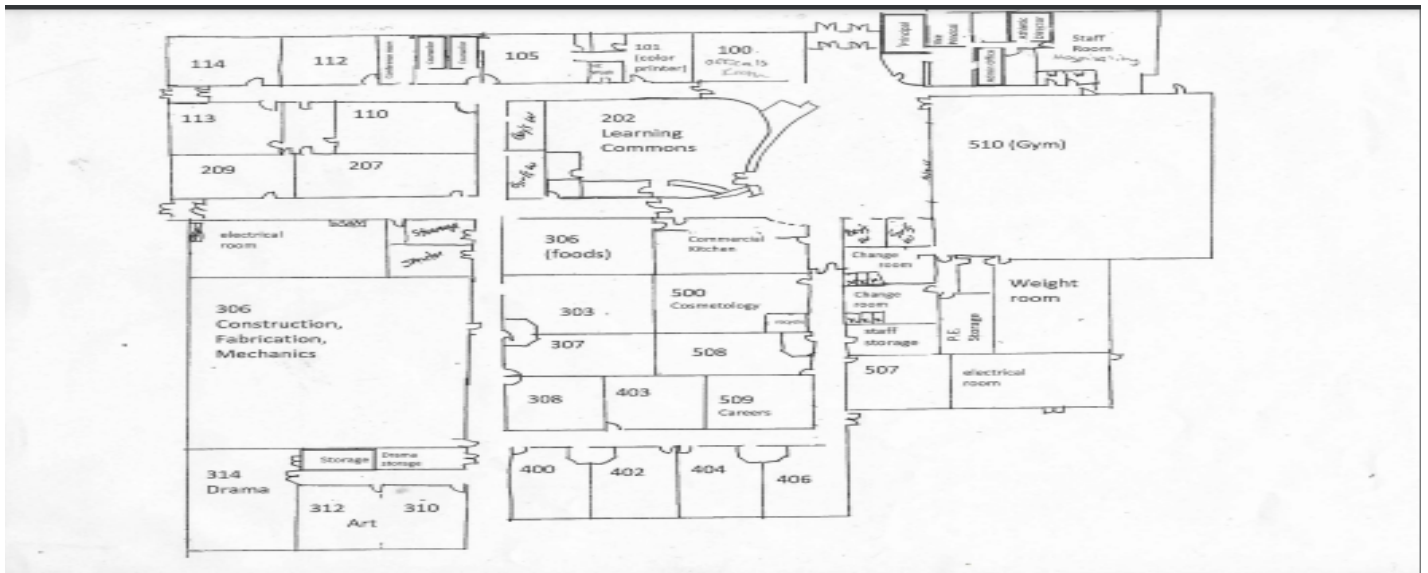
**Appendix A: Draw**

\* Please see ASAA Website for updated draw schedule\*

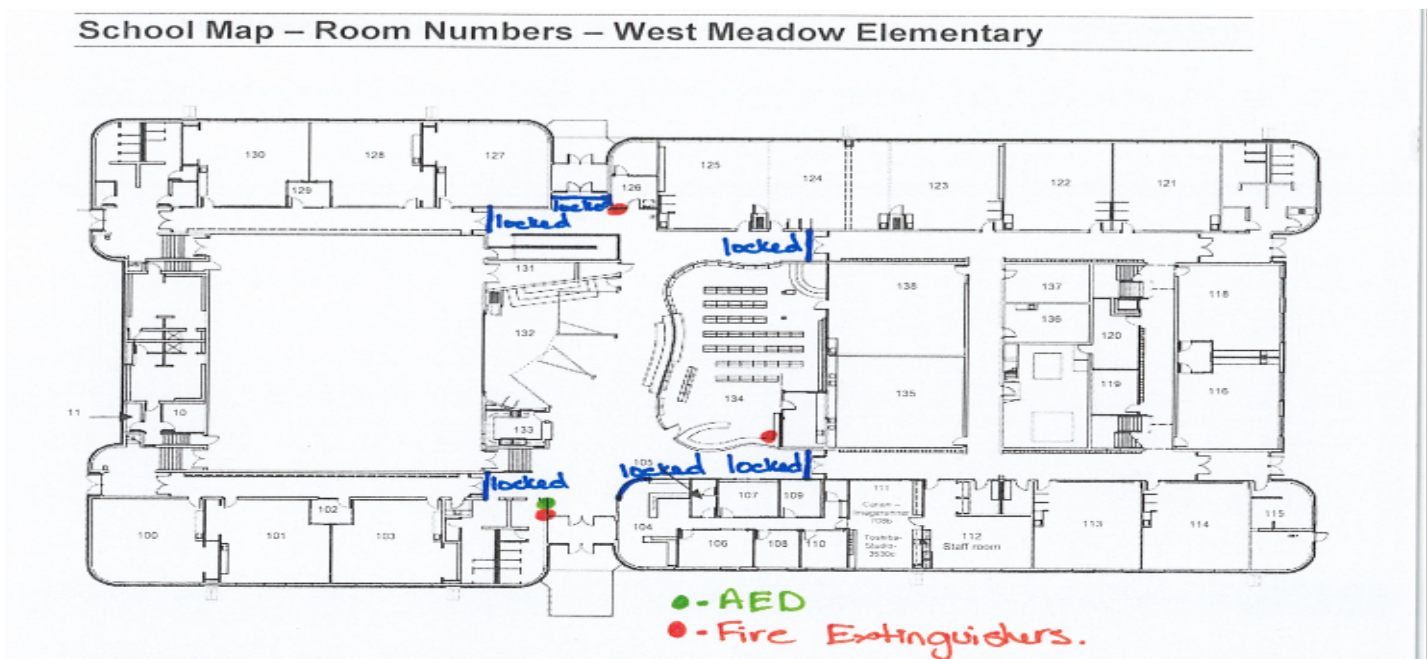
ASAA 2022 2 A Girls Volleyball Championship - WCCHS													
				POOL A				POOL B					
Thursday													
Date	Nov 24	#	Time	HOME	Set 1	Set 2	Set 3	AWAY	Set 1	Set 2	Set 3	Category	Location
Thursday		1	10:30 AM									Pool A	WCCHS
Thursday		2	11:45 AM									Pool B	WCCHS
Thursday		3	1:00 PM									Pool A	WCCHS
Thursday		4	2:15 PM									Pool B	WCCHS
Thursday		5	3:30 PM									Pool A	WCCHS
Thursday		6	4:45 PM									Pool B	WCCHS
Friday													
Date	Nov 25	#	Time	HOME	Set 1	Set 2	Set 3	AWAY	Set 1	Set 2	Set 3	Category	Location
Friday		7	9:00 AM									Pool A	
Friday		8	9:00 AM									Pool B	
Friday		9	10:15 AM									Pool A	
Friday		10	10:15 AM									Pool B	
Friday		11	11:30 AM									Pool A	
Friday		12	11:30 AM									Pool B	
Friday		13	12:45 PM									Pool B	
Friday		14	12:45 PM									Pool A	
Friday		15	2:00 PM									Pool B	
Friday		16	2:00 PM									Pool A	
Friday		17	3:15 PM									Pool B	
Friday		18	3:15 PM									Pool A	
Friday		19	4:30 PM									Pool A	
Friday		20	4:30 PM									Pool B	
Friday		21	5:45 PM									Pool A	
Friday		22	5:45 PM									Pool B	
Friday		23	7:00 PM									Pool A	
Friday		24	7:00 PM									Pool B	
SATURDAY													
Date	Nov 26	#	Time	HOME	Set 1	Set 2	Set 3	AWAY	Set 1	Set 2	Set 3	Category	Location
Saturday		25	8:30 AM									Pool B	
Saturday		26	8:30 AM									Pool A	
Saturday		27	9:45 AM									Pool B	
Saturday		28	9:45 AM									Pool A	
Saturday		29	11:00 AM									Pool B	
Saturday		30	11:00 AM									Pool A	
QUARTERFINALS													
Saturday		31	1:00 PM									QF1	
Saturday		32	1:00 PM									QF2	
SEMIFINALS													
Saturday		33	2:30 PM									SF1	
Saturday		34	2:30 PM									SF2	
BRONZE MEDAL MATCH													
Saturday		35	4:00 PM									Bronze Medal M	Feature Court
GOLD MEDAL MATCH													
Saturday		36	5:30 PM									Championship N	Feature Court

Gold:  
 Silver:  
 Bronze:  
 4th Place:

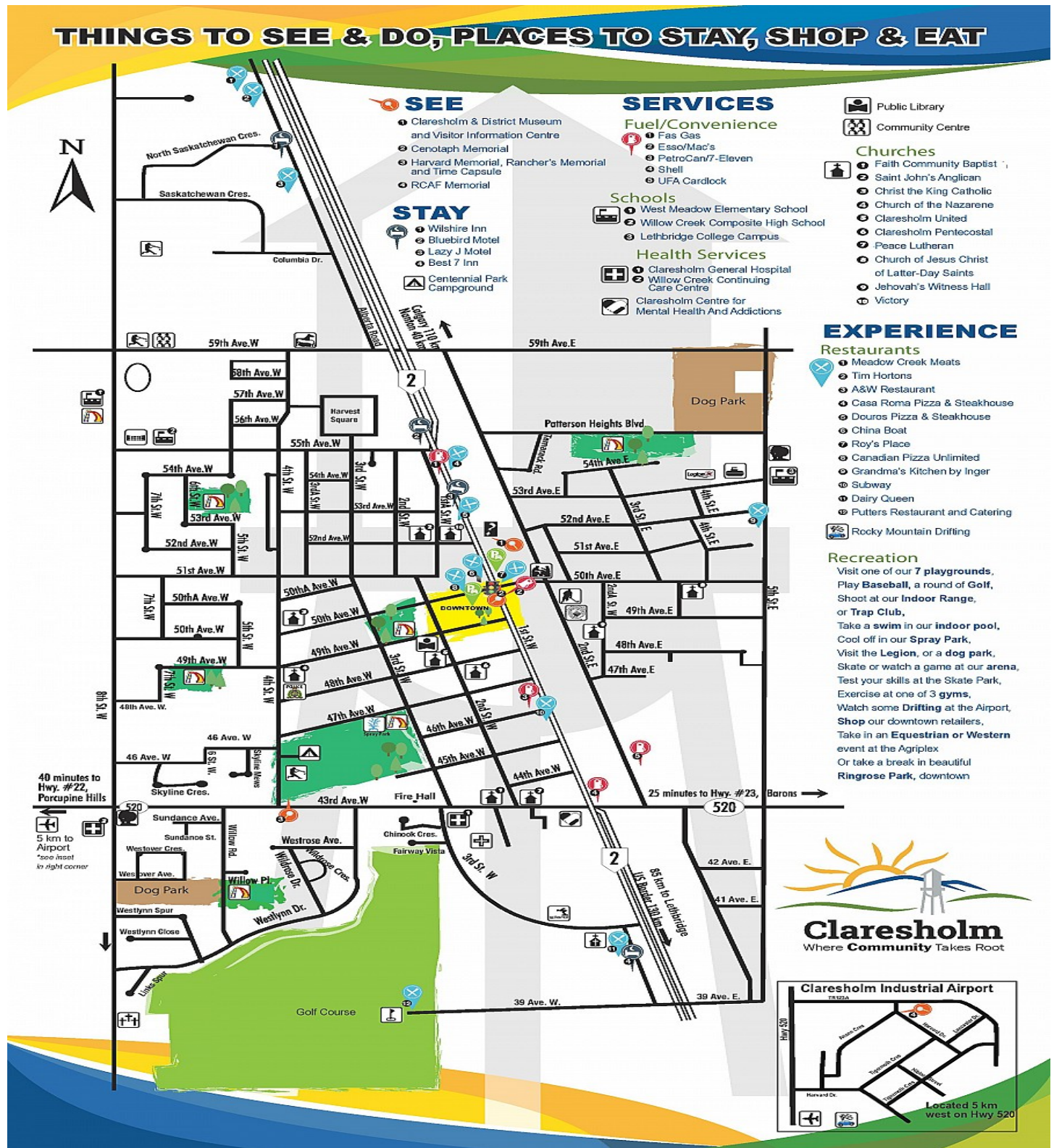
**Appendix B : School MAP**



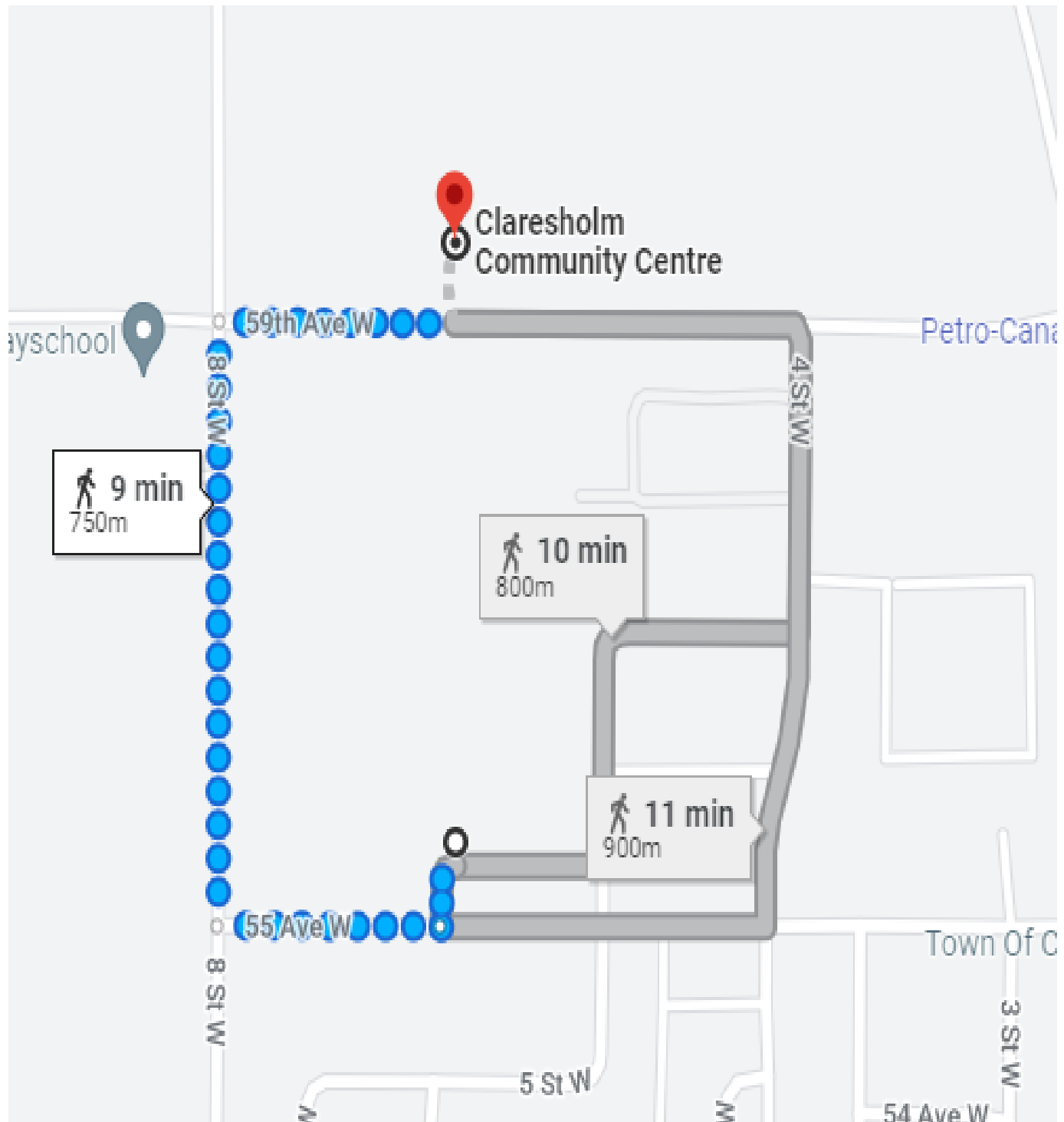
**School Map – Room Numbers – West Meadow Elementary**



Appendix C: Town of Claresholm Map



**Claresholm Community Center, 5920 - 8 Street West**





**Appendix D: Parking Map**



\*\* Please be advised that there may be limited parking as school is going on. Please park in designated spaces. Street parking is always acceptable if you are not blocking a driveway.

## **Appendix E:Emergency Action Plan**

### EMERGENCY ACTION PLAN

- 1) First Aid Kit and ice at the score table in each score table in the gymnasium. AED is located immediately outside the main entrance to the gymnasium at WCCHS and outside Gym at WMES.
- 2) Cell phone at the score table. Land line inside the main office on the counter at WCCHS
- 3) Ambulance 9-1-1 Hospital 403-625-3700
- 4) Enter the main floor of the school. Gyms are directly west once you have entered.
- 5) See google map for best route to hospital.

When an injury occurs:

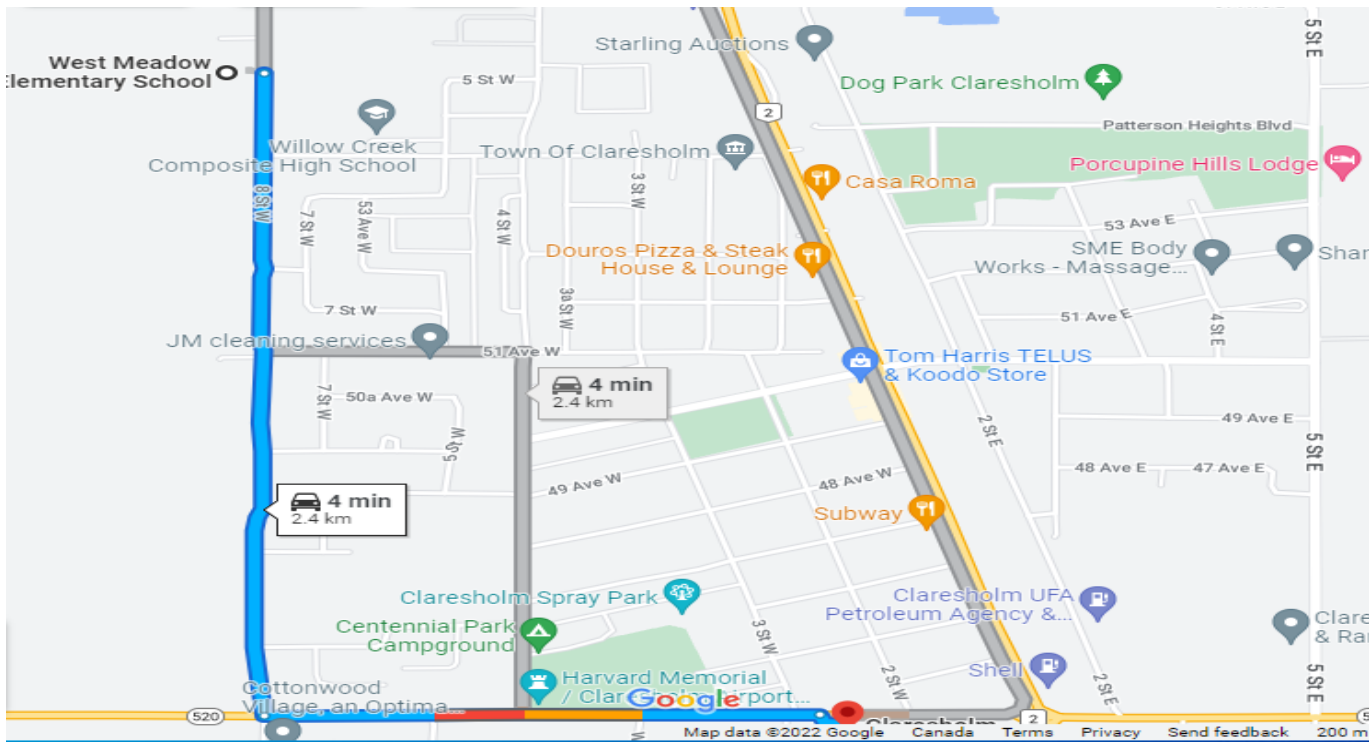
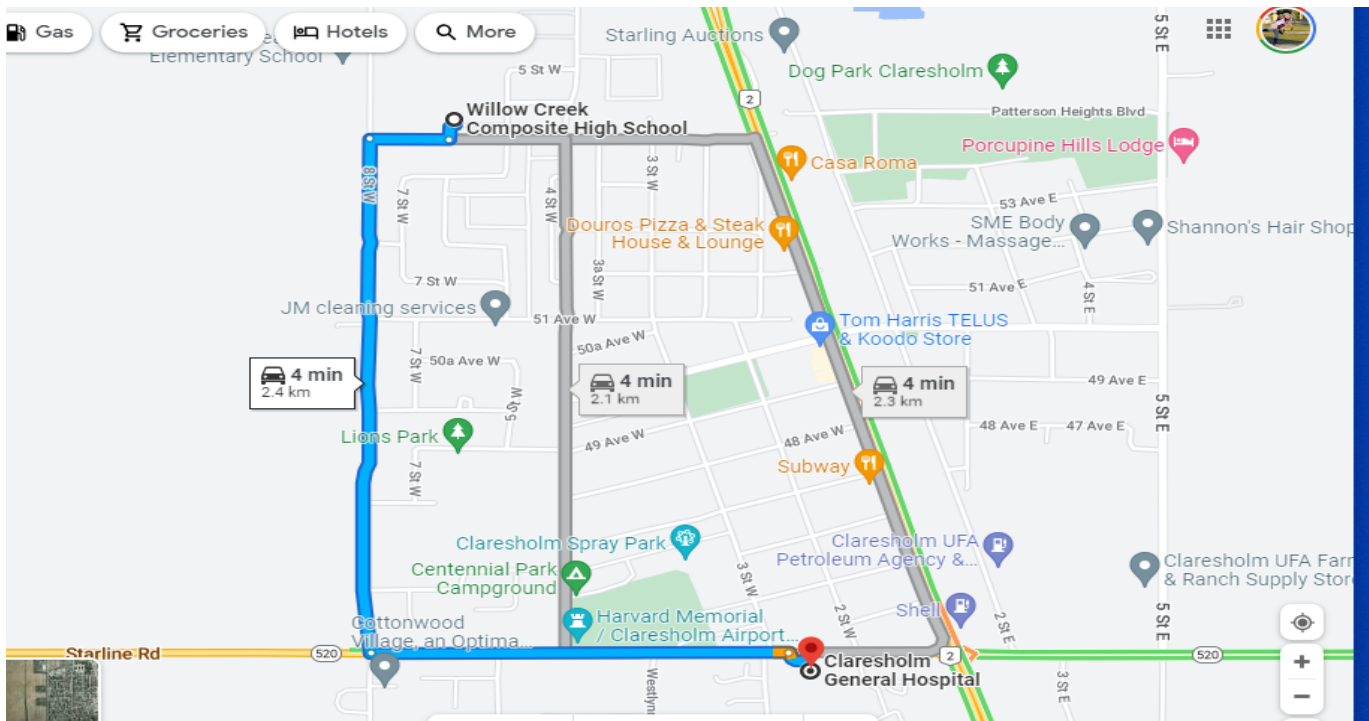
- 1) Take control of the situation. Exercise universal precautions related to blood/body fluids.
- 2) Do not move the athlete if they cannot move themselves. Do not remove uniforms unless deemed necessary.
- 3) Assess and evaluate the severity of the situation and decide if further assistance is required.
- 4) If an ambulance is required; then determine the action required to remove the athlete from the playing surface.
- 5) If an ambulance is called: Direct one person to call the ambulance and give the pertinent information to them. Include the location, address and extent of injury. Ask the person to report back with ETA.
- 6) Remain with injured athletes and address and concerns they have while awaiting medical attention.
- 7) Do not give food or drink to injured athlete unless required because of existing medical conditions( i.i diabetes)
- 8) Stay calm and reassuring
- 9) Once an ambulance arrives, explain the situation and what has been done for the injured athlete.
- 10) Designate an adult to accompany the injured athlete to the hospital
- 11) Parents /guardians of the injured athlete must be contacted as soon as possible following the injury.
- 12) Complete the attached incident/accident report form and return it to the tournament organizer/administrator.

### **PROTOCOL IN EVENT OF AN EMERGENCY**

- 1) Call Ambulance or Fire Department 9-1-1
- 2) Willow Creek Composite High School 628 55th Ave West (in the gym)
- 3) West Meadow Elementary School 5613 8 Street West (in the gym)
- 4) Indicate location and nature of injury
- 5) Report to Coach/Administrator
- 6) Meet Ambulance

*See Attached MAP of school location to hospital and Accident report form*

**Directions to Claresholm General Hospital - 221 43 Ave West Claresholm**





## STUDENT Incident Report

<b>School Name:</b>		
<b>Student Name:</b>	<b>Age:</b>	<b>Grade:</b>

<b>Date of incident:</b>	<b>Time of incident:</b>
<b>Location of incident:</b>	
<b>Description of Injury:</b>	
<b>Brief Account of Incident:</b>	
<b>First Aid Administered:</b>	<b>Administered By:</b>
<b>Other Treatments: (hospital/clinic/ambulance)</b>	
<b>Parent Contacted:</b>	<b>Time of Contact:</b>

<b>Supervisor(s)/Teacher(s)</b>	<b>Name:</b>	<b>Phone:</b>
	<b>Name:</b>	<b>Phone:</b>
<b>Witness(es)</b>	<b>Name:</b>	<b>Phone:</b>
	<b>Name:</b>	<b>Phone:</b>

<b>Reported Submitted by:</b>	<b>Signature:</b>	<b>Date Submitted:</b>
<b>Signature of School Administrator:</b>		
<b>Date/Time Emailed to Central Office:</b>		

Please keep original copy in school file. Email copy to Central Office: [stockerL@lrzd.ab.ca](mailto:stockerL@lrzd.ab.ca) or fax 403-553-0370