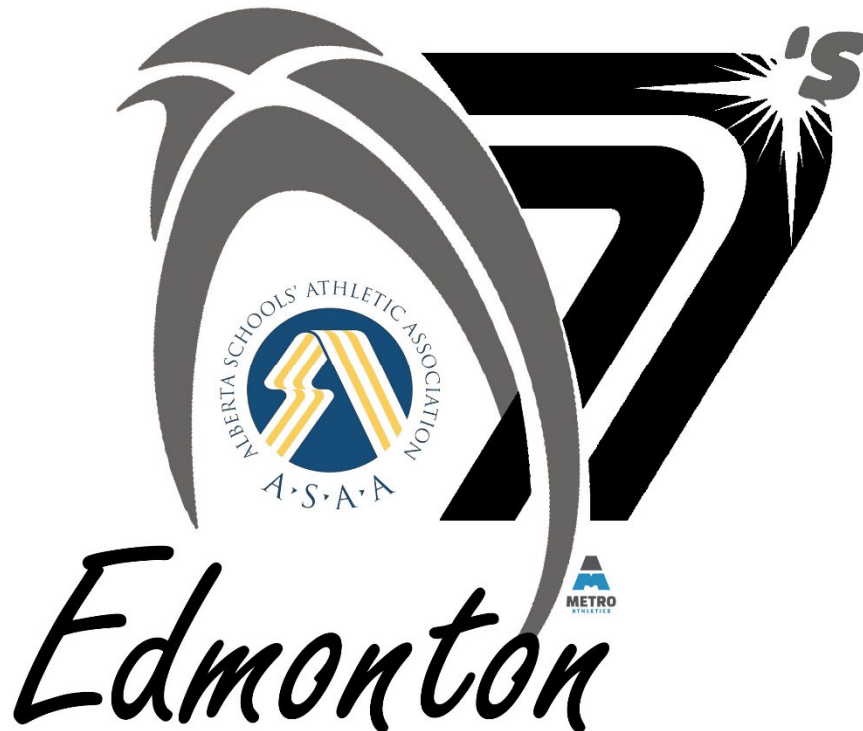


Alberta Schools' Athletic Association Provincial Rugby 7's Championships

Date: May 31 & June 1, 2019

Host: Metro Athletics
Edmonton, AB

Site: St. Albert Rugby Football Club
51 Riel Drive
St. Albert, Alberta



1. ORGANIZING COMMITTEE**Metro Athletics**

10425-84 Ave
Edmonton, AB T6E 2H3
(office) 780-989-3005

Name	Position	Telephone	Email
Michelle Ross	Metro Manager	780-989-3005	michelle@metroathletics.ca
Shawn Shepherd	Metro Facilitator	780-989-3005	shawn@metroathletics.ca
Michael Steele	ASAA Assistant Director	780-427-8182 (bus) 780-995-1554 (cell)	michael@asaa.ca
Jerry Flaws	ASAA Girls Commissioner	403-943-3135 (bus) 403-901-9453 (cell)	jerry.flaws@ghsd75.ca
Greg Forsyth	ASAA Boys Commissioner	780-439-3957 (bus) 780-709-4687 (cell)	greg.forsyth@epsb.ca
Peter Weran	Archbishop O'Leary	780-476-6251 (bus) 780-913-3002 (cell)	peter.weran@ecsd.net
Dawn-Marie Hunter Sharp	McNally	780-469-0442 (bus) 780-919-7727 (cell)	Dawn-marie.hunter.sharp@epsb.ca
Kevin Hancock	Beaumont Composite	780-929-6282 (bus) 587-785-0036 (cell)	Kevin.hancock@blackgold.ca

2. SCHEDULE OF EVENTS

Friday, May 31, 2019

Gates Open	8:00am	St. Albert Rugby Football Club (SARFC)
Early Bird Payment	8:15am - 8:30am	Teams to bring cheques to the club
Coaches Meeting	8:30am – 9:00am	SARFC Clubhouse
Captains Meeting	9:00am – 9:15am	SARFC Clubhouse
Competition Begins	10:00am	St. Albert Rugby Football Club
Provincial Lunches (with pass)	11:00am – 2:00pm	St. Albert Rugby Football Club

Saturday, June 1, 2019

Gates Open	8:00am	St. Albert Rugby Football Club
Competition Begins	10:00am	St. Albert Rugby Football Club
Awards Presentations	After each Tier of Games	St. Albert Rugby Football Club

3. ST. ALBERT RUGBY CLUB INFORMATION AND RESULTS CENTRE

The main Provincial Tent will be located on the South East side of the grounds. Draw and scores will be posted there

The St. Albert Rugby Football Club and Metro Athletics want to make it known that the Clubhouse (other than the changerooms downstairs) WILL NOT be open to the public.

4. COMPETITION SCHEDULE

The Competition schedule is provided under the Schedule tab of the ASAA website and attached as a spreadsheet.

5. PRE-GAME WARM-UP FIELDS

Teams are encouraged to warm-up within the Rugby Park and Field 4 is being reserved as the warm up field. 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 space, which is designated to Field 4 and any other open space that is not on the fields.

6. ONLINE REGISTRATION AND PAYMENT

- 6.1 All team registrations must be completed online by 4 pm on Monday, May 27, 2019.
- 6.2 Registration includes a team roster, team photo, team logo and your team order form (which includes your entry and your meal ticket pass). 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 \$300.00/team. **Cheques are to be made payable to: Metro Edmonton High School Athletic Association.**

***Teams will not be eligible to participate until the Metro Athletics host (Michelle Ross) has received payment for the registration fees.**

- 6.4 Meal tickets cost **\$8.00 per athlete and coach** (one lunch meal for athletes/coaches on Friday) 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 entered online by 4 pm on Monday, May 27, 2019

7. ASAA PROVINCIAL CHAMPIONSHIP MEAL TICKETS

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 4 pm on May 27, 2019; indicating the number of luncheon tickets needed. Please include any student trainers you may be requesting passes/lunch tickets for.

Date: Friday, May 31, 2019
 Time: 11:00am until 2:00pm
***Lunch Passes are only valid during this time; no refunds will be given if you do not pick up your lunch.**
 Site: St. Albert Rugby Club – Food Tent/Area will be located just off of the patio to the clubhouse
 Cost: \$8.00 per athlete & coach (Friday Lunch only)
 Ticket: Will be included in the registration package given out at the coaches meeting

8. MEETINGS

Coaches Meeting

Date: Friday, May 31, 2019
 Site: St. Albert Rugby Football Clubhouse
 Schedule: 8:30 am-9:00 am
 Chairs: Michelle Ross – Host Chair
 Jerry Flaws—Girls Rugby Commissioner
 Greg Forsyth—Boys Rugby Commissioner
 Agenda: Set by Host Committee
 Participants: Host Committee Representatives, at least ONE Coach rep from each team, 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 required to be in attendance at the Coaches Meeting.** Any concerns regarding the tournament or referees will be addressed at this meeting. The playing rules used by the ASAA shall be those endorsed by World Rugby for Rugby VII's and U-19 play.
- 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 St. Albert Rugby Clubhouse. All teams are asked to have a representative check-in upon arrival for any last minute information items, and to have any questions answered.

Captains Meeting

Date: Friday, May 31, 2019
 Site: St. Albert Rugby Clubhouse
 Schedule: 9:00 am-9:15 am
 Chairs: Michelle Ross – Host Chair
 Jerry Flaws—Girls Rugby Commissioner
 Greg Forsyth—Boys Rugby Commissioner
 Agenda: Set by Host Committee
 Participants: Host Committee Representatives, at least ONE player rep from each team, ASAA Representatives

9. TECHNICAL INFORMATION

- 9.1 For ASAA policy regarding eligibility please refer to pages 38-47 of the ASAA Policy Handbook.
- 9.2 For ASAA policy specific to behaviour and conduct at this event please refer to pages 26-30 of the ASAA Policy Handbook.
- 9.3 For ASAA policy specific to rugby 7's please refer to the information tab on the website for policy.

10. AWARD PRESENTATIONS

Awards presentations and medals will take place in the awards area that will be located on the South East side of the park by the Results Area, immediately after the game for each gender and tier. There will be a volunteer marshal that will lead teams to the awards area IMMEDIATELY following the conclusion of the game.

Please assemble your teams as directed by the marshal.

11. PHOTOGRAPHS

The ASAA requires team photographs for its yearbook. Thank you for uploading these on-line through the Registration link. There is no need to take formal team photos prior to the start of your first game. A committee photographer will be taking action shots throughout the tournament for the ASAA yearbook. As well, team photos will be taken as part of the respective awards presentations by the committee photographer for the Champions, Finalists, Bronze and Consolation winners. Please remain at the awards area at the conclusion of these medal presentations until this team photo has been taken.

All action shots will be uploaded to a Google Drive and shared with coaches following the provincial championship.

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 variations. Specifically for this event, player eligibility (pp 38-47) and ASAA Rugby 7's rules which are located on the website.
- 12.2 **Discipline and Misconduct:**
Breaches of the ASAA Code of Ethics are treated seriously, and as a 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 26-30). 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.
- 12.4 **Uniform Policy:**
Please refer to ASAA rugby policy Uniforms I.a and I.b on page 120 of the ASAA 2018-19 Handbook.

12.5 **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. can be a different 12 every game. 5 subs per game are allowed. Before each match a team must nominate 12 players on a game sheet that indicates name, unique jersey number or letter, captain(s). *Only players on the game sheet may play, with a maximum of 5 substitutions.* Substitution can occur at any time during the game; however, there is a maximum of 5 substitutions per team per game.

12.7 **Games:**

All games will be – two 7 minute halves and a 2 minute half-time break. Round robin games can end in a draw/tie. Elimination games will have a sudden death 5 minute halves, switching sides each half. These sudden death halves will start with a coin toss.

Conversions and restarts must be kicked within 30 seconds. Conversions and penalties are drop kicks; there are no tee kicks in 7's rugby. Yellow cards are 2 minutes in length.

The Saturday finals will be given an additional 10 minutes to allow for medal presentations.

ALL WARM UPS are to be held in designated warm up areas near each field or on Field 4. NO WARM-UPS are allowed in the in-goal areas during games.

Overtime:

All tie-break requirements will follow the ASAA Tie-Break Procedures as indicated in the policy on the website

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 Chairs: Jerry Flaws or Greg Forsyth**. A Discipline Committee will consist of the Head Referee, Grievance Chairs and the Tournament 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 responses 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 improving equity, sportsmanship and general fairness if and where these things may be found lacking.

12.9 **Tournament Rugby Game Balls:**

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

12.10 **Athletic Therapy Services:**

There will be certificated and insured Athletic Therapists throughout the tournament to assist in injury prevention,

assessment, and treatment. It is strongly recommended that teams supply their own tape and first aid requirements if you would like the AT's to address your taping/wrapping needs. If assessment of soft tissue injuries or taping is required, please have the athlete bring themselves with any necessary supplies to the score table on each field prior to the game or signal that you request their assistance during or after the game. The AT's will be onsite under the black (sportfactor) tent.

12.11 Dressing Rooms and Washroom Facilities:

There are dressing rooms available at St. Albert Rugby Park; access is on the parking lot side. This will be the only access to rooms, as the clubhouse will not be open to the teams/public. Changing on the game field is not permitted. Please treat the facility with respect and clean up after yourselves.

12.12 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. ADMISSION AND PARKING

There will be two parking areas, both accessed off Rodeo Drive:

- The parking lot attached to the St. Albert Football Rugby Club will be for volunteers, referees, guests and Club members.
- The parking lot located at the Larry Olexiuk Field directly across from the St. Albert Football Rugby Club will be for spectators and bus parking.

Admission is set at the following prices: **CASH ONLY**

Adults/Students: \$5.00 per day

Children under 12 FREE

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 in/out management will be controlled by the Parking Attendants.

15. CONCESSION

A Concession is available to all spectators throughout the tournament provided by the St. Albert Football Rugby Park and will be located on the patio to the clubhouse.

16. CHAMPIONSHIP HOTELS

Hotels are the responsibility of teams to book and pay for. Hotels are on a first come basis for booking reserved rooms. These rates are for event participants only. Any rooms booked for non-athletes/teams are at regular hotel rates.

HOLIDAY INN AND SUITES - WEST EDMONTON - 4 Stars

11330 - 170 ST

Distance to venue - 10 min / 7 km

Cut off Date - May 16th

Cost - \$119/night, no breakfast included

FAIRFIELD INN & SUITES BY MARRIOTT - EDMONTON NORTH - 4.5 Stars

581 Griesbach Parade

Distance to venue - 15 min / 11 km

Cut off date - May 15th

Cost - \$129/night, breakfast included

ST. ALBERT INN & SUITES - 4 Stars

156 St. Albert Trail

Distance to venue - 6 min / 4 km

Cut off Date - May 15th

Cost - \$128/night, Muffins/Coffee & Juice each morning

BEST WESTERN PLUS - ST . ALBERT 4.5 Stars

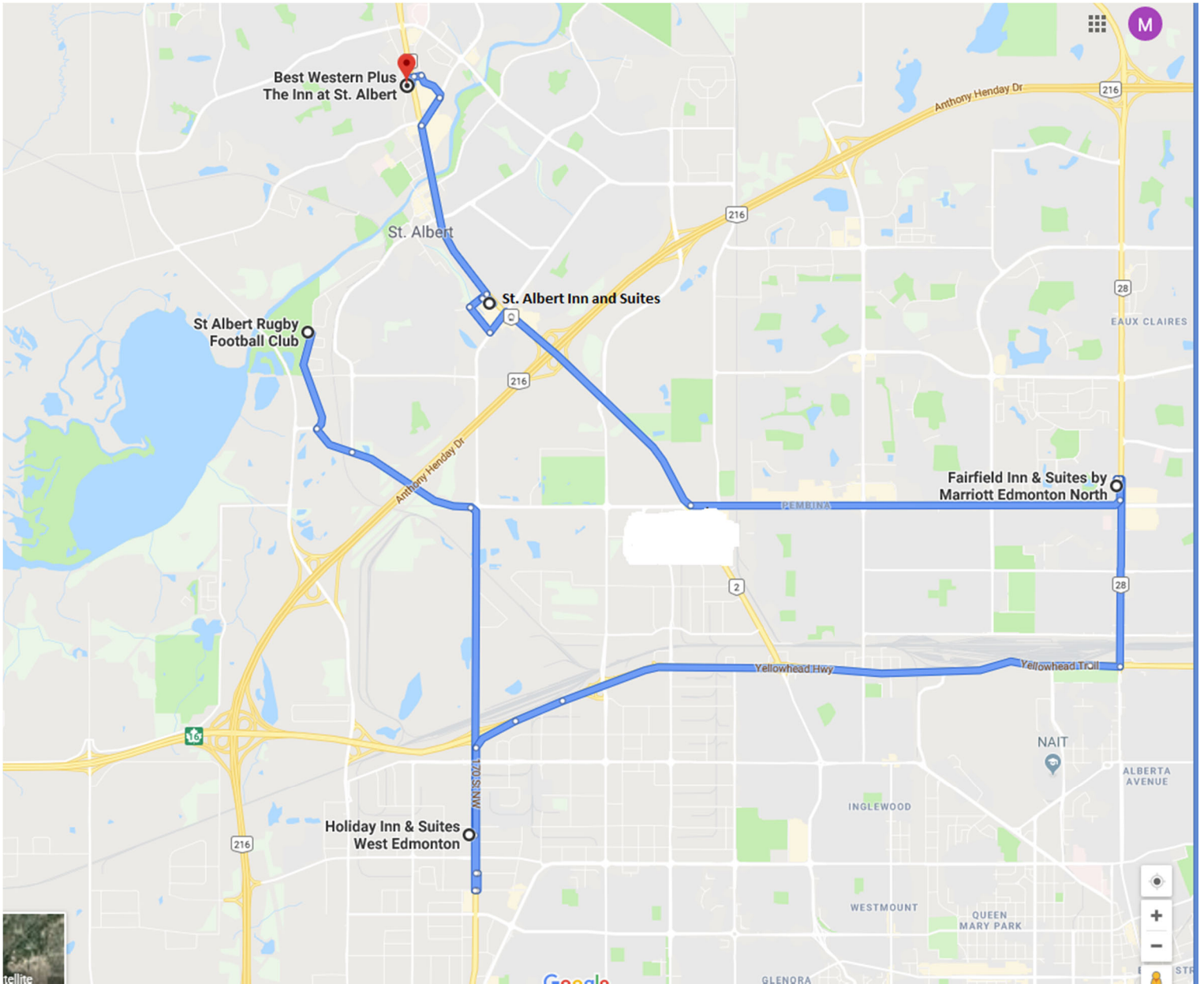
460 St. Albert Trail

Distance to venue - 11 min / 5 km

Cut off date - May 10th

Cost - \$143.99/night, breakfast included

17. CITY OF ST. ALBERT MAP



**Emergency Action Plan - ASAA Rugby 7's Provincial Championships
May 31-June 1, 2019 at the St. Albert Rugby Football Club (SARFC)**

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

Emergency situations may arise at any time 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 copy of this EAP will be at the medical tent, each score table, concession, and main control tent.

IN CHARGE PERSON (FRIDAY and SATURDAY):

Just waiting on the name and number of our charge person

MIKE BARRIE – Cell: 915-9820 (SARFC Facility Manager)

MICHELLE ROSS – Cell: 780-905-7341

SHAWN SHEPHERD – Cell: 780-264-8255

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

ADVANTAGE SPORTS REHABILITATION AND CONDITIONING LTD

A Certified Athletic Therapist from Advantage will be on-site for each of the two days and stationed at the Medical Tent and will have the contact information for the above noted individuals, the contact info will also be at each of the score tables.

- If an ambulance and paramedic are required (non-life threatening), the Person in Charge and AT will be contacted to assist with EAP implementation. The Person in Charge will call 911, if required, and communicate with MIKE BARRIE (780-915-9820) of the SARFC staff to meet the ambulance to direct them to the correct field.
- If an ambulance and paramedic are required (life threatening/dire situation), the coach of the injured player or AT will initiate the 911 call immediately using the EAP information from the field tent/score table. After the 911 call is initiated, the coach/AT will stay on the phone with emergency dispatch. The coach/AT at the field must contact the 'Person In Charge' to assist. The 'Person In Charge' MUST call MIKE BARRIE (780-915-9820) to have SARFC staff meet the ambulance to direct the EMS staff to the correct field.
- The Paramedic 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 or Athletic Therapist at the field

This person is appointed prior to the game by the Head Referee. This individual will be required to activate the emergency system by communicating to the Athletic Therapists on-site and informing them of the nature of the medical emergency if not already addressed by the AT on the field with the following information.

- The AT will inform the Paramedic and Call Person if they are to immediately call 9-1-1 or wait until they arrive at the field to assess the situation.
- The Call Person/AT will report back to the In 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.

- **AT 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.**
- 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**
- After the area is secured and controlled, they will act as the guide for emergency personnel from the City of St. Albert while on the rugby playing surface. The EMS will be met at the gate by a designated guide to escort the EMS personnel to the injured athlete.
- In consultation with the Person in Charge the continuation of play will be determined.

Emergency Telephone Numbers and Addresses:

STURGEON HOSPITAL: 201 Boudreau Road, St. Albert; 780-418-8200

MISERICORDIA HOSPITAL: 16940-87 Ave, Edmonton; 780-735-2000