

# ANNUAL PLANNING MEETING PACKAGE 2022



**Delta Hotels**  
**Burnaby Conference Centre**  
November 14 & 15, 2022



## **Athletic Directors and Administrators,**

In accordance with Section 3.1. of our Bylaws all BCSS Member schools in good standing are entitled to receive notice of, and have a designated representative attend, all General Meetings. The 2022 BCSS Annual Planning Meeting will be held on Monday November 14 and Tuesday November 15, at the Delta Hotels Burnaby Conference Centre. The cost to attend is \$150 which includes meals provided during the meeting and the hospitality suite. Hotel rooms can be booked through BCSS at a room rate of \$175 plus applicable taxes per night. If you wish to attend, please contact the BCSS office by email [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca) no later than October 3, 2022.

Within this document you will find the following information:

- Resolution Information and submission instructions
- Championship Hosting information & Bid Package (Spring 2024 Championships) - submission deadline – **October 7, 2022 @ 4pm**

## **Procedures for Submitting & Processing Resolutions**

Resolutions to make changes to the BC School Sports Constitution, By – Laws, and Policies under the new BCSS Governance structure must be submitted through your **BCSS Zone**. The Zone is required to ensure that the majority of the member schools in your zone are in support of the motion. Motions will be discussed and voted on by the Legislative Assembly at the APM on November 14 & 15, 2022.

Resolutions are due to the BCSS office no later than 4pm on **October 7, 2022**.





# Hosting Information (Spring 2024)

BC SCHOOL SPORTS

# School Based Championship Hosting

## ***Why should my school host a championship?***

Provincial Championships are the most anticipated and sought-after events for any student-athlete. The memories and experiences that are gained during a provincial championship is unlike any other school sport event. Host schools receive an automatic berth to the championship, being able to provide a once in a lifetime opportunity for their students to compete and perhaps even win a provincial title at their own school while rallying the study-body and staff to support the athletics program. Additionally, working with BCSS and local sponsors, it may provide some school the opportunity to make a modest profit to support their athletics program. Lastly, there are significant savings to host schools in the form of travel and accommodation costs.

## ***Who can host?***

Any member school in good standing, in the appropriate tier, with the required facilities may host a provincial championship. School based championships will be open to all schools across the province.

## ***How does a school become a host?***

Championships will be awarded to schools that show interest and demonstrate the infrastructure and community support necessary to successfully host a provincial championship. We encourage schools that have hosted championships in the past as well as school that haven't hosted in the past. Schools can submit a bid package to Host a BCSS Championship Form and submit it to BCSS staff ([info@bcschoolsports.ca](mailto:info@bcschoolsports.ca)). Bids for the Fall & Winter 2023 are due no later than **4:00pm on October 7, 2022**. Bid form can be found [here](#).

## ***How will my school be supported if we do host?***

BCSS will provide resources to host schools with the most amount of support possible. Host schools will be provided an event budget, championship host committee manual outlining the expectations, tasks, and ideal committee structure, medals and banners, equipment, and assistance with all the planning of the championship. You will have a designated BCSS Staff Member who will be available to assist you to ensure your experience as a host, and the student-athletes experience is as memorable and enjoyable as possible

# Available School-Hosted Championships

Championship	Proposed Date
AA/AAA Tennis	May 23-25, 2024
Mountain Bike	May 25 2024
A Girls Soccer	May 30-June 1, 2024
AA Girls Soccer	
AAA Girls Soccer	
A Golf	June 3-5, 2024
AA Golf	
AAA Golf	

**BIDS FOR Spring 2024 ARE DUE NO LATER THAN 4:00 PM ON OCTOBER 7th, 2022**

## Championships Hosting Bid Checklist

Thank you for your interest in hosting a BC School Sports Provincial Championship. Please review the following checklist and use it as a guide to support your application to host.

- \_\_\_ Review the Championship Hosting Handbook and sport specific hosting guidelines
- \_\_\_ Discuss with administration and necessary staff to gain support/approval for event
- \_\_\_ Find potential committee members and ensure participation
- \_\_\_ Ensure potential sport venues are available for the host weekend
- \_\_\_ Contact potential host hotels and banquet facilities to ensure availability
- \_\_\_ Complete the application form in its entirety and submit to BCSS
- \_\_\_ Prepare and submit your bid. (NOTE: a maximum 4-minute video may be required if more than one bid is received for a championship)

Fall Planning Meeting (November): Spring Championships reviewed and awarded

Annual General Meeting (May): Fall/Winter Championships reviewed and rewarded