

**Alberta Schools' Athletic Association  
3A Girls Basketball Provincial  
Championships**

**Sturgeon Composite High School**

**Sturgeon County, Alberta**

**March 18-21, 2020**



Welcome to the ASAA 3A Girls Basketball Provincial Championships.

We hope you enjoy your weekend of great basketball, team play, and sportsmanship  
on and off the court!

**Contact Information/Tournament Co-Chairs:**

Kerri Meadows -Tournament Chair  
Phone (cell): (587) 985-3774  
E-mail: [kerri.meadows@sturgeon.ab.ca](mailto:kerri.meadows@sturgeon.ab.ca)

Rodney McKinley -Tournament Co-Chair  
Phone (780)973-3301  
E-mail: [rmckinle@sturgeon.ab.ca](mailto:rmckinle@sturgeon.ab.ca)

**Venue Locations:**

**Sturgeon Composite High School**  
#30-24400 Highway 37  
Sturgeon County, Alberta T8T 0E9  
**Phone: 780-973-3301**

### **Online Registration Details:**

**Registration will occur on the host championship website, that can be found on ASAA.ca.  
Tournament check-in will be at Sturgeon Composite High School**

**Entry Fee: \$480**

**Banquet Fee: \$30/ticket**

**Team Photo:** Each team will receive one 8x10 team photo.

**Pay It Forward Loonie** will be added to the invoice for each school. **\*One cheque made out to Sturgeon Composite High School\***

**\*\*DEADLINE FOR REGISTRATION IS MONDAY, MARCH 16, 2020@ 12:00 PM**

#### **Required Items:**

- Team Roster – player name, number, height, position, grade
- Team Picture – a 5x7 team photo of high resolution for printing in the program. This would be a minimum of 2100 by 1500 pixels.
- School Logo – If possible send the school logo as a transparent vector file. Alternatively, a transparent image a minimum of 300 x 300 pixels would suffice.(The larger the better).
- Team history/season summary (brief).
- Team Banquet ticket order – need to know exact number attending (max 18).
- Team Photo order – number of additional photos you would like to purchase .

## **Tournament at a Glance:**

**All games will be played at Sturgeon Composite High School**

| <b>WEDNESDAY, MARCH 18th</b> | <b><u>TIME</u></b>     | <b><u>LOCATION</u></b> |
|------------------------------|------------------------|------------------------|
| Registration, Team photos    | 9:00 a.m. - 4:00p.m.   | Drama Room & Gym Foyer |
| Practice times               | 9:00 a.m. - 400 p.m.   | North & South Gym      |
| Captains & Coaches meeting   | 5:50-6:20 p.m.         | Drama Room             |
| Banquet                      | 5:45 p.m. - 8:30 p.m   | South Gym              |
| Clothing Sales               | 9:00 a.m. - 5 p.m.     | Main Foyer             |
| <b>THURSDAY, MARCH 19TH</b>  |                        |                        |
| Opening Ceremonies           | 9:00 a.m. - 10:00 a.m. | South Gym              |
| Clothing for Sale            | 9:00 a.m. - 7:00 p.m.  | Foyer                  |
| Games                        | 11:00 a.m. - 9:00 p.m. | Both Gyms              |
| <b>FRIDAY, MARCH 20TH</b>    |                        |                        |
| Clothing for Sale            | 9:00 a.m. - 7:00 p.m.  | Foyer                  |
| Games                        | 9:00 a.m. - 8:00 p.m.  | South Gym              |
| Practice/Warm ups            | North Gym free all day |                        |
| <b>SATURDAY, MARCH 21ST</b>  |                        |                        |
| Clothing for Sale            | 9:00 a.m. - 3:00 p.m.  | Foyer                  |
| Games                        | 9:00 a.m. - 7:00 p.m.  | South Gym              |
| Bronze Medal Game            | 3:00 p.m.              | South Gym              |
| Championship Game            | 5:00 p.m.              | South Gym              |

## **Tournament Details**

### **Wednesday on Site Registration:**

Please Follow the schedule for practices, pictures and registration time. Arrive 15 minutes early so that our hosts & hostesses can assist you through the facilities. Upon your arrival to Sturgeon Composite High School please park all busses in the first parking lot on the West side of the school. You will see A Frames for reserved bus parking along our sidewalks. You will be greeted by Committee members who will register your team at the front entrance of the school. They will provide you with important information, packages and escort your team to photos.

**Team Host/Hostess:**

Each team will be assigned a host/hostess at the competition venue. These people will be available to assist you and your team during the competition. Your host/hostess will provide directions to tournament events and will be on site during your matches to provide any assistance you may require.

**Photographs:**

The ASAA requires all competing teams to have their pictures taken for the yearbook.

Team Photographs:

Photographs will be taken at Sturgeon Composite School on Wednesday, March 18th, 2020.

Requested for time slots need to be made no later than 12:00pm on Monday the 16th.

Please check the website for scheduled picture & practice times. **Teams are asked to be dressed in Away uniforms for the pictures**

Each team will be provided with one 8x10 team photo. ).

These will be delivered to you Thursday morning if they are not available for the coaches meeting Wednesday evening.

**Opening Ceremonies and Banquet Information:**

Attendance at the banquet is **compulsory** for all team members and coaches. Banquet tickets must be ordered online during the registration process by Monday, March 16th, 2020 at NOON. The banquet is for athletes, coaches, managers, bus drivers, staff sponsors and trainers (max. is 18 tickets per team). The dress code is semi-formal. Please no jeans, sweats, or hats.

**Date:** Wednesday March 18, 2020  
**Time:** Doors open at 5:45 p.m.  
**Location:** Sturgeon Composite High School  
**Dress Code:** Semi-Formal  
**Banquet Fees:** \$30.00/person

**Accommodations:**

Rooms have been blocked off at the following hotels under 3A Girls Basketball Provincials. Reserved rooms are for players and coaches only. Please see the Championship Website for booking instructions. Note that not every hotel includes a Continental breakfast.

St. Albert Inn and Suites

156 St. Albert Trail, St. Albert Ab

T8N OP5

(780) 459-5551

Team rate of \$ 128.00 a night does not include breakfast (Has pool & waterslide)

Fairfield Inn and Suites by Marriott Edmonton North

581 Griesbach Parade NW Edmonton, AB.

TJE 6W1

(780) 540-5100

Team rate of \$129.00 a night includes breakfast (Has a small pool)

Lakeview Inn and Suites Fort Saskatchewan

10115-88ave, Fort Saskatchewan, Ab.

T8L 4J9

(780) 998-7888

Team rate of \$79.00 a night includes breakfast (No Pool)

**ADDITIONAL TOURNAMENT INFORMATION****Coaches Meeting:**

There will be a coaches meeting on Wednesday, March 18th at 6:10 p.m. This meeting will be held in our Drama Room. We will have guides there for coaches when they arrive to lead them to the appropriate room. Please ensure your team has at least one representative at this meeting, maximum two, to receive pertinent information regarding the provincial championships. As well as coaches gifts will be handed out.

**Captain's Meeting:**

There will be a captain's meeting on Wednesday, March 18th at 5:50 p.m. This meeting will be held at the Drama room. Please ensure your team has at least one representative at this meeting to receive pertinent information regarding the provincial championships.

**Practice and Photo Times:**

Practice and photo times can be requested by emailing Kerri Meadows at [kerri.meadows@sturgeon.ab.ca](mailto:kerri.meadows@sturgeon.ab.ca) and will be scheduled based on travel distance of teams. Photo times will be slotted for 30 minutes before/after your practice time. We have allocated 55 minutes for practice for each teams and 30 minutes for pictures. Please remain outside the gym while other teams are practicing. Teams are to complete their practice on time to allow the next team their allotted time. If a practice is not required please indicate a preferred photo time. A complete schedule will be posted on the website Tuesday, March 17th, 2020.

**Tournament Apparel:**

Elite Promotional Marketing will be providing the tournament apparel for players, coaches, and fans to purchase. They will be set up in a highly visible area in the front Foyer from Wednesday to Saturday.

**Payment will be cash only. Personalizations will be available in house for athletes wishing to customize their gear. Please be patient as our volunteers will likely be quite busy.**

**Change Rooms:**

Sturgeon Composite High School will have change rooms available for team use. Please be advised that SCHS is NOT responsible for lost or stolen articles. Please ensure all items are safely stored. Team rooms will not be provided. Change rooms can be used immediately prior to and following games. Again, personal items should NOT be left in the change rooms. Access to change rooms will not be granted until the completion of half time of the previous game.

**Coaches & Officials Room:**

SCHS will have a hospitality room for coaches and officials throughout the championship. Our hospitality group has organized a variety of snacks, foods, and beverages for the Thursday, Friday, and Saturday draws. Please take the time to enjoy the hospitality rooms.

**Medical & First Aid:**

Athletic assistance is the responsibility of each individual team. If there is a major injury or incident, emergency services will be called. All coaches can find the Emergency Action Plan in the back of this information package. Teams must bring their own medical supplies and do their own taping. First Aid Kits will be on location at SCHS in our sports medicine tape. Various recovery modalities will be available for your athletes to use as well.

**Concession:**

We will have a concession run at SCHS from 9:00 a.m. to 9:00 p.m. daily. **The concession will accept cash only.**

**Spectator Rates & Programs:**

**ADMISSION COSTS**

**Program: \$2.00**

- Adults: \$10.00/per day
- Adults: Tournament Pass: \$25.00
- Student Tournament Pass: \$5.00
- Children under 12 Free

**Admission will be cash only.**

**Parking:**

Please be aware that Sturgeon Composite High School will have classes in session on Wednesday & Thursday. Please do not park in bus loop in front of our school. There is ample parking reserved for our spectators in our student parking lot. Buses are going to park on the west side of the school nearest the sidewalk. We will have the drop off lane reserved for team buses. A-Frames and parking assistants will be outside to ensure you have parking.

**No Smoking Policy:**

All facilities are smoke-free (& Vape Free) facilities. Smoking by athletes, parents, and spectators is prohibited anywhere at Sturgeon Composite High School.

**School Rules:**

During Wednesday & 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 outside of the gymnasiums.



## **GAME RULES AND INFORMATION**

### **Game Ball:**

Spalding Top Flite 1000 and TF1000ZKPro, size 6 for girls.

### **Practice Balls:**

Teams are to bring their own practice balls that are clearly marked with their school logo or initials.

Practice balls are to only be used on the court during warm-ups.

### **Uniforms:**

The higher ranked team will wear white/light uniforms.

### **Venue Rules/Policy & Expectations:**

It is incumbent upon all coaches and participants to be aware of ASAA policy. Specifically for this event: Player Eligibility (pg. 37-38); Supervision Policy; "Every school team must be coached or supervised by a teacher of the school jurisdiction to which the school belongs. More details are outlined on page 50 of the ASAA policy book. "All competitions must be conducted with a high standard of courtesy, fair play, and sportsmanship. All those involved share this responsibility." (pg. 25, ASAA Policy Handbook).

### **Referees:**

All referees are supplied and assigned by the Alberta Basketball Officials Association. There will be a representative at the coaches meeting.

### **Minor Officials:**

Minor Officials will be provided. Please treat these individuals with respect. If you have a concern with the scorekeeping please address it through the Officials and/or Site Supervisor. Do not direct comments to the minor officials.

### **Grievance Committee:**

The grievance committee will sit to deal with matters that occur during competition, including discipline/conduct issues or appeals that may arise from ejections. The committee will handle any other matters that arise requiring dispute resolution. Members of the committee will include the tournament chair, an official and an experienced member of our organizing committee. We will also try to include one other impartial coach and/or official in the committee. Please see the ASAA policy handbook for procedures in issuing a grievance or appeal. Any grievance committee members potential conflict of interest will be taken into account wherever possible.

### **Discipline & 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 dishonor to the athlete, the team, the school or the ASAA will not be tolerated."

## **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

### **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. Awards will be announced throughout the tournament as well as within one week of event.

### **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.

Recipients of sportsmanship pins should show some or many of the following characteristics:

Players should:

- ✓ Conduct themselves in a positive nature/manner before, during and after the game
- ✓ Offer positive comments 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

Spectators should:

- ✓ Consistently give positive feedback to players and others
- ✓ Welcome opponents
- ✓ Present positive comments before, during and after the game
- ✓ Be helpful to others (i.e. willingly offer information about the game, score, scheduling, venue location, etc. to onlookers)

### **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.

1. 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. **A reminder that a coach or player disqualified will receive a one game suspension. If it is the teacher sponsor that is disqualified, and no other teacher sponsor is available for that team, the team will not be allowed to participate in their following game.**
2. 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.
3. 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.
4. 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.
5. Administrators and Teachers Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

### **Awards Ceremony:**

Awards ceremonies will occur immediately following each medal game on the main court at Sturgeon Composite. Participating teams are asked to line up after the team handshakes.

| <b><u>Awards:</u></b>    | <b><u>Trophy</u></b> | <b><u>2018-19 Winners</u></b> |
|--------------------------|----------------------|-------------------------------|
| <b>3A Girls Champion</b> | Miriam Farrington    | <b>Wetaskiwin (C)</b>         |
| Finalist                 | Myrna Empey          | W.R. Myers (S)                |
| Third Place              | Bob Albrecht         | St. Peter The Apostle (EDM)   |
| Fourth Place             |                      | Monsignore McCoy(S)           |
| Consolation              | Maurice Mandrusiak   | Morinville (NC)               |
| Sportsmanship            | Ira Bourne           | Sturgeon (EDM)                |

**Live Streaming:**

Games will be streamed live for people to access on the ASAA Youtube channel. A direct link will be available on the host website.

**Maps:**

Detailed maps of Sturgeon Composite High School can be found on the host website.

**GAME TIME PROCEDURES:**

1. Please ensure that you hand in a correct line up, with the 5 starters indicated, to the scorer's table 15 minutes before the game starts. Coaches sign the score sheet to verify that all your players are listed with correct numbers.
2. Teams will have a minimum 10 minutes to warm up for each game. Games will start on time unless we are running behind.
3. When a game is being announced starting players will be introduced from each team and take the floor. The starters from the visiting team will be introduced first and the home team second.
4. The break at half-time will be ten minutes.
5. Warm-up music will be provided for all games by the tournament host.
6. In order to ensure that there is enough time for a proper warm up; games are set at two hour intervals. Games will not start prior to designated start time.
7. While your team is waiting for their game please ask them not to bounce balls in the gym or in hallways while the game is in progress.
8. The floor will be swept prior to the games and/or at half-time. Please keep players off the court while the floor is being swept. Spectators are to stay off the court at all times.

**TOURNAMENT DRAW:**

The participating teams in the tournament will be ranked and seeded by the ASAA. The tournament organizers have no control over seeding the tournament draw. The final draw with team names allocated with their appropriate seeds will be posted on the website by Sunday March 15th, 2020

Game results will be posted on the ASAA website throughout the tournament.

SAMPLE Practice Schedule: (Actual will be posted on host website)

3A Girls Provincial Photo/Practice Schedule (Photo Time listed beside Practice Time)

**Sturgeon Composite High Gymnasium (South & North)**

# Emergency Action Plan

## **EMERGENCY ACTION PLAN (EAP)**

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP). While Sturgeon Composite High School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Sturgeon Composite High School events. Person in Charge:

- \* Administrator in Charge – Mrs. Kim Payne (780)951-0531
- \* Tournament Chair – Kerri Meadows (587) 985-3774
- \* Teacher Supervisors – Mr. Rod McKinley (780)984-0097  
– Mr. Tim Spenrath (780)945-3898

## **First person on scene of accident:**

- \* Assess injury status of a player (particularly head and/or spinal injuries).
- \* Contact Person in Charge as soon as possible.
  - If an ambulance and paramedics are required the Person in Charge will call 911 if he/she deems it necessary and it hasn't been done yet.

## **Sturgeon Composite High School**

#30-24400 Highway 37 Sturgeon  
County, Alberta T8T 0E9

**Phone: 780-973-3301**

- \* Person in Charge will take control of an emergency situation until a medical authority arrives.
- \* Document the events of the accident and file a written report if necessary.

## **Calling Person in Charge:**

- \* Call Person in Charge (Administrator or Teacher supervisor or Teacher at score table) is responsible for making the 911 telephone call. Teacher supervisors and Teacher at score table

are required to have a cell phone on their person while attending an athletic event while at EPC or the Multiplex.

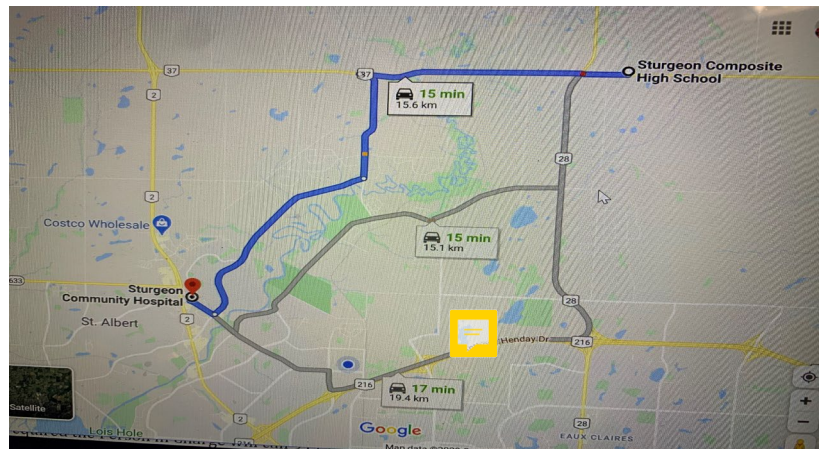
- \* Stay in constant communication with the medical provider and the Person in Charge.
- \* Contact Tournament Chair. Tournament Chair is responsible for having his/her cell phone number available to the call Person in Charge.
- \* Assist the Person in Charge with the filing of Accident Report if requested.

### **Control Person:**

- \* The Teacher supervisor and/or other Teachers at the score table are responsible for controlling the crowd and other participants.
- \* After the area is secured and controlled, the Teacher supervisor will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim.
- \* Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- \* In consultation with the Person in Charge, Tournament Chair (if necessary) and game Officials the continuation of play will be determined.

### **Location of Medical Facilities**

**Sturgeon Community Hospital**  
**201 Boudreau Road**  
**St. Albert, AB T8N 6C4**  
**Telephone: (780) 418-8200**



### **Location of AED**

**AED is located in the main foyer of Sturgeon Composite High School.**

**EPI Pen's are located in our main office and for the tournament we will also have one in our main gym with our Sports Medicine tent.**

**First Aid kits will be under our Sports Med Tent with our athletic trainers. Teams may ask for materials as needed but are to bring their own supplies and not just rely on ours.**

**Ice machine is located in the South Gym.**

STURGEON COMPOSITE HIGH  
SCHOOL 2019-2020  
**Fire Drills and Building Evacuation**

### **General Information**

- a. Fire drills are compulsory. We are obligated to hold at least three in the fall and three in the spring, under a variety of conditions.
- b. When an alarm sounds, you cannot be certain if it is a drill, a real fire or a different emergency in some part of the school; therefore, for safety you are to leave whatever you are doing and exit the building quickly and quietly.
- c. Fire alarms and fire extinguishers are located right outside the southeast doors , and right inside the south gym in the south east corner as well as on the north east wall

### **Informing Students of Procedures and Regulations**

Teachers are to ensure that students are aware of procedures and regulations in regards to fire drills and evacuations.

Procedures and evacuation routes should be posted in each classroom.

### **Responsibilities of Staff and Students**

#### **Staff**

1. Staff shall advise all classes of evacuation routes and procedures, and ensure that these are posted in all rooms.
2. When the fire alarm sounds, staff members in charge of a class, at the time will, direct students to stop working and have them exit according to the evacuation route. As students are leaving the room, the teacher will take the class attendance sheet for a student count. The teacher will make certain that all windows and doors are shut. **Doors should not be locked! Lights should be left on!**
3. When the alarm sounds, the teacher must check to see if the evacuation route is safe. Once the teacher has decided upon a safe route, students evacuate the building while the teacher closes the door and follows the class.
4. When the students are outside the building in the designated area, the teacher will take attendance and remain with the class until re-entry is permitted. Any students not present for



attendance are to be reported. A runner from each junior high and high school group will report attendance to the secretaries, who will be located across from the **Bus entrance doors**.

5. When an all clear is indicated with 3 bells, the teacher will accompany students back to the classroom for resumption of instruction.

## Students

1. Students are not to pick up any possessions from lockers when leaving classrooms and the building.
2. Students will proceed as quickly and quietly as possible, without running or undue conversation.
3. When at the designated evacuation stations, students will assist in roll call. Students are to remain with their teacher at the station. Students are not to re-enter the building or leave the school grounds without the teacher's consent.
4. Students re-enter the building as directed by the teacher.

### SCHOOL MAP & FIRE EXITS:

Please use the designated routes as outlined in the map below

