



DRAFT

**Event Management
Guidelines Manual**



The BC School Sports Competitive Standards Manual has been developed to assist local organizers (i.e. secondary school coaches, sport administrators, tournament organizers, Sport Commission executives, etc) plan and host a provincial competition. The manual has been the responsibility of the BCSS Competition Standards Committee and BCSS staff in consultation with the BCSS Sport Commissions. It has been developed to be a step by step tool for the Championship Organizing Committee, providing minimum standards, roles and responsibilities, timelines and checklists that will help ensure that Provincial Championships are hosted successfully.

It is hoped that this resource will make the organization of a BCSS Provincial Championship less daunting. The process of organizing a quality, competitive event can be both mentally and physically exhausting. The BCSS staff and your Sport Commission are always available to answer questions and assist where needed.

This manual provides information on the following two areas:

1. General information on organizing a BC School Sports Provincial Championship
2. Specific information for each BCSS-approved sport, and the particulars of the individuals BCSS Championship

Thank you for dedicating your time to student-athletes across British Columbia by hosting a BCSS High School Provincial Championship. Your work is greatly appreciated.

BC SCHOOL SPORTS
2003A – 3713 Kensington Ave
Burnaby, BC V5B 0A7
Phone: (604) 477-1488
Fax: (604) 477-1484
Email: info@bcschoolsports.ca
www.bcschoolsports.ca

TABLE OF CONTENTS

SECTION 1 – Roles and Responsibilities	4
• Mission, Vision and Values	5
• Roles of BC School Sports and Sport Commissions	6
• Championship Organizing Committee Roles and Responsibilities	7
SECTION 2 – Steps and Timelines for Planning a Competition	11
• 20 Steps to Planning a Successful Competition	12
• Timelines	19
• Pre-Event Checklist	22
• Post-Event Checklist	25
SECTION 3 – BCSS Championship Policies and Minimum Standards	27
• Goals of a Provincial Championship	28
• Levels of Responsibility	29
• Qualification Process	30
• Medical	30
• Awards	30
• Finance	31
• Social Events	31
• Reporting Requirements	32
• Ceremonies	33
○ Opening Ceremonies	
○ Medal Ceremonies	
○ Award Protocol	
• Disciplinary Committee	34
• Spectator Etiquette	35
• Volunteers	35
• Officials	36
• Programs	36
• Team Photos	36
SECTION 4 - Revenue Generation	37
• Grants	38
• Sponsorship	39
• Admissions and Tickets	39
• Merchandise	39
• Concession	39
SECTION 5 – Media and Event Promotion	40
• Communicating your Event to the Media	41
• Taking Advantage of Public Service Announcements	42

• How to Write a Press Release	42
• Athlete Biographies	43
• Promoting your Event	44
• Social Media	44
• Crisis Management with the Media	44
• Freedom of Information and Protection of Privacy Act	45
SECTION 6 – Risk Management	46
• Risk Management Process	48
• Emergency Action Plans	50
• Medical Services	51
• Concussion Protocol	53
• Insurance	53
SECTION 7 – Budgets and Financial Statements	54
• Budget Template	56
• Financial Statement Template	57
SECTION 8 – Types of Tournaments and Draws	61
• Round Robin	62
• Single Elimination	63
• Double Elimination	68
• 3-Game Guarantee	72
• Consolation	76
• Other	81
SECTION 9 –Event Wrap-Up	82
SECTION 10 – Sport Specific Planning	84
APPENDIX	85
• Volunteer Job Card	86
• One-Day Volunteer Form	87
• Medical/Behaviour Incident Report Form	88
• Emergency Action Plan (Template)	89
• Opening Ceremony Script (Template)	90
• Awards Ceremony Script (Template)	
○ Individual Sport	91
○ Team Sport	92
• Registration Package (Template)	94
• Coaches Meeting Agenda (Template)	98
• AGM Meeting Agenda	99

SECTION 1

Roles & Responsibilities

MISSION, VISION AND VALUES

MISSION

The Mission Statement of BC School Sports reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization. Every program and service offered by the association is directed towards student-athletes and/or the volunteer teacher and community coaches who spend hours of time helping students to achieve their goals.

BCSS is a membership based organization of schools. We fulfill our mission by:

- promoting student participation in extra-curricular activities
- assisting schools in the development and delivery of their programs
- providing governance for inter-school competition

VISION

The vision states the preferred future in outcome oriented language that describes the condition should BCSS be totally successful in the delivery of its mission, goals and strategies. BCSS visions that:

"Students in British Columbia schools will benefit from participation in physical activity and sport."

VALUES

Values are those guiding principles we use to make decisions and manage the organization strategically and operationally. This is the glue between the Mission and the Vision. BCSS:

- Encourages participation in physical activity and interschool athletics to foster lifelong physical and emotional well-being
- Supports the equity of opportunity for students and coaches to participate in athletics
- Promotes quality interschool sports programs as a means of ensuring fair play and ethics

ROLES AND RESPONSIBILITIES

BCSS Office

Responsibilities:

- Post the Provincial Championship Information on the BCSS website
- Provide Gold, silver and bronze medals, and ribbons (if requested by commission)
- Provide Championship banner and Host School banner
- Dedicated staff to offer advice, guidance, and assistance before, during, and after the event
- Liaison with Sports Canada TV for webstreaming needs

SPORT COMMISSION

Responsibilities:

- the technical aspects and policies of the provincial championships
- ensuring that the BCSS Competitive Rules and Regulations are followed
- ensuring that every school competing in a sport has to opportunity to qualify for the provincial championship in a fair and equitable manner
- making recommendations to the Competitive Standards Committee and/or membership concerning competitive standards
- liaising with COC regarding officials and scheduling
- approving local advertisers/sponsors, first aid, and sponsorship support
- tracking discipline from Zone qualification play
- assisting with ceremonies as requested (if present)
- hold/chair discipline and protest hearing(s)
- chair the coaches meeting if requested
- major sponsorship for all Championships (if Commission has any)
- check and verify eligibility of all players at the Championships
- to assist the host with the organization of a successful Provincial Championship
- to provide the following:
 - medals
 - team pictures and frames
 - plaques
- Assist in securing all the required equipment (i.e. game balls, etc)
- To determine seeding and pools for the tournament

CHAMPIONSHIP ORGANIZING COMMITTEE

Responsibilities:

- liaise with BCSS and BCSS Sport Commission
- Booking of facilities (including banquet, competition venue(s) and accommodations)
- Schedule officials
- Preparation and production of Provincial Championship Information package, championship program and website
- Responsible for advocating and enforcement of BCSS Bylaws and Policies
- Submission of final reports by the deadline set out by BCSS Sport Commission
- School community involvement—staff, students and principal support

The following roles and responsibilities are meant to be a guide as to how you might be able to structure your committee. The responsibilities listed below are not inclusive and are only suggestions as to how you might want to divide up the tasks. One person can hold on to more than one position. It is recommended to have, at a minimum, a tournament coordinator, administrative assistant, finance coordinator, venue/facility coordinator and special events coordinator.

TOURNAMENT COORDINATOR

Responsibilities:

- Assume responsibility for all areas pertaining to competition management
- Liaise with the Sport Commission
- Establish an organizing committee to assist with the planning and hosting of the competition
- Work with members of the organizing committee to:
 - Secure appropriate facilities
 - Prepare an effective and realistic budget
 - Ensure that the rules and regulations of both BC School Sports and the School Commission are adhered to throughout the competition
 - Ensure the viability of facilities required for competition
 - Compile a list and secure access to all required equipment
 - Sport specific and logistical
 - Establish an effective and realistic sport competition schedule
 - Establish an effective and realistic logistical plan to deal with the set up and take down of the sport venue(s)
 - Establish an effective and realistic results reporting system
 - Host regular meetings of the Organizing Committee (meetings may be in-person or via conference call)
- Work within the policies and procedures of BC School Sports as they appear in the BC School Sports Handbook
- Ensure coaches bring printed rosters from BC School Sports STARS system to verify rosters (work with commission)

ADMINISTRATIVE ASSISTANT

Responsibilities:

- Assist all members of the Organizing Committee with any administrative needs
- Compile, copy and distribute the Competition Information and Registration Package
- Accept registrations at the registration deadline
- Assist in securing and producing all necessary sport reporting paperwork
- Take minutes at meetings of the organizing committee; distribute to members
- Assist with registration on competition day
- Compile and distribute results following conclusion of the competition

HOSPITALITY COORDINATOR

Responsibilities:

- Assume responsibility for all aspects of the food services requirements
- Prepare a budget for the food services component of the competition
 - Responsible for the feeding of coaches and volunteers
- Establish a menu for the competition
- Ensure athletes and spectators have access to food (i.e. concession, food trucks, listing of nearby restaurants/stores, etc)
- Source, order and coordinate the delivery of all food and supplies required on competition day
- Recruit any need volunteers for assistance on competition day

MEDICAL COORDINATOR

Responsibilities:

- Provide medical coverage for the duration of the competition for athletes, coaches and volunteers
- Assist in the production of the Emergency Action Plan
- Depending on the magnitude of the event, ensure that local medical facilities are aware that the event is occurring in their area

VENUE/FACILITY COORDINATOR

Responsibilities:

- Ensure that the venue is set up according to the rules and regulations of the BCSS Sport Commission
- Develop a comprehensive logistical plan for the set-up and take down of the venue
- Work with the Tournament Coordinator to ensure that all required equipment is available on competition day and is in good working order
- Work with medical and hospitality to ensure that their respective venue areas are set up in a manner that reflects their requirements
- On competition day be available to trouble shoot and ensure the viability of the venue throughout the competition
- Ensure suitable washroom facilities (either permanent or portable)

SPECIAL EVENTS COORDINATOR

Responsibilities:

- Work with the organizing committee to establish what will be given for awards
- Source out viable options for awards and work with the Tournament Coordinator to develop a realistic budget
- Develop a program for the opening ceremonies and recruit all necessary dignitaries, speakers and entertainment
- Develop a plan to present awards following the completion of the competition or throughout to prevent lengthy delays should there be an excess of events
- Recruit volunteers to assist with presentation of awards
- Ensure availability of a podium and AV at the venue for the ceremonies
- Secure venue for the banquet
- Liaise with Hospitality Coordinator to organize food services for banquet

ACCOMMODATIONS COORDINATOR

Responsibilities:

- Work with local accommodations to block book rooms for travelling teams
- Liaise with teams to ensure enough rooms are available

FINANCIAL COORDINATOR

Responsibilities:

- Create a profit/loss agreement between the Sport Commission and Championship Organizing Committee
- Develop a budget at least three months prior to the event, listing all projected revenue and expenses
- Produce a financial statement, showing actual revenue and expenses, no later than 45 days after the event
- Setup a specific bank account for the tournament (if needed)
- Close all financial records within six weeks of the completion of the event

MEDIA COORDINATOR

Responsibilities:

- Develop a social media plan to spread the word about your event
- Target local newspapers, magazines, radio stations, and television stations to cover the event
- Liaise with teams to determine stories to promote
- Hire a local photographer to shoot the event

WEBSITE COORDINATOR

Responsibilities:

- Develop a website to promote and provide information about the event
- Continually update the event with stories, new information and results
- Provide BC School Sports with the link of the website

VOLUNTEER COORDINATOR

Responsibilities:

- Recruit and screen all required volunteers
- Assist in training of the volunteers
- Assist with scheduling of the volunteers

HEAD OFFICIAL

Responsibilities:

- Work with the Tournament Coordinator to determine the required sport officials
- Responsible for recruiting and training (if applicable) the necessary sport specific officials to properly host the event
- Ensure that the competition is run in accordance to the BC School Sports Rules and Regulations and the Rules of the Sport Commission
- Have final authority over all sport specific rule interpretations and decision affecting the competition.

SECTION 2

Steps & Timelines for Planning a Competition

20 STEPS TO A SUCCESSFUL COMPETITION

Step 1: Decide to Host a Competition

1. Decide what type of competition is going to be held
 - Provincial Championship
 - Invitational Competition
 - Junior Designated Zone Competition
 - School-Organized Invitational Event
 - Modified Sports/Games
2. Determine Access to Appropriate Facilities
 - Facilities must comply with the current BCSS Competitive Rules and Regulations and the rules and regulations set by the Provincial, National and International Sport Federations for the sport being hosted.
 - The following should be kept in mind when accessing facilities:
 - Facility safe for use – based on common sense
 - Fully accessible to individuals with physical disabilities
 - Access to male and female and/or gender-neutral washrooms
 - Access to male and female change facilities
3. Determine Length of the Competition
 - 2 days, 1.5 days, 1 day
4. Dates
 - As per regulation F6.3, BCSS approved Championships must end on a Saturday (note exemptions in BCSS Handbook)
 - Competition dates should not conflict with other scheduled events
 - Should comply with facility availability
 - Should enhance your sport program in accordance with recognized Athletes Development needs.
5. Sanctioning
 - Host must provide application to the Sport Commission a minimum of one year's notice

Step 2: Arrange the Facility Rental Contract

1. Reserve Facility
 - Check with Facility manager for available dates to host a competition (preferable between the middle and end of your sport season to allow for adequate athlete development before competition).
 - Confirm Facility Rental fee
 - Confirm what is and is not covered under the rental fee, i.e. additional staff and surcharges that may be added, i.e. cleaning, security, etc.
 - Confirm rental fees for any other rooms or areas of the facility that you may require to host your event
2. Confirm Reservation (before applying for sanctioning, confirm facility rental in writing with the facility manager). Be sure to include:
 - Facility costs

- Dates and hours of rental
 - Staffing costs
 - Extra room rentals and associated costs, (if necessary)
 - Sign a contract
3. Liability
- Determine your level of responsibility for damage sustained by the venue during the event.

Step 3: Arrange a Championship Organizing Committee

1. In selecting personnel, choose people who will get a job done, not just talk about it.
2. Each key person can select the people needed to fill their respective committees
3. The Tournament Coordinator should outline the responsibilities, and a complete list of items to be looked after by each person.

Key Persons:

- Administrative Assistant
 - Finance
 - Hospitality
 - Venue/Facility
 - Special Events
 - Head Official - Sport Officials
4. Depending on the magnitude of the event many of the positions on the organizing committee can be consolidated reducing the need for recruiting more and more volunteers.

Step 4: Develop a Competition Budget

1. Revenue Sources:
 - Entry/Registration Fees
 - Concessions
 - Sponsorships - Local Business/Club Members/Service Clubs/Community Sport Grants
 - Heat Sheets and Results Package sales to spectators
2. Potential Expenditures
 - Facility Rental
 - Equipment Rental
 - Food Costs
 - Stationary
 - Officials
 - Awards
3. Meet entry/registration fees should be kept as low as possible at all times
4. Do not consider the hosting of a competition as a fundraising project. Competitions must be viewed as a critical component of athlete development first and foremost.

5. Food Concessions - these are good sources of revenue plus they offer a service to spectators. Be sure to check with the facility regarding their policies on outside food services at their venue.

Step 5: Develop the Competition Information and Registration Package

1. The Competition Information must contain the following
 - The name of the competition
 - The type and classification of the competition (i.e. Provincial Championship or Invitational, and tier classification if necessary).
 - Location of the Competition (including address of the facility)
 - Date(s) of competition
 - Start and Finish times
 - If it is a multiple day event be sure to include start and finish times for all days of the competition
 - Eligibility
 - Athlete eligibility should conform to the Policies and Procedures of BC School Sports.
 - Entries
 - Identify how entering scores/times are to be submitted
 - Entry Fees
 - State entry fees for event and indicate what is included with the registration/entry fee, i.e. meals, dance, etc.
 - Registration/Entry fees as a rule of thumb should be kept as low as possible. (Registration fees should offset the costs incurred by the Championship Organizing Committee based on the budget for the competition).
 - Entry Deadline
 - Day, month and time should be stated
 - Deadline should be at least two (2) weeks before the competition (forwarded to teams immediately after zone qualifier)
 - Describe procedure, if any, for late registrations
 - Competition Rules
 - Identify any competition rules keeping in mind that all BC School Sports competitions should be run in accordance with BC School Sports Competitive Rules and Regulations.
 - Event List and/or schedule
 - Individual Sports
 - Identify how many events each athlete can register in keeping in mind the rules of the sport.
 - Team Sports
 - Identify the number of games each team can expect to play throughout the tournament
 - Outline the tournament/draw format to be followed
 - Awards
 - Indicate type of awards and placing, e.g.
 - Participant Ribbons - All registered participants
 - 1st, 2nd, 3rd Placing - Appropriate placing ribbon
 - Overall winner, Team event - Trophy

- Accommodations
 - If you are expecting out of town teams identify the location of the nearest hotels to the venue and include where possible estimated costs and contact information.
- Contact Information
 - Include the name and contact information of the Tournament Coordinator and if applicable the Administrative Assistant. Be sure to include times in which these individuals will be available to take calls and questions.

Step 6: Awards Selection and Ordering

The Sport Commission is responsible for arranging awards.

1. Order your awards as soon as possible; two (2) months is the minimum requested time.

Step 7: Mail out Competition Information

1. Once the competition information sheet is ready, forward to the administrative assistant for typing and duplicating (if applicable).
2. This information should be made available no later than two (2) weeks before the scheduled competition date (forwarded immediately after zone qualifiers).
3. Information should be sent to the school and the athletic director that you wish to invite or are mandated to invite based on zone qualifications.

Step 8: Organize Sport Specific Officials

1. Where possible identify a head official whose primary responsibility will be to recruit and train (if necessary) the required officials for the competition.
2. Where possible the tournament coordinator and/or head official should select qualified officials to work a competition; when not possible volunteers will need to be trained on how to effectively carry out their officiating duties.
3. All the officials should receive the following information when contacted:
 - Exact name and location of the facility/venue
 - Time they are expected to check into the official's area.
 - Start time of the competition or the portion for which they have responsibilities
 - Expected duration of the competition or the portion for which they have responsibilities
 - Name and contact information of the Competition Coordinator and/or the head official
4. Where possible, a full slate of officials should be developed prior to the competition, striving for a 20% more than necessary to compensate for no shows and cancellations.
5. Refer to the sport specific sections for details on required officials.

Step 9: Organize Medical

1. All competitions must have first aid onsite. Refer to the sport specific sections for details on required medical.
2. Medical should be organized a minimum of two (2) months before the competition.

Step 10: Equipment Check

Refer to sport specific sections for recommendations as to what equipment is required to run a quality BCSS competition.

General Rules

1. All equipment must conform to the rules of the Sport Commission and the appropriate National and International Sports Federations.
2. All equipment must be in good working order.

Step 11: Clear Venue Plans with the Facility Manager

1. At this time establish with the Facility Manager
 - a. Who will be responsible for setting up the venue
 - b. When the venue can be set up prior to the competition
 - c. When access will be granted to the peripheral rooms needed for the event
 - d. Concession area layouts (if applicable)
 - e. Regulations as to where food will be permitted at the venue
2. Take note and make signs for any special rules that the facility manger wants users to be aware of.

Step 12: Schedule the Competition

1. As soon as you know which teams will be attending, schedule the teams according to the draw format outlined in the Competition Information and Registration Package.
2. If possible, schedule events such that athletes/teams will not have back-to-back events/games. Allow for rest breaks.

Step 13: Gather All Required Equipment

1. Pick up all officials equipment
2. Pick up all sport specific equipment
3. Pick up all venue preparation equipment
4. Confirm equipment is in working order and conforms with sport rules

Step14: Produce All Necessary Paperwork

1. Copy enough heat sheets and/or event draws for two (2) per registered team/school and extra for participants.
 - A good source of revenue is to sell heat sheets and/or event draws to spectators.
2. Copy appropriate numbers of scoresheets, officials' reporting forms, etc.
3. Produce volunteer job cards (see attached for example)
4. Produce orientation package, include:
 - Event Schedule

- Coaches Meeting
- Start Times
- Meal Times and Location
- Awards Ceremony
- Coaches Meeting Agenda
 - Items to cover:
 - Protest Procedures
 - Tournament Rules
 - Venue Map
 - Emergency Action Plan
 - Copy of tournament rules
 - Emergency Action Plan
- Meal tickets
- Tournament Coordinator contact information – in case of emergency
- Souvenir prices, (if applicable)

Step 15: Complete Officials List and Re-confirm with Senior Officials

1. Make a reminder phone call to the head officials.
2. Make sure there is an officials list for the entire competition

Step 16 - Ensure the Venue is set up correctly

1. Produce a detailed venue set-up/take down plan that outlines specific responsibilities
2. Arrive at the venue at least 2 hours before the scheduled arrival of athletes and coaches
3. Plan to have the venue set-up and ready to go 30 minutes prior to the scheduled arrival of athletes and coaches. This will allow for time to handle the unexpected surprises that always arise during set-up.

Step 17 - Volunteer Registration

1. Ask volunteers to arrive at least 30 minutes prior to the scheduled arrival of athletes and coaches or 30 minutes before their scheduled time.
2. Confirm that each volunteer understands the information presented on his or her job cards (job cards should be mailed to all volunteers at least two (2) weeks before the competition. See appendix for an example of a job card).
3. Orientate volunteers to the venue so they can answer general questions should they be asked.
4. Direct sport specific officials to appropriate areas.

Step 18 - Athlete/Coach Registration

1. Collect outstanding registration fees; confirm rosters/athletes participating and their eligibility.
2. Ensure that coaches have turned over copies of their team rosters (printed from the BC School Sports STARS registration).
3. Provide each Head Coach with an orientation package.

Step 19 - Make results available at the end of the competition

1. All teams should receive a copy of the results within 14 days of the competition.
2. Optional - results packages may be made available to spectators for a nominal fee - potential source of revenue.

Step 20 - Clean up

1. Ensure that all equipment is returned to the appropriate lender with a thank you letter attached.
2. Pay all outstanding expenses.
3. Send thank you letters to all volunteers, facility personal and sponsors acknowledging their support of the event.
4. Host an informal debriefing session with all members of the organizing committee invited. This is an excellent opportunity to thank everyone for their efforts (and begin planning for next year).

Timelines

APPROXIMATE TIMELINE

12 – 14 Months (Prior to Event)

- ❑ Form the Bid Committee
- ❑ Develop a bid proposal
- ❑ Complete Hosting Application
- ❑ Hosting Rights Granted by the Sport Commission
- ❑ The Sport Commission distributes press release announcing host cities/venues

9 – 12 Months (Prior to Event)

- ❑ Championship Organizing Committee formed
- ❑ Coordinators appointed and/or sub committees formed
- ❑ Develop a budget
- ❑ Determine competition format
- ❑ Arrange and confirm Facility Rental Contract
- ❑ COC block books hotels/accommodation and informs Sport Commission of arrangements and quotes

8 Months and less (Prior to Event)

- ❑ Coordinators and/or sub committees commence event planning
- ❑ COC provides interim status report to the Sport Commission complete with copies of any signed agreement for equipment, venues, services, etc (e.g. Portable Washrooms) – deadline 6 months prior to the competition
- ❑ Sport Commission/COC discuss joint sponsorship agreements with local sponsors
- ❑ Sport Commission may provide initial hosting grant based on approved budget if available

6 Months (Prior to Event)

- ❑ COC chair, or their representative, meet with the Sport Commission to discuss the Provincial Championship progress
- ❑ COC develops an updated budget and forwards to Sport Commission for ratification
- ❑ Begin recruitment of 'Day Of' volunteers
 - Sport specific officials
 - Peripheral volunteers (i.e. food services, medical, registration, venue setup/takedown, ceremonies, etc)

3 Months (Prior to Event)

- ❑ COC submits to Sport Commission the final details for the team information packages (opening ceremonies location and time, social events, area maps, venue layout etc...)
- ❑ Finalize and post Championship website and provide web-site address to Sport Commission and BC School Sports
- ❑ Confirm volunteer availability
 - Sport specific officials

- Peripheral volunteers (i.e. food services, medical, registration, venue setup/takedown, ceremonies, etc)

2 Months (Prior to Event)

- ❑ COC submits a copy of program information to the Sport Commission office (letter from the Principal, Head Master, Superintendent of Schools, local officials, local advertising, etc...)
- ❑ Finalize banquet details (menu, start time, guest speaker(s), etc...) and forward to Sport Commission
- ❑ Confirm registration
- ❑ Reconfirm availability of facility
- ❑ Confirm availability of required equipment
- ❑ Notify Food Services Committee of expected number or participants
- ❑ Confirm medical (see minimum requirement in next section)
- ❑ COC provides emergency action plan to Sport Commission
- ❑ Arrange awards with Sport Commission

1 Month (Prior to Event)

- ❑ Sent volunteer list to the Sport Commission
- ❑ Visit local media and inform them of the event details
- ❑ Send competition information and registration to appropriate schools, athletic directors and zone reps, include
 - Schedule of events including coaches meeting
 - Commission Rules and tournament rules
 - Location of venues, include Maps if possible

2 Weeks (Prior to Event)

- ❑ Final deadline for registrations
- ❑ Banners, trophies and medals sent to COC by the Sport Commission
- ❑ Send job cards to volunteers
- ❑ Produce and ensure availability of proper paperwork for the event (i.e. score sheets, line-up cards, officials comment cards, orientation package, etc)
- ❑ Develop agenda for coaches meeting

1 Week (Prior to Event)

- ❑ Schedule event
- ❑ Pick up all required equipment (for officials, sport specific, and venue preparation)
- ❑ Reconfirm 'Day of' volunteers are in place and know their roles
 - Sport Officials
 - Food Services
 - Confirm all is in place, arrival time, setup, time to serve athletes, coaches, and volunteers
 - Medical
 - Venue Prep
 - Ceremonies

Day Before

- Pick up facility key (if necessary; if you do not have to use a key ensure that you have a contact number for the facility should a problem arise)
- Ensure the facility is in working order and all required equipment is on hand

Event Day

- Arrive two (2) hours before start of competition
- Register volunteers and post volunteer job descriptions (if necessary)
- Have venue setup before first athlete/coach arrives
- Confirm rosters/registration and eligibility of athletes
- Collect registration fees

Post Event (Two Weeks Following Event)

- Send official results package to the Sport Commission and attending coaches within 14 days
- Return borrowed equipment
- Send thank you notes to sponsors, volunteers, and facility manager (if applicable)
- Host an Organizing Committee debriefing session
- Pay all outstanding invoices

Post event (2 Months Following Event)

- Submit a post event report, including financials, to the Sport Commission within 2 months

PRE-EVENT CHECKLIST

Logistics

- Have you booked the facilities required for the dates of the tournament?
- Do you have a list of all the equipment you require for the tournament and have you made arrangements for that equipment to be onsite?
 - Do you have an adequate number of balls, equipment, paperwork?
- Is there a protest procedure and has it been communicated to the participants?
 - Do you have a committee to deal with protests?
- Is there a procedure for dealing with unsportsmanlike behavior (for coaches, players and spectators)?
 - Do you have a Disciplinary Committee?
- Have you arranged for a pre-event Coach and/or Officials Meeting?
- Has the event schedule been created in accordance with the sport commission's rules and regulations?
 - Is the schedule posted onsite?
 - Has the schedule been forwarded to the participants?
- Have you arranged host hotels and has that information been communicated to the participants?
- Do you have contact numbers for the facility operators in case of questions/emergencies?
- Have event programs been designed and ordered for the event?
- Have times been made available for warmups and practices?
 - Have those times been communicated to the participants?
- Is your coaches and officials room stocked with snacks and drinks?
- Has food and drinks been arranged for coaches or referees?
- Has an event evaluation been prepared?
- Has the AGM been scheduled and information sent out to Commission members?
- Has a banquet been organized and information disseminated to participants?

Participants

- Have all the invited teams received registration and tournament information?
- Have the teams provided you photographs for your program?
- Have teams provided you with their athlete names, jersey numbers, team colors, team name, athlete nicknames, etc?
- Have the coaches been told to have printed copies of their rosters from the BC School Sports STARS system?
- Do you have a check-in station for participants?
- Do you have contact numbers for all head coaches in case of a schedule change, etc?
- Have you provided the head coaches with contact information for key committee contacts?

Officials/Volunteers

- Have you recruited and scheduled all volunteers required for your event (i.e. scorekeepers, timers, announcers)?
 - Have you contacted the volunteers with their schedules?
- Have you arrange the required officials and/or referees?
 - Do these officials/referees know the rule exceptions and/or protocol of your event?
 - If they are fees for the officials/referees, have arrangements been made to pay (i.e. cash on-hand or invoice)?

- Have you chosen team hosts to greet teams and provide information about the tournament?
- Do you have a head official?
- Have you assigned someone to be the contact person for non-sport issues (i.e. questions surrounding facilities, food, ceremonies, media point person, etc)?
- Do you have security?
- Have volunteers completed Criminal Record Checks?
- Have you forwarded a list of volunteers to the Sport Commission (for insurance purposes)?
- Do you have a registration system for volunteers (pre-event)?
- Do you have a check-in station for volunteers onsite (during the event)?
- Do you have a master volunteer schedule printed?
- Do you have a game schedule listed with the scheduled referees, scorekeepers, linesman, etc at each playing area?

Risk Management

- Does your event have First Aid and/or certified practitioner (i.e. athletic therapist, physio, etc)?
 - Does your first aid area have basic first aid supplies/equipment?
- Do you have a plan for adverse weather conditions?
- Have you performed safety checks?
 - Are fields and floors clear of debris?
 - Are walls well-padded?
 - Are equipment/posts protected and secure?
 - Is the spectator seating area free from hazards?
- Do you have a system for announcements/warnings?
- Do you have an Emergency Action Plan?
 - Have participants, coaches, spectators and volunteers been informed of the plan and/or has the plan been posted?
 - Have instructions been given to the individuals assigned to the Emergency Action Plan
- Do you have injury report forms available?
 - Is there a process in place to record or file all injury reports?
- Is the event complying with local fire and safety ordinances?
- Have hospitals and local medical clinics been notified that your event is taking place?

Revenue Generation

- Have you asked local businesses to sponsor your event or advertise in your program?
- Have you asked local businesses for discounts and/or in-kind donations on food or equipment required, donations of door prizes, coupons for participants?
- Have t-shirts, programs, or other souvenir merchandise been ordered?
- Has a concession been arranged?

Finances

- Has a budget been prepared for the event?
- Has the budget been approved by the organizing committee and sport commission?
- Have accurate records been kept of all financial transactions?

Event Awareness & Media

- Have you sent out press releases, public service announcements, or advertisements in local and provincial media outlets?
- Have you arranged for a newspaper reporter and photographers to attend the tournament?
 - Do you have media kits prepared and available for attending media?
- Has a person been assigned to results for posting onsite or on the tournament website, and forwarding to media and/or BCSS?

Special Events

- Have you invited and arranged complimentary reserved seating for local dignitaries and/or sponsors?
- Have you arranged speakers and/or medal presenters for Opening/Closing/Medal Ceremonies?
- Do you have a protocol for marshalling athletes for ceremonies and have the participants been informed of that protocol?
- Do you have an outline of how the ceremonies will happen?
- Has a photographer been arranged to take a photo of the top three winning teams/schools and the winning team/school with the BCSS banner?
- Do you have the BCSS banner and have you ordered all required medals/trophies/plaques?

POST-EVENT CHECKLIST

LOGISTICS

- Has all equipment been returned?
- Has the facility been returned to normal operations?
- Have all supplies been returned?
- Have all injury reports been compiled and provided to the Sport Commission?

OFFICIALS/VOLUNTEERS

- Have all fees been paid to officials?
- Have thank you's been sent to sponsors?
- Have VIPs and volunteers been thanked and recorded on a list for future involvement?
- Have letters for verification of hours been provided to students that have volunteered?

FINANCE

- Have all invoices been taken care of?
- Has a financial statement been prepared?

RESULTS

- Have final results been posted on the tournament website?
- Have final results been provided to media, the Commission and BC School Sports?
- Have photographs of top three teams been forwarded to BC School Sports

REPORTING

- Have the following stats/ required information been forwarded to BC School Sports:
 - Bylaw changes (if any)?
 - Commission financial statements
 - Championship financial statement
 - Championship entry fees for the next year?
 - How many zone playoffs were held?
 - How many athletes were at zones?
 - How many coaches were at zones? Championships?
 - How many spectators were at zones? Championships?
 - Approximate Volunteer hours
 - Coaches
 - Commission
 - Zone Representatives
 - Other
 - Championship dates and locations for the next three years?
- Have medical incident reports been compiled and filed (in case of future requirements)?

COMMITTEE

- Have committee members provided reports for their specific areas?
- Has the information from the event feedback forms been compiled and reported?
- Has a final summary been captured and recorded for future organizers?
- Did you make copies of all documentation provided to teams and used during the event and put it into a binder?

Major Successes of the Event

Challenges faced (by athletes or Host Committee) and how were they overcome

Feedback from Athletes, Coaches, and Parents (formal or informal)

Listing of Committee Members

Medical team (include names and contact information)

SECTION 3

BCSS Championship Policies and Minimum Standards

BC School Sports Championship Policies and Minimum Standards

BCSS Championship Organizing Committees are responsible for following all association policies and procedures.

The BC School Sports membership has approved a number of policies for Provincial Championships and the Championship Standards Committee (CSC) have created recommendations for Provincial Championships. These policies and recommendations ensure that high quality events are held consistently and in the best interest of student-athletes. The policies can be found in the BC School Sports Handbook which can be found online on the BC School Sports website or you can call the BCSS Office to obtain a copy.

GOALS OF THE PROVINCIAL CHAMPIONSHIPS (BCSS Handbook Section III F2)

A BCSS Provincial Championship is an interschool event, tournament, or meet approved at a meeting of the Legislative Assembly, organized under the auspices of a BCSS sport commission. The defining characteristics of these events can be found in the BCSS Handbook.

The goals of a Provincial Championship are as follows:

1. To promote and maintain sports which are appropriate to the school system by:
 - a. Concentrating on sports that are best represented at the school level, based on available coaching, facility, and technical resources;
 - b. Protecting sports that are traditional to the school system.
2. To provide the opportunity for all member school teams and individual student-athletes to qualify for provincial championship competition by:
 - a. Ensuring geographical representation from competing schools;
 - b. Attempting to ensure equitable accessibility;
 - c. Attempting to ensure pursuit of experiences for atypical student-athletes;
 - d. Attempting to ensure gender equity in opportunities offered.
3. To provide appropriate levels of competition for all member school teams and individual student-athletes by having:
 - a. Schools of similar size competing together when warranted by scope of provincial program;
 - b. Individual student-athletes of similar ability competing together when warranted by sport traditions.
4. To promote excellence in Provincial Championship competition, while maintaining:
 - a. A qualification path requirement for all championships.

LEVELS OF RESPONSIBILITY (BCSS Handbook Section III F3)

School and School District

The school and/or school district are responsible for developing and communicating policies regarding student-athlete safety and supervision, and travel.

Championship Organizing Committee

The Championship Organizing Committee are responsible for implementing policies and procedures with respect to the integrity and technical competency established by the Commission's Competitive Rules and Regulations, the Competitive Standards Committee, and/or the BCSS membership. Therefore, the committee should ensure the policies and minimum standards set out in this manual are being adhered to.

Sport Commission

The Sport Commission is responsible for the technical aspects and policies of the Provincial Championship. They will ensure that the BCSS Competitive Rules and Regulations are being followed, and that every school competing in a sport has the opportunity to qualify for the Provincial Championship in a fair and equitable manner. The Sport Commission is responsible for making recommendations to the Competitive Standards Committee and/or BCSS membership concerning competitive standards.

Competitive Standards Committee

The Competitive Standards Committee (CSC) is responsible for receiving recommendations from sport commissions, the BCSS membership, committees and other interested groups regarding competitive standards. They will conduct research on competitive standards and related policies and procedures, and recommend competitive standards policies and procedures to the membership. The CSC is responsible for producing and regularly updating this manual, and for determining the BCSS organizational support for Provincial Championships.

BCSS Membership

The BCSS Legislative Assembly (BCSS Membership) is responsible for determining the Competitive Standards Policies and Procedures, based on recommendations from sport commissions, the Competitive Standards Committee, and other interested parties. This takes place at a General Meeting of the BCSS Legislative Assembly.

QUALIFICATION PROCESS (BCSS Handbook Section III F7)

Each respective Sport Commission is responsible for determining the sport specific policies and procedures for allocating berths and other qualifying criteria (within the parameters of established BCSS policies and procedures). All sport commissions must ensure geographic representation at all approved Provincial Championships.

MEDICAL

The minimum requirement for the medical personnel on site during a competition is that they are a minimum of First Responder Certified. Individuals who are generally First Responder certified are athletic therapists, physiotherapists, chiropractors, EMS, medical doctors, nurses, firefighters, and policemen. The exceptions are swimming (as the lifeguards will oversee any medical issues) and skiing/snowboarding (as ski patrol will oversee any medical issues). St John's Ambulance (or similar) are acceptable for spectator care.

The local hospital and medical clinics should be notified that the competition is going to be happening. It is recommended that the host have 2 medical personnel on site at all time. However, the mandatory requirement is that 1 medical person be on site for the duration of the competition (this includes the presentation of awards).

Please see the Risk Management section for further safety precautions and procedures.

AWARDS

Championship Banners

Every Championship team wins a BCSS Championship Banner. The banner is supplied by BCSS to the Sport Commission and the Sport Commission is responsible for sending the banner to the identified Tournament Coordinator at least two (2) weeks prior to the Championship. The banner is presented to the winning school team at the Championship by the Championship Organizing Committee or a designated dignitary.

Medals

Championship medals need to be ordered through the Sport Commission a minimum of two (2) months prior to the event. The BCSS Office will organize with the Sport Commission how the medals will get to the identified Tournament Coordinator.

Tournament Placing

The CSC requires that 1st, 2nd, and 3rd place teams be recognized at the Championship.

Participants

Tournament participant may receive a souvenir or token for participation (determined by Committee).

Fair Play

A Fair Play Award(s) should be given to a team or participant who displays outstanding sportsmanship.

FINANCE

The Commission is required to submit to BCSS the Financial Statements for each Championship event held that year (as well as for the Sport Commission). Note: if Championships with different tiers are held at separate locations, a financial statement should be developed showing the revenue/expenses for each tier separately. The Championship Organizing Committee will have to keep track of all revenue and expenses, and produce an Income Statement at the end of the event. When dealing with tournament finances, the CSC recommends you:

- Create a profit/loss agreement between the Commission and Championship Organizing Committee
- Designate one person as the liaison between the Commission and Championship Organizing Committee
- Develop a budget a minimum of nine (9) months prior to the event, listing all projected revenue and expenses (template in Budgeting section)
- Produce an Income Statement, showing actual revenue and expenses, a maximum of 60 days after the event
- Setup a specific bank account for the tournament
- Close all financial records within six (6) weeks of the completion of the event

SOCIAL EVENTS (BCSS Handbook Section III F8.3)

Social Events such as a banquet or hospitality function (or challenge events or cultural activities) may be offered to the tournament participants. The charge to student-athletes and coaches or competing schools for social events cannot be mandatory unless the applicable sport commission has included the social event and maximum cost per person as a required part of the Championship in the published Commission Rules and Regulations. The inclusion in the rules and regulations of a mandatory social event must be approved through a mail vote of schools participating in the appropriate tier, and should be reviewed at least every four (4) years.

Note: Social Events are the responsibility of the Championship Organizing Committee and the Sport Commission. Notice of any special events should be in the competition information package sent to schools and should include any relevant details such as cost, timing, or logistics of the event.

REPORTING REQUIREMENTS TO BCSS

Provincial Championships generate interest in the community and throughout the Province because of the high caliber nature of the events. Many people phone the BCSS office for details about the event. That means it is important that you provide the BCSS Office with any pertinent information so that the information can be posted to the BCSS website (for each zone and sport).

Before the Event

Email or phone the BCSS office two (2) weeks before the event and provide the following (information:

- An onsite phone number for use during the event
- A list of the teams who will be attending the championship
- A schedule of the games and a tournament format, including times and locations
- Information on ticket purchases for the event
- Any media releases that you have sent out
- Any other pertinent information for people who would attend the event (i.e. directions, souvenirs, etc)

NOTE: If your event has a website that provides the above information, please forward the link to the BCSS Office so we can link it to the BCSS website.

During the Event

- Email or fax results as they occur to the BCSS Office

After the Event

- Email (or mail) the results of the event; include final standings, scores of the games, all-star awards and any special awards
- Send two copies of your Championship Program
- Send color photos or digital images of the 1st, 2nd and 3rd place teams. The Championship team should be photographed with the BCSS Championship Banner.
- Promptly return banners and other borrowed items
- Provide the following stats/ required information been forwarded to BC School Sports:
 - Bylaw changes (if any)?
 - Commission financial statements
 - Championship event financial statement
 - Championship entry fees for the next year?
 - How many zone playoffs were held?
 - How many athletes were at zones? Championships?

- How many coaches were at zones? Championships?
- How many spectators were at zones? Championships?
- Approximate Volunteer hours
 - Coaches
 - Commission
 - Zone Representatives
 - Other
- Championship dates and locations for the next three years

BC School Sports requires the final results (and publishes them on the BCSS website) so that they can be provided to media, university or college coaches, and interested members of the public. The additional stats and required information (listed above) is used for reporting to funders.

CEREMONIES

OPENING CEREMONIES

The main purpose of the opening ceremonies is to welcome the athletes, coaches, and spectators to the upcoming tournament. The opening ceremonies usually take place on the first day of competition prior to the first event/game or preceding the first game of the hosting team. They should be held at a venue with enough room for all participants, spectators, and media and should have adequate lighting, a PA system, and access to washrooms and emergency services.

The time and location of the ceremonies should be clearly indicated in your competition information package so athletes and coaches can plan to attend and inform their supporters of the information. A Save the Date should be forwarded well in advance to VIPs and dignitaries you wish to attend, especially for those you would like them to speak at the event. A reminder should be sent a day or two before the event to the VIPs and dignitaries.

The ceremony should be relatively short (20-30 minutes) and should be entertaining and enjoyable. It will set the tone for the rest of the tournament so be unique and creative and make it memorable for the attendees. Limit the number of speeches as well as the time limit for each presenter to ensure it doesn't drag on.

The ceremony should include (but is not limited to):

- Parade of athletes
- Introduction of teams
- Introduction of VIPs and dignitaries
- National Anthem
- A short address from dignitaries, organizers, mayor, sponsors, etc
- Official declaration of the opening of the event
- March off of athletes

Opening Ceremonies are not a mandatory event for a Championship but are a nice way to start off the event and create a lasting memory for the participants.

MEDAL/CLOSING CEREMONIES

The purpose of the medal or closing ceremony is to bring the event to a close and recognize the achievements of the participants at the event. All participants should be encouraged to attend as it is the final opportunity for them to show sportsmanship to the other participants and to show appreciation for the work of the committee and the volunteers and officials that assisted. It should be a light-hearted ceremony and should be well-scripted so that it can be finished on time so that participants can get on their way home. Any VIPs or sponsors that are handing out awards should be versed on the procedure that has been established in the script.

The ceremony should include (but is not limited to):

- Assembly of participants
- Arrival and parading of VIPs
- Recognition of volunteers, sponsors, and VIPs
- Presentation of the BCSS Championship banner and additional awards (Note: if handing out medals, organize them prior to the start of the ceremony to ensure the process runs smoothly.)
- Declaration of the closing of the event

AWARDS PROTOCOL

For individual events, a podium should be set up for awards; for teams, they can stand on the ground. The first place winner(s) should be in the middle with the second place participant(s) to the left of the winners, and third place to the right. The presentation of awards should start with third place and ascend in order.



DISCIPLINARY COMMITTEE (BCSS Handbook Section III B2 and Section III F10)

During Provincial Championships, a disciplinary committee (assigned by the sport commission) will be formed to deal with any gross violations of behavior or conduct by a student-athlete or coach considered to be unacceptable by the committee.

- Student-athletes:
 - While discipline might include banning a student-athlete from further participation in a tournament, the coach of the student-athlete must still assume responsibility for the supervision of the student-athlete and deal with further disciplinary action in accordance with school or district regulations

- Coaches:
 - Any discipline of coaches shall be processed in accordance with the Rules and Regulations of the applicable Sport Commission and the local athletic association to which the coach's school belongs (as outlined in the Coach's Code of Conduct - BCSS Handbook Section III B2).

SPECTATOR ETIQUETTE

SPECTATOR CODE OF CONDUCT

Spectators must be respectful and encouraging in their approach to ALL athletes, coaches, officials, and fellow spectators. Failure to do so may result in the spectator being asked to leave the premises.

A banner is provided by BCSS stating the Spectator Code of Conduct. It should be displayed in a highly visible area so that all attendees can view it. If an incident occurs, event organizers can show the code to the unruly guest as a reminder. Should their behavior continue, further action will be required and an incident report should be completed.

ARTIFICIAL NOISEMAKERS

Artificial noisemakers (i.e. airhorns, drums, laser pointers, megaphones, whistles, etc) are acceptable as long as they are not used as a distraction during competition. If a spectator does not use the noisemaker in a respectable manner, the device will be confiscated until the spectator leaves for the day. Some sports may decide to ban these items from being used during competition.

VOLUNTEERS

There will be a variety of areas (ie. food distribution, ceremonies, concessions, merchandise, etc) that volunteers will be required. Many volunteers come through word of mouth or who you know but below is a list of people that you can target to assist in your search:

- Members of the student body
- Non-participating athletes at your school
- Parents of participants
- Teachers in local elementary and secondary schools
- College or university students (especially those enrolled in physical education or kinesiology)
- Members of parent-teacher associations
- Members of service clubs
- Church members
- Senior citizen's groups
- Local fitness/health club members
- Volunteer centers

Volunteers may be asked to have a criminal record check completed. If a volunteer does not have a criminal record check, they should be placed in a volunteer position in which they do not have single-person access to the athletes.

OFFICIALS

Contact your Provincial Sport Organization (PSO) for a list of certified officials in your area. Some PSOs have an Officials Association that you can contact as well.

PROGRAMS

Offering a souvenir program are a great way to create a lasting memory for the participants. Selling the program could be potential revenue generation but it also provides information on the participants as well as the schedule for the competition.

TEAM PHOTOS

Hiring a photographer to shoot individual or team pictures is another opportunity to create memories for the participants. The Provincial Championship may be the highest pinnacle for some of these athletes and it will be one of the moments they remember for the rest of their lives.

SECTION 4

Revenue Generation

REVENUE GENERATION

GRANTS

BCSS GRANT

All Sport Commissions are eligible for the BCSS Grant but they must submit the following to the BCSS Office:

- A copy of your annual report that you sent to the BC Registry (if you are a Society) (previous year)
- A copy of your Commission's financial report (previous year)
- A copy of your Championship financial report (previous year)
- A copy of your Championship Booklet (if you produce one) (previous year)
- A copy of your AGM minutes, any changes to your constitution/bylaws (previous year)
- An up-to-date list of your Board of Directors/Executive
- An up-to-date list of your Zone Reps
- The number of Zone playoffs you have
- The approximate number of athletes and spectators you had for zone playoffs (previous year)
- The approximate number of athletes and spectators you had for Provincial Championship (previous year)

GAMING GRANT

Sport Commissions eligible for the BCSS Grant are also eligible for the Gaming Grant if the student-athlete registration fee to attend Provincial Championships stays the same or is less than the fee of the previous year. The Gaming Grant allotment can only be used for officials, venue, and equipment, and must be paid directly to the supplier by BCSS

MEDICAL OR LIVESTREAMING

BCSS will provide \$250 (per tier) to go towards either medical costs or livestreaming costs. A written request must be received by BCSS from the sport commission outlining the details of the request.

- Medical
 - The grant money can be used towards paying the fees of the medical onsite. Medical must be a certified professional (i.e. St John's Ambulance, a registered/certified athletic therapist, etc)
- Livestreaming
 - Arrangements are made with Sports Canada TV to have cameras at your event to stream competition

SPONSORSHIP

Organizing Committees are encouraged to reach out to local sponsors for cash or in-kind donations (i.e. equipment, food, etc). Many businesses are looking for local exposure and the Provincial Championship is a great way to showcase their company. Work with the businesses to find out their marketing needs and develop assets/benefits to reflect those needs. Every sponsorship or donation – no matter the size – assists with the budget and decreasing the bottom line. Money saved in one area means it can be distributed to a different area in the budget.

Check with BC School Sports to ensure you are not trying to sign-on a conflicting sponsor.

ADMISSION AND TICKETS

Depending on the size of your tournament and competition venue, you may wish to charge an admission fee. Tickets can either be presold or fees can be charged at the door.

If a fee is charged, from a customer service point of view, it would be a good idea to send complimentary passes to VIPs, local dignitaries, sponsors, BCSS Board of Directors and/or staff, or individuals who have been instrumental in the planning of your event and is felt (by the Organizing Committee) as deserving of a pass. Keep track of these individuals as a Save the Date can be sent to these individuals for the event next year.

Some seats should be designated as reserved seating in your grandstand/seating area for the VIPs, dignitaries, etc listed above, or to designate specific team areas.

MERCHANDISE

Many participants at a Provincial Championship want to purchase a keepsake to remind them of their Provincial Championship experience. Selling merchandise is a great way to make a little extra revenue to support the Provincial Championship. There should be varied price ranges so that a participant on a constrained personal budget could purchase an inexpensive keepsake (under \$10).

CONCESSION

Athletes and spectators need access to food so running a concession is an option for providing food service. Some facilities/venues may have concessionaires that you can hire but you may also have the opportunity to organize a small concession and make a small profit from the sales. Being a sport event, there should be healthy options on the menu.

SECTION 5

Media and Event Promotion

MEDIA & EVENT PROMOTION

Media should be invited to attend your event as having them involved benefits the student-athletes, host school, community, and the sport itself. Promotion of the event can bring in more spectators and increase the excitement of your tournament.

Reporters are more likely to cover your event if they can easily write about it so it is important to pre-package the event into a media-friendly format. The package could include written stories about some of the participants, photos, schedules, results, etc.

COMMUNICATING YOUR EVENT TO THE MEDIA

Decide which newspapers, newsletters, magazines, radio stations and/or television stations you would like to target for coverage of the event. Although local papers are small, they often are looking for stories and are willing to covers events hosted in the community.

ONE MONTH BEFORE THE CHAMPIONSHIP

Send a letter/release to your pre-determined media outlets with an introduction of yourself and provide information on the event (date, times, locations and any other important information). Entice the reporter with little known facts or personal interest stories about key teams or players. Include the name and contact information for the committee person overseeing media so they can contact them if they require further information.

THE WEEK BEFORE THE CHAMPIONSHIP

Send a release with the names of the participating schools/teams. Once again include the date, time, and location of the event, along with contact information. Include the schedule, seedings, and any specific instructions as to where the media personnel should report onsite.

DAY OF AND THROUGHOUT THE EVENT

Have media kits available at the event for any visiting reporters or photographers to pick up. Results should be sent out to the media at a regularly set time each day, based on specific schedule of championship (ie. during pool play and playoff games). End of day summaries are also encouraged which may include standings, next game times, and any other stats or information you feel are relevant. A simple email with the link to host website would easily suffice.

POST EVENT

Send a release with the final standings and scores, as well as any photographs from the event, immediately after the Championship. Write thank you letters to the media that attended and ask them to provide feedback on the communication process (i.e. did the process run smoothly and run well; if not, ask them to provide suggestions on how to improve the process and include it in your evaluation report.

TAKING ADVANTAGE OF PUBLIC SERVICE ANNOUNCEMENTS

Most events have a very limited budget, especially when it comes to items not related to the running of the competition, but it is important to create awareness about the event. Public Service Announcements (PSAs) are a great way to communicate your event and they are free. Many news outlets (newspapers, radio stations, television stations) run PSAs as a public service but there are a high number of requests from not-for-profit organizations that there isn't enough air time or print space to satisfy all requests.

In order to have your event announced, you should contact the news outlet and request their policies regarding PSAs, and get the name of the person specifically in charge with PSAs. Write the PSA exactly how it would appear in a newspaper or would be read on radio/t.v. and be assertive with your request.

HOW TO WRITE A PRESS RELEASE

Every event has a great story to share but getting a journalist to read and write about that story is a tough task. As an event organizer, you will need to write the release to "hook" the news outlet and entice the journalists to communicate your story.

When writing a release it is important to be clear, concise, and correct. It needs to be in plain language...avoid jargon, deliver the message simply but effectively so that the reader can get the message as quickly as possible. In order to develop a message quickly, it is recommended to use a writing style called the "inverted pyramid." The climax or the most important information (who, what, where, when, why, how) are stated in the first paragraph and, realistically, a reader could have all the information that they require after reading just that one paragraph. The following paragraphs just add increasing detail to the remainder of the release.



The first sentence is the most crucial piece of the article and should deliver the who, what, when, where, why, and how. For example, the Poppy Redhawks beat the Walnut Grove Gators 52-50 to win the Greg

Leino Classic Basketball Tournament yesterday. If this first sentence is effective, the rest of the story will come easily. Continue to add details and background information, including quotes, until the whole story is told. If you can provide photographs, the chances of it being published will increase.

Common Mistakes when Writing a Press Release

- Lacks a “hook” – a great press release needs to tell who, what, when, where, why, and how but it also has to have a compelling angle to show a reporter that your story is more important than the others in their inbox.
- Incorrectly formatted – in general, a press release should have the following components
 - For immediate release: the phrase goes at the beginning of the release
 - A headline (i.e. Canada wins the Women’s National Soccer Championship for Second Year Straight)
 - A subheading: written below the headline containing key information (i.e. Canada beats Sweden in overtime)
 - The dateline (i.e. Vancouver, BC – Oct 10, 2015)
 - The lede: the first sentence containing the “hook” and the who, what, when, where, why, how
 - The body: contains the relevant details
 - The quotes
 - Boilerplate: standard information about your organization/event
 - The end-of-release mark: use – 30 – or ### to indicate the release is over
 - Contact information
- Too long or too short – a release should be between 300-800 words
- Contains grammatical errors – errors make it appear that your organization isn’t professional so be sure to proofread and spell check your work.
- Too much jargon – do not use technical terms within your sport, use simple language and assume that the reader has minimal knowledge in your sport.
- Your press release reads like an advertisement – it’s important to be excited about your event but don’t sound like a used car salesman; avoid exclamation marks and ensure all information is factual
- Lacks quotes – the addition of quotes are a great way to relay your key messages; it also adds a human touch and is a voice for your members.

ATHLETE BIOGRAPHIES

Providing brief biographies and photos of top athletes in your sport adds interest to your event. Local news outlets will often publish biographies of athletes from their communities. Include the basics (name, grade, school) and highlight the athlete’s accomplishments (competitive results, recent successes) and goals. Remember, the biography should add interest, emotion, and story line to your event.

NOTE: it is mandatory that the student-athlete and/or school must give you permission for inclusion in your press release.

PROMOTING YOUR EVENT

Getting the word out about your event to students, parents, teachers, and members of the community will generate more interest about your event and increase event attendance, enhancing the excitement level at your event. Event organizers typically don't have enough time to promote the event so it is a great role for student leaders or student councils.

Besides press releases, it is important to get out in the community and spread the word. Students in charge of event promotion can visit community centers, retirement homes, churches, or feeder elementary schools. Students can talk about the event and leave flyers. Notices can be put up at the host school, announcement can be made at assemblies, or the parent advisory committee can be informed to relay the event information.

SOCIAL MEDIA

Social Media is a great way to share your message in a way that traditional communication cannot. It allows a sender to relay a message and have additional followers/fans forward and share that message multiple times over.

Facebook, Twitter and Instagram (among others) are common sharing platforms that many members of society are familiar with. Posting a message or a photo on one of these platforms allows people to become familiar with your sport/event, to share stories or news with regards to your event, and to promote your sport/event.

Social media is a method of sharing your message at no cost. People that may not normally seek out information on sports/events may receive the information and be intrigued. It also allows you to send a direct message to a listening audience.

During your event, student athletes, coaches, spectators, and visitors should be encouraged to share posts and photos under a specific hashtag to create awareness and promote the excitement of the event while it is happening.

CRISIS MANAGEMENT WITH THE MEDIA

When organizing an event, not everything always goes according to plan. Sometimes events occur that are unexpected and can be dealt with behind the scenes. Sometimes major occurrences happen which potentially have a negative outcome to the event or organization...this is called a crisis.

It is important to have a plan should a crisis occur and the next section – Risk Management – goes further into detail on how to prepare but below are some tips on how to handle media during a crisis, as the media could enhance the problem if the wrong information is announced.

1. Always keep informed of the events; stay calm and remain positive.

2. If you do not know the answer to a questions, say so and refer the questions to someone that is more knowledgeable.
3. Instruct others as to what to do if the media arrives after a crisis.
4. Before announcing important information to the media, ensure all of your key stakeholders are informed (i.e. principal, coach, BCSS staff).

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Social media and media are great ways to engage participants and spectators and create awareness through sharing of stories, pictures, etc, but it is important to note that there may be individuals at the event whose photo and/or name cannot be disclosed. There may be individuals who are wards of the court or individuals whose identities cannot be released through media due to undisclosed reasons as it could be a safety risk to them.

Therefore, it is important to ask coaches for each school to let organizers know if there is a participant that cannot be exposed in media. This should be an item in the registration package sent out with a reminder that the names must be given at the first coaches meeting. Volunteers should also be asked (either through a waiver or through the application process) if they have any restrictions as well. A process would then need to be developed to distinguish these individuals from the rest of the participants or volunteers. Examples could be a brightly colored wristband that is highly visible or, if accreditation tags are being used, a large colored dot on the tag.

SECTION 6

Risk Management

RISK MANAGEMENT

When organizing an event, the chance of something happening that “wasn’t in the plan” is very likely; whether a safety hazard or a miscommunication or even a negative brand association, these are risks that may affect the final outcome of your event. As an organizer, it is important to be proactive versus reactive, and to plan and be prepared for the “what if’s” of sport and competition.

WHAT IS RISK MANAGEMENT

Risk management is the application of policies, procedures and best practices to identify, assess, treat and monitor risks. To determine a risk, you need to ask yourself what is the likelihood of this risk happening and what is the consequence on the final outcome should it happen.

Listed below are some common risks:

- Extreme hot/cold temperatures during the activity
- Participant has a stroke or seizure
- Weak participant conditioning resulting in fatigue symptoms or dehydration
- Trip, sprain or minor fall of participant
- Insufficient staffing for the activity
- Outgrowing a venue used for the activity
- Unprepared staff or volunteers
- Limited financial resources
- Irrate or upset participants
- Bad press or word of mouth

WHY IS RISK MANAGEMENT IMPORTANT

As a tournament organizer you are responsible for ensuring the highest standard of safety and care for all participants at your event. All of us manage risk in our everyday lives and organizers typically manage risk without even realizing that is what they are doing.

Risk management involves asking yourself five easy questions:

- What could happen that would prevent you from meeting your objectives?
- What is the likelihood of this occurring?
- What would be the consequence?
- Is there anything you can do to reduce the likelihood of the risk, or avoiding it altogether?
- How should you respond if the risk occurs?

By having a proactive plan developed, should a risk or crisis occur, you have a way of dealing with the situation. Having a risk management plan means that you can spend more time on sport and competition than reacting to any risks that may occur.

RISK MANAGEMENT PROCESS

1. Identify the Risks

- Determine what kind of risks may occur that would prevent you from achieving your goals
- Four general categories of risks
 - Governance risks – related to committee leadership, such as decision-making or oversight, policies and procedures, image and reputation, and overall organizational capacity
 - Infrastructure risks – related to equipment, property and facilities
 - Financial risks – includes loss of funding, decline in membership, decline in other revenue sources, mismanagement of funds, weak cash flow, failure to diversify revenue sources
 - Operational risks – relates to delivery or program or services including event management, program management, human resources management, and management of crises

2. Assess the Risk

- The assessment of a risk involves the determination of both of the following:
 - Likelihood/Possibility of the risk occurring
 - Unlikely – less likely to happen than not
 - Possible – just as likely to happen as not
 - Probable – more likely to happen than not
 - Almost certain – sure to happen
 - Consequence if the risk occurs
 - Minor – it will have an impact on the achievement of the objective that can be dealt with through internal adjustments
 - Moderate – it will have impact on some aspect of the achievement of the objective that will require changes to the strategy or program delivery
 - Serious – it will significantly impact the achievement of the objective
 - Catastrophic – it will have a debilitating impact on the achievement of the objective
- Usually (but not always) there is an inverse correlation between likelihood and consequence.
 - A risk with low likelihood (i.e. earthquake) will have high consequence (i.e. infrastructure damage or loss of life) and a risk with high likelihood (i.e. participant scrapes or bruises) will have low consequence (i.e. minor first aid treatment)

- Below is a matrix that determines the magnitude of the risk:

PROBABILITY	Almost Certain	M	M	VH	VH
	Probable	M	M	H	VH
	Possible	L	L	H	VH
	Unlikely	L	L	M	H
		Minor	Moderate	Serious	Catastrophic

CONSEQUENCE

- At the end of the above process, a number of risks should be identified that require attention.

3. Treat your Risk

- Once the risk has been identified and assessed, and tagged as priority risks, you can consider how they can be managed.
- Risk treatment options:
 - Retain the risk – don't do anything as the risk is inherent or unavoidable in the sport
 - Reduce the risk - take steps to reduce the likelihood of occurrence, or the consequence, largely by changing human behavior
 - Transfer the risk - accept the level of risk but transfer the risk to others (i.e. insurance, contracts, etc)
 - Avoid the risk – it's decided not to do something

4. Monitor the Risk

- Develop a risk registry to capture the findings from the above three steps.
- Update and review the registry regularly as it can be a valuable tool.

CSC REQUIREMENTS

The CSC requires the following:

- Parental permission to participate and acknowledgement of risk factors (must be obtained by participating schools)
- Onsite medical coverage (to be specified by commissions according to type of activity and risk factor)
- The Championship Organizing Committee to have an Emergency Action Plan for each site
- The Championship Organizing Committee must have a Facility Safety Plan (i.e. a checklist) to make sure the facility is safe for the event

EMERGENCY ACTION PLANS

Every Championship (at a minimum) should have a written Emergency Action Plan (EAP) that is shared with the Organizing Committee, all volunteers, and all coaches attending. An EAP is a plan designed to assist all parties in the case of an emergency, and allows everyone to respond in a professional and clear-headed manner in a stressful circumstance.

An EAP can be as simple or detailed as you wish, but as a minimum should have the following:

- Designate (in advance) a person who is in charge in the case of an emergency – this person is the charge person.
- Have a fully-charged cell phone with you. If this is not possible, know exactly where a telephone that you can use is located.
- 911 will likely be the number you will call but have direct numbers for the facility manager, fire, police, ambulance, and public safety for emergencies not requiring 911.
- Remind coaches to have medical forms (including numbers for parents, guardians, next of kin, family doctor and dentist) for each of their athletes as well as their coaches (as coaches can have emergencies as well) to provide to medical personnel. A signed consent from the parent/guardian allowing medical treatment in an emergency should be included.
- Have a first aid kit readily available and properly stocked (including non-latex gloves). Coaches should be encouraged to carry their own first aid kit as well.
- Designate (in advance) a person who will contact medical authorities and otherwise assist the charge person – this is the call person.
- Be sure that your call person can give emergency vehicles precise instructions on how to reach your location on site.
- Protocol for dealing with the immediate care of an injured person as well as procedures on how to evacuate the site in an emergency (including a meeting place) should be clearly defined.

Additional information that could be included in the EAP (or at least identified in your risk management plan): shelter plan, security plan, crisis communication, securing the scene, Near Miss Report

Sample EAP Procedure for an Injury

- The charge person attends to the injured person until emergency medical personnel assume responsibilities
- The charge person (in the meantime) determines the seriousness of the injury
- If it is determined that an ambulance is required, the call person makes the call
 - On the call, the call person will explain the nature of the injury, provide detailed instructions on how the ambulance can access the scene, wait for the arrival of the emergency personnel, direct personnel to the injured person
- A coach, or a person designated by the coach, will join the injured person on the transport to the hospital or medical facility

An incident report form should be filled out immediately by the charge person (or by the coach) while the details are still fresh in their minds. A sample Incident Report Form can be found in the Appendix as well as a template for an EAP.

PREPARE THE FACILITY

Before the event begins, and before the start of every day's competition, you must prepare and check the facility to ensure the safety for athletes, coaches, spectators, and volunteers. Preparing the facility includes cleaning, eliminating any potential hazards, setting up spectator and playing areas, checking the lighting and sound systems, and making sure the facility has enough water supplies.

PLAYING AREA

For indoor sports, the playing surface should be free from dirt, dust, debris, or other objects that can pose a danger to participants. All equipment that is not necessary to the event must be removed from the area and properly stowed and secured. All electrical wires should be hidden and out of the way, and floor plates and other coverings securely fixed in position. Make sure the area has adequate ventilation; windows and doors can be opened if necessary.

For outdoor sports, ensure that all garbage and debris have been removed from the field. Check the field for sharp objects like glass, rocks, needles, or sticks. Puddles should be drained and filled. Shaded areas should be provided for inclement weather.

WALLS

Emergency exits should be well labeled and free from obstacles and debris. Fix all permanent equipment attached to the walls so that they are flush with the wall and not protruding. Cranks, handles, or other equipment protruding from the wall should be removed or well padded. Hanging ropes or lines should be out of the way.

EQUIPMENT

If tape is used for lineage, it must be flush with the floor and cannot be curled or become uneven. Anything that could pose a problem should be padded; this includes sharp objects on the equipment, chains or guide wires, and posts.

MEDICAL SERVICES

FIRST AID

The minimum requirement for the medical personnel on site during a competition is that they are a minimum of First Responder Certified. Individuals who are generally First Responder certified are athletic therapists, physiotherapists, chiropractors, EMS, medical doctors, nurses, firefighters, and policemen. The exceptions are swimming (as the lifeguards will oversee any medical issues) and skiing/snowboarding (as ski patrol will oversee any medical issues). St John's Ambulance (or similar) are acceptable for spectator care.

It is recommended that the host have 2 medical personnel on site at all time. However, the mandatory requirement is that 1 medical person be on site for the duration of the competition (this includes the presentation of awards).

SPORT MEDICINE AND SPORT SCIENCE PRACTITIONERS

Many sports are choosing to have specialized practitioners onsite to oversee their medical. Concussions or injuries requiring taping or immediate assessment to determine return to play are common so having experts on-hand to make those decisions are beneficial.

SportMed BC publishes a directory of medical and athletic practitioners from around the province, including other programs and services. The directory includes names and contact information for athletic therapists, exercise physiologists, physicians, physiotherapists, strength and conditioning specialists and more. Contact BCSS to arrange these services for your event.

Local practitioners may be interested in getting involved in a community event as well as it exposes the practitioner to potential clientele. Reach out to local physiotherapists and sport therapists to gauge any interest.

HOSPITALS AND AMBULANCE SERVICES

Nearby hospitals (and medical clinics) should be informed if you are hosting a major event. Advise the head of Emergency Services of the details of the event including common injuries of the sport and see if you can make arrangements to allow for quicker assessment times should a participant need to attend the hospital.

For high-risk sports it may be worthwhile to have an ambulance onsite during competition.

INCIDENT REPORT FORM

Documentation of all injuries should be reported; included on the incident report form would be:

- The person's name and contact information, as well as their school name
- The nature of the injury and how the injury occurred
- The treatment and follow up to the injury
- Any witnesses to the incident and their contact information

MEDICAL FORMS

Teams should be reminded in their registration packages to have medical forms for all athletes and coaches attending with their team. The forms would be internal and brought out in the case of an injury. The medical form should include the person's name, health number, contact information for the person's doctor and dentist, allergies, medications, any history that would be important for an

emergency personnel to be aware of before treatment, and a consent for emergency medical treatment signed by the parent or legal guardian.

CONCUSSIONS

Concussions have become a common injury in many sports and/or recreational activities. A concussion is a brain injury that can occur when there is a blow to the head, face or neck, or a hit to the body which causes a sudden jarring of the head (i.e. ball to the head, being checked into the boards, etc).

COMMON SIGNS AND SYMPTOMS OF A CONCUSSION

You do not need to be knocked out or lose consciousness to have had a concussion. Individuals may experience thinking problems such as confusion, inability to remember the date or location of the competition, or the inability to remember things that happened shortly before or after the event. The individual could complain of headaches, nausea, dizziness, ringing in the ears, blurry or loss of vision, or sleepiness. Other problems could include loss of balance, slurred speech, poor concentration, easily distracted, etc.

ONSITE THERAPISTS TO ASSESS CONCUSSIONS

High impact sports such as basketball, football, and soccer, as well as sports associated with head injuries like mountain biking, skiing, and snowboarding should have medical personnel with the ability to assess and treat concussions onsite. The ability to assess and diagnose a concussion immediately will reduce the amount of time required for recovery and ensure further risk does not occur. A doctor or qualified therapist/professional will determine whether the athlete should return to play or not.

INSURANCE

BC School Sports has liability coverage for the BCSS Board and staff, the Athletic Associations and the Sport Commission when they meet and discuss the organization of the Championships. Sport Commissions, the BCSS directors and officers, the BCSS staff, and volunteers (coaches, officials, and referees) are covered for liability while running BCSS-sanctioned Zone and Provincial Championships. For more information, contact BC School Sports.

If a facility is rented by the Sport Commission for Zones or Provincial Championships and requires proof of insurance, the Sport Commissioner must complete the Insurance Certificate Request form found under Resources on the BC School Sports website. The insurance coverage is third party general liability and does not cover personal injury/accident injury insurance for athletes. It is important to look into insurance well in advance of your event and meets the requirements laid out in the facility booking (i.e. amount/limit of liability required, etc).

SECTION 7

Budgets & Financial Statements

BUDGETS AND FINANCIAL STATEMENTS

The purpose of the budget is to identify and measure the financial expectations and commitments for the Provincial Championship (i.e. what will the tournament cost? What up-front money is expected? What level of profit can be planned?). It is important to note that financial statements are required by BC School Sports for both the event and the sport commission.

A template for budgeting as well as a template of a best practice financial statement can be found on the followingt pages.



TITLE OF THE PROVINCIAL CHAMPIONSHIP (include sport and tier)

EVENT DATE

<u>REVENUE</u>	Budget	Actual
Sponsorship	\$	\$
Cash		
Product/Service		
Grants		
BCSS – Grant		
BCSS – Gaming Grant		
BCSS – Webcasting or Medical Grant		
(list any additional grants)		
Athlete Registration Fees		
(NOTE: banquet or other optional social event fees should be listed separately from athlete fees)		
Tickets/Gate Admissions		
Program Sales		
Advertising		
Concession		
TOTAL REVENUE	\$	

<u>EXPENSES</u>		
Facility Rental		
Officials' Fees		
Equipment Rental Costs		
(NOTE: costs for rentals and officials' fees paid by the BCSS – Gaming Grant should be listed)		
Transportation of Equipment		
Medical (include costs paid by the BCSS - Medical Grant)		
Hospitality (coaches/officials/volunteers)		
Awards		
Program Printing		
Administration		
Mail		
Copying, etc		
Stationary/Supplies		
Miscellaneous		
(list out expenses)		
TOTAL EXPENSES	\$	
NET INCOME (LOSS)	\$	

Starting Account Balance \$ _____ Final Account Balance \$ _____

Prepared by: _____ (print name)

BC Secondary Schools' Rugby Union
Sources and Uses of Funds
Year Ending February 28, 2014

DRAFT, May 23, 2014

Provincial Tournament

<i>Sources of funds</i>	Year Ended <u>28-Feb-14</u>	Year Ended <u>28-Feb-13</u>	<u>Change</u>
Registration fees	\$ 12,000.00	\$ 12,000.00	-
Officials levy	10,720.00	10,720.00	-
T-Shirts	5,500.00	5,561.00	(61)
BBQ	8,476.00	7,469.00	1,007
Coach's dinner	1,860.00	1,710.00	150
Performance Bond	-	-	-
	<u>\$ 38,556.00</u>	<u>\$ 37,460.00</u>	1,096
Gate	8,319.85	7,259.38	1,060
Gaming commission	<u>2,500.00</u>	<u>1,108.00</u>	1,392
	49,375.85	45,827.38	3,548
<i>Uses of funds</i>			-
Referees	9,858.00	9,875.18	(17)
Field rental	4,873.99	5,258.60	(385)
Chicken BBQ	7,514.71	6,406.40	1,108
Supplies & equipment	1,207.22	2,664.82	(1,458)
Programmes	-	-	-
Medical staff & supplies	1,567.50	2,198.00	(631)
Coach's dinner	2,224.97	2,339.81	(115)
Trophies & medals	5,568.64	5,585.48	(17)
Photos	1,813.62	1,742.16	71
Insurance	-	667.00	(667)
TOC	2,016.00	2,390.10	(374)
Labour	1,206.00	1,286.20	(80)
Accomodation & transportation	<u>4,147.18</u>	<u>3,778.72</u>	368
	<u>41,997.83</u>	<u>44,192.47</u>	(2,195)
<i>Excess (deficiency) of sources over uses</i>	<u>\$ 7,378.02</u>	<u>\$ 1,634.91</u>	5,743

BC Secondary Schools' Rugby Union
Sources and Uses of Funds
Year Ending February 28, 2014

DRAFT, May 23, 2014

7- A- Side Tournament	Year Ended	Year Ended	
	<u>28-Feb-14</u>	<u>28-Feb-13</u>	<u>Change</u>
<i>Sources of funds</i>			
Registration	\$ -	\$ 2,275.00	(2,275.00)
<i>Uses of funds</i>			
Trophies & Photos	-	1,599.65	(1,599.65)
Accommodation & travel	-	631.91	(631.91)
Risk management	-	480.00	(480.00)
Equipment & supplies	-	-	-
Referees (honorary)	-	510.00	(510.00)
Insurance	<u>500.00</u>	<u>333.00</u>	167.00
	<u>500.00</u>	<u>3,554.56</u>	(3,054.56)
<i>Excess (deficiency) of sources over uses</i>	<u>\$ (500.00)</u>	<u>\$ (1,279.56)</u>	779.56

BC Secondary Schools' Rugby Union
Sources and Uses of Funds
Year Ending February 28, 2014

DRAFT, May 23, 2014

Scholarships	Year Ended <u>28-Feb-14</u>	Year Ended <u>28-Feb-13</u>	Change
<i>Sources of funds</i>			
Donations	\$ 1,750.00	4,000.00	(2,250.00)
<i>Uses of funds</i>			
Scholarships	<u>5,250.00</u>	<u>4,750.00</u>	500.00
<i>Excess of sources over uses</i>	<u>\$ (3,500.00)</u>	<u>\$ (750.00)</u>	(2,750.00)
Administration	Year Ended <u>28-Feb-14</u>	Year Ended <u>28-Feb-13</u>	
<i>Sources of funds</i>			
BC School Sports	\$ 5,000.00	\$ 5,100.00	(100.00)
Interest	<u>4.20</u>	<u>289.12</u>	(284.92)
	5,004.20	5,389.12	(384.92)
<i>Uses of funds</i>			
Stationery, printing & postage	-	497.30	(497.30)
Conferences	-	-	-
Meeting expenses	1,104.76	1,935.48	(830.72)
Secretarial	204.00	236.00	(32.00)
Bank charges	11.82	30.07	(18.25)
Website	1,671.28	1,782.84	(111.56)
Other	<u>-</u>	<u>-</u>	-
	<u>2,991.86</u>	<u>4,481.69</u>	(1,489.83)
<i>Excess (deficiency) of sources over uses</i>	<u>\$ 2,012.34</u>	<u>\$ 907.43</u>	1,104.91

BC Secondary Schools' Rugby Union
Sources and Uses of Funds
Year Ending February 28, 2014

SUMMARY OF ACCOUNTS

Excess (deficiency) of sources over uses

DRAFT, May 23, 2014

	Year Ended <u>28-Feb-14</u>	Year Ended <u>28-Feb-13</u>
Cash balance, beginning of year	\$31,201.18	\$ 30,688.40
Excess (deficiency) of sources over uses -		
Provincial Tournament	7,378.02	1,634.91
Seven-A-Side	(500.00)	(1,279.56)
Scholarships	(3,500.00)	(750.00)
Administration	<u>2,012.34</u>	<u>907.43</u>
	<u>5,390.36</u>	<u>512.78</u>
Prior period adjustment	<u>4,628.85</u>	-
Cash balance, end of year	<u>\$ 41,220.39</u>	<u>\$ 31,201.18</u>

SECTION 8

Types of Tournaments and Draws

There are a number of different types of tournaments that can be used when running a Provincial Championship. Depending on time and facility availability, most tournaments have a round robin playoff round and an elimination-type championship round to determine the final winner.

ROUND ROBIN TOURNAMENTS

In a round robin tournament, each team plays every other team and the win-loss record determines the final standings.

Structure for an 8-team Round Robin Tournament

Rd 1	Rd 2	Rd 3	Rd 4	Rd 5	Rd 6	Rd 7
2 v 1	3 v 4	6 v 2	7 v 5	1 v 3	4 v 5	7 v 3
3 v 8	1 v 7	7 v 8	8 v 4	4 v 2	8 v 1	8 v 2
4 v 7	8 v 6	4 v 1	2 v 3	5 v 8	2 v 7	1 v 5
5 v 6	2 v 5	5 v 3	6 v 1	6 v 7	3 v 6	6 v 4

Structure for a 12-team Round Robin Tournament

Rd 1	Rd 2	Rd 3	Rd 4	Rd 5	Rd 6	Rd 7	Rd 8	Rd 9	Rd 10	Rd 11
2 v 1	12 v 2	5 v 8	8 v 2	12 v 8	4 v 2	8 v 1	11 v 12	4 v 7	7 v 12	11 v 7
3 v 12	1 v 7	6 v 7	9 v 12	2 v 7	5 v 12	9 v 7	6 v 1	5 v 6	8 v 11	12 v 6
4 v 11	8 v 6	12 v 1	10 v 11	3 v 6	6 v 11	10 v 6	7 v 5	1 v 11	9 v 10	2 v 5
5 v 10	9 v 5	2 v 11	1 v 5	4 v 5	7 v 10	11 v 5	8 v 4	12 v 10	4 v 1	3 v 4
6 v 9	10 v 4	3 v 10	6 v 4	10 v 1	8 v 9	12 v 4	9 v 3	2 v 9	5 v 3	1 v 9
7 v 8	11 v 3	4 v 9	7 v 3	11 v 9	1 v 3	2 v 3	10 v 2	3 v 8	6 v 2	10 v 8

To save on time, if there are a large number of teams, you can split the teams into pools. The easiest way to split into pools is if the total number of teams is divisible by 4.

Structure for a 20-team Round Robin Pool Play

POOL A	POOL B	POOL C	POOL D	POOL E
1 v 2	1 v 2	1 v 2	1 v 2	1 v 2
3 v 4	3 v 4	3 v 4	3 v 4	3 v 4
2 v 3	2 v 3	2 v 3	2 v 3	2 v 3
1 v 4	1 v 4	1 v 4	1 v 4	1 v 4
1 v 3	1 v 3	1 v 3	1 v 3	1 v 3
2 v 4	2 v 4	2 v 4	2 v 4	2 v 4

After the above pool play, teams would be ranked within their pool based on wins, ties and losses. A win would be worth 3 points, a tie would be worth 1 point, and a loss would be 0 points. A tiebreaker would need to be developed as well. Typical tiebreakers included head-to-head results, points against, and points for.

Once placings have been determined, you would look at scheduling in a championship round (i.e. single or double elimination or a consolation format). Below are suggested matchups for the first round:

Game 1	Game 2	Game 3	Game 4	Game 5
1 st A v 4 th B	2 nd C v 3 rd E	2 nd B v 3 rd D	2 nd A v 3 rd C	1 st C v 4 th D
Game 6	Game 7	Game 8	Game 9	Game 10
3 rd A v 2 nd D	1 st B v 4 th C	3 rd B v 2 nd E	4 th A v 1 st E	1 st D v 4 th E

SINGLE ELIMINATION TOURNAMENT

The single-elimination tournament is a common structure for determining a final winner in the final round. It arrives at a quick winner if you are tight on time and facilities. Unfortunately, if a team has a bad first match, they are out so often a consolation round is combined with the single-elimination format.

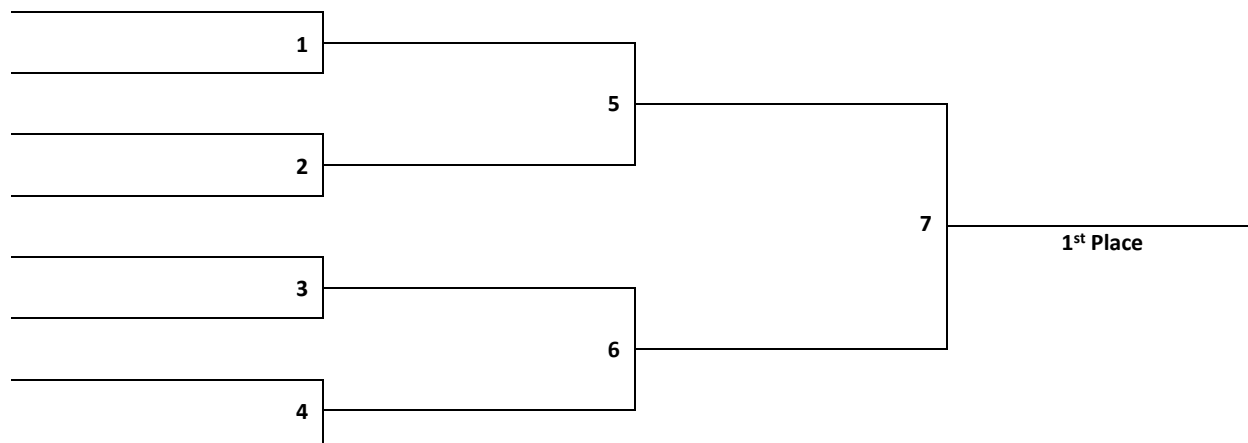
Calculating Byes for Single Elimination Tournaments

If there are an uneven number of teams, you will need to give a team(s) a bye. This is generally determined by rankings. The team that is ranked first would be the first to get a bye; if limited on time and you need to give additional teams a bye, you would then look at the team ranked second to give a bye and so forth.

Calculating the Number of Games for Single Elimination Tournaments

The formula to determine the number of games required is the number of entries minus 1. Therefore, if you have 8 teams, you will have 7 games (not including the consolation round games).

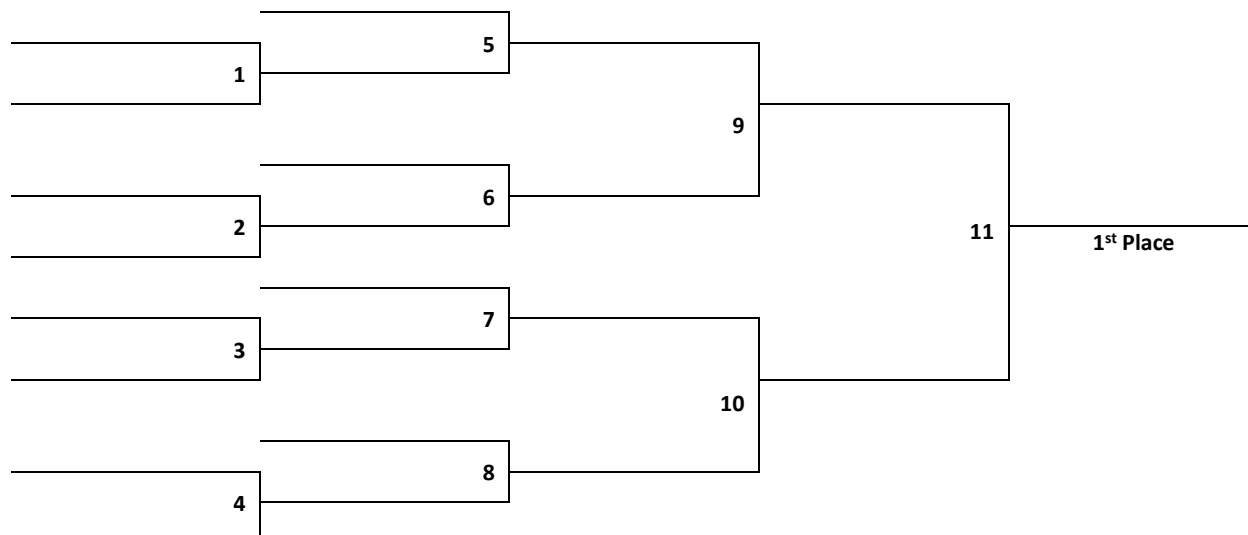
Structure for 8-team Single Elimination Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4
1 v 8	4 v 5	3 v 6	2 v 7

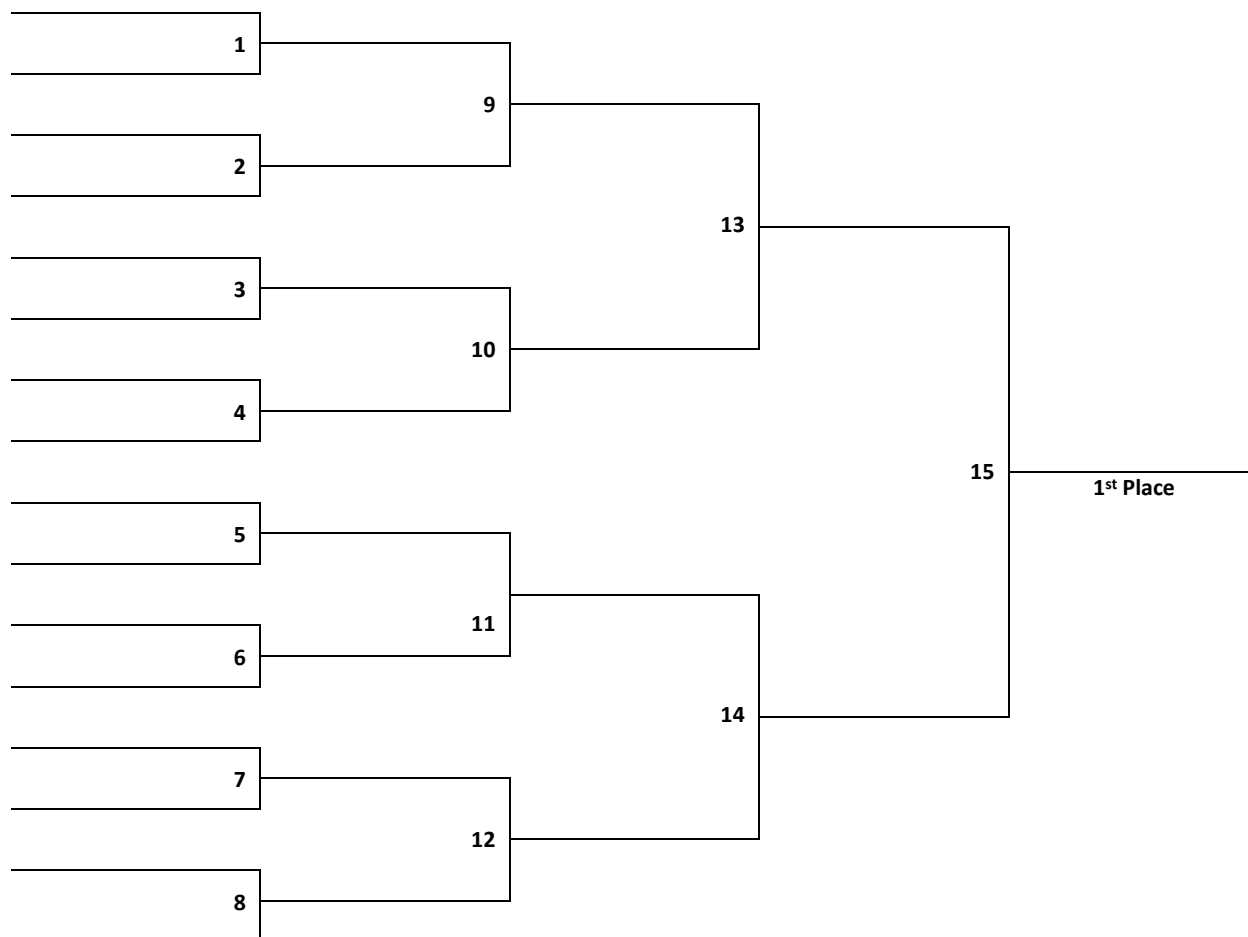
Structure for a 12-team Single Elimination Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
9 v 8	12 v 5	10 v 7	11 v 6	1 v W1	4 v W2	2 v W3	3 v W4

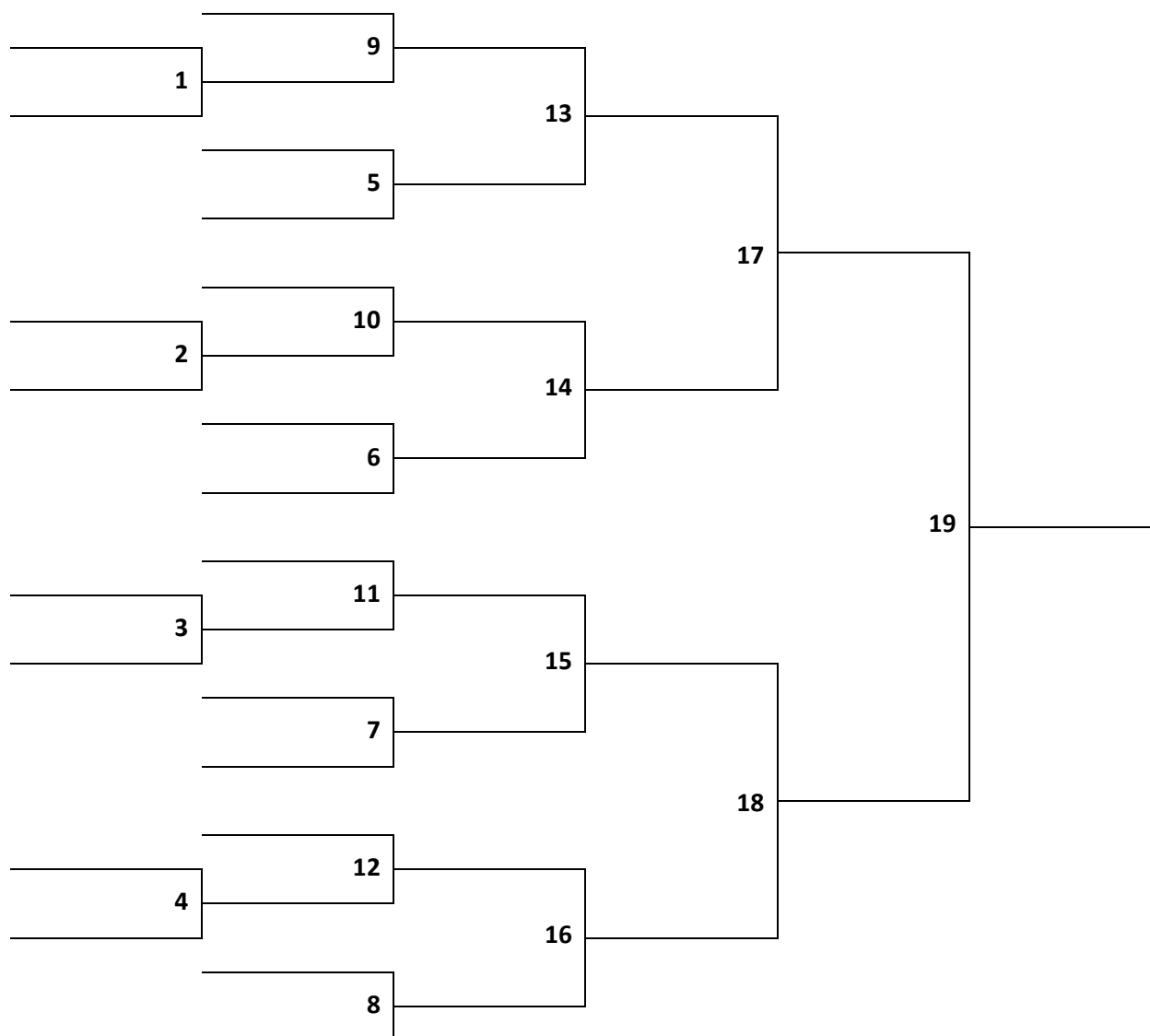
Structure for a 16-team Single Elimination Tournament



If the tournament is seeded, the first round matches are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
1 v 16	9 v 8	4 v 13	12 v 5	2 v 15	10 v 7	3 v 14	11 v 6

Structure for a 20-team Single Elimination Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6
16 v 17	13 v 20	15 v 18	14 v 19	9 v 8	12 v 5
Game 7	Game 8	Game 9	Game 10	Game 11	Game 12
10 v 7	11 v 6	1 v W1	4 v W2	2 v W3	3 v W4

DOUBLE ELIMINATION TOURNAMENT

The double elimination format allows teams to have a minimum of two games in the tournament.

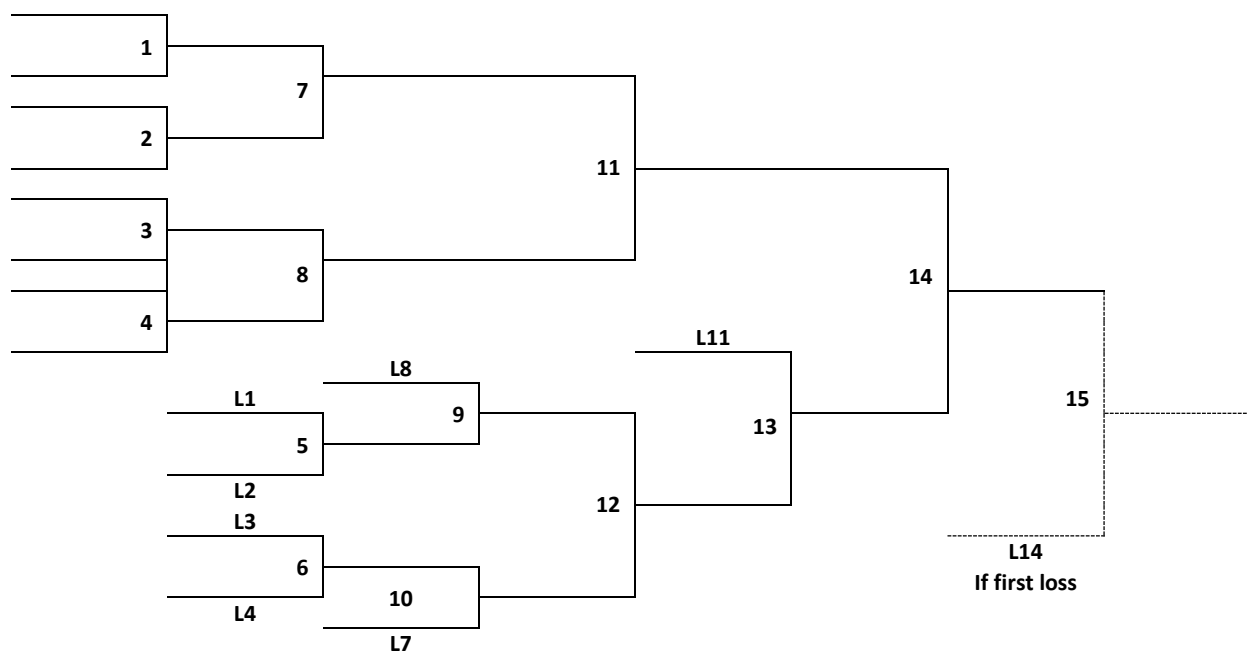
Calculating Byes for Double Elimination Tournaments

If there are an uneven number of teams, you will need to give a team(s) a bye. This is generally determined by rankings. The team that is ranked first would be the first to get a bye; if limited on time and you need to give additional teams a bye, you would then look at the team ranked second to give a bye and so forth.

Calculating the Number of Games for Double Elimination Tournaments

The formula to determine the number of games required is $2(N - 1) + 1$ where N is the number of entries. Therefore, if you have 8 teams, you will have 15 games (14 games if a team goes undefeated through the whole tournament).

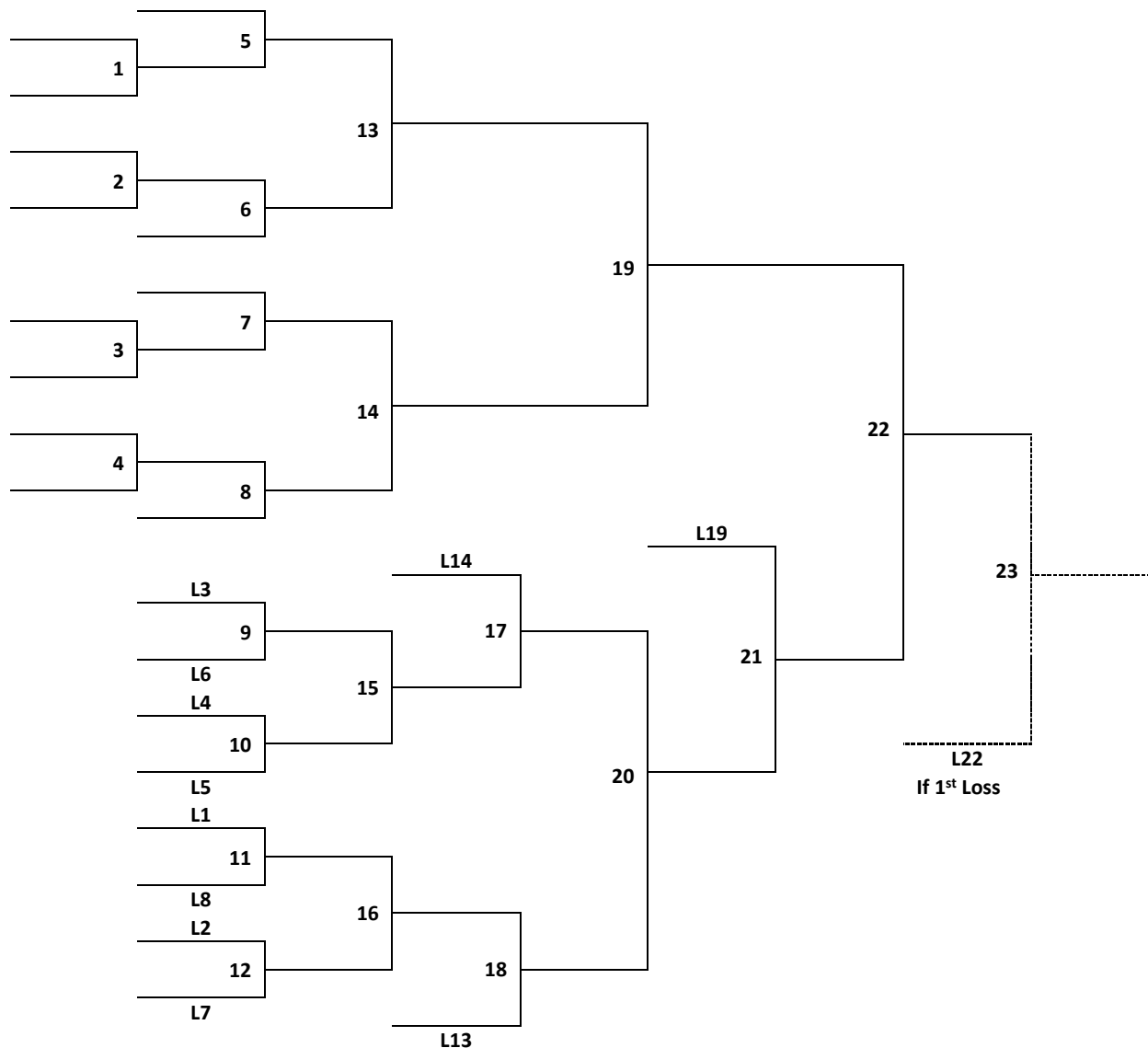
Structure for 8-team Double Elimination Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4
1 v 8	4 v 5	3 v 6	2 v 7

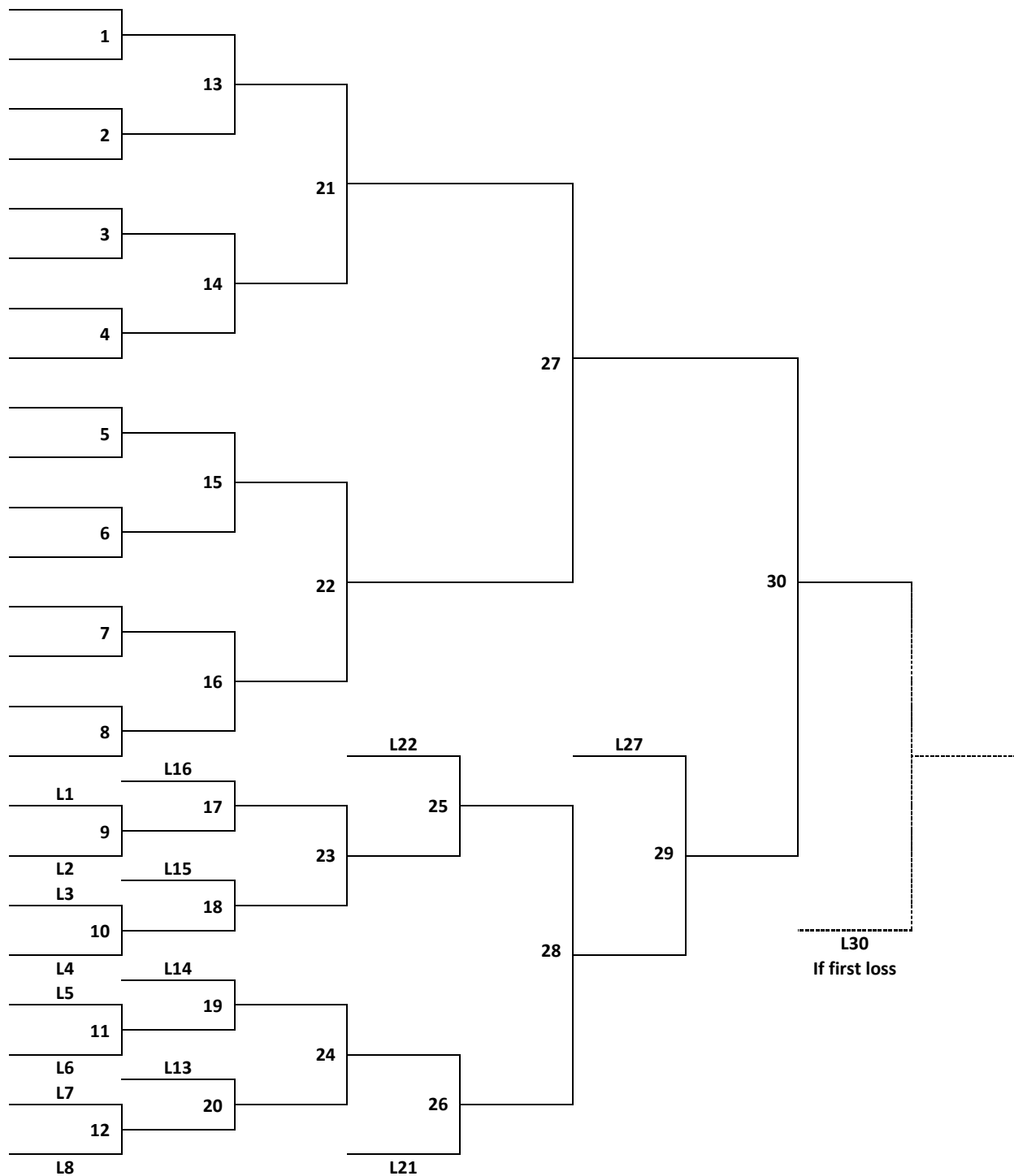
Structure for a 12-team Double Elimination Tournament



If the tournament is seeded, your first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
8 v 9	5 v 12	6 v 11	7 v 10	1 v W1	4 v W2	3 v W3	2 v W4

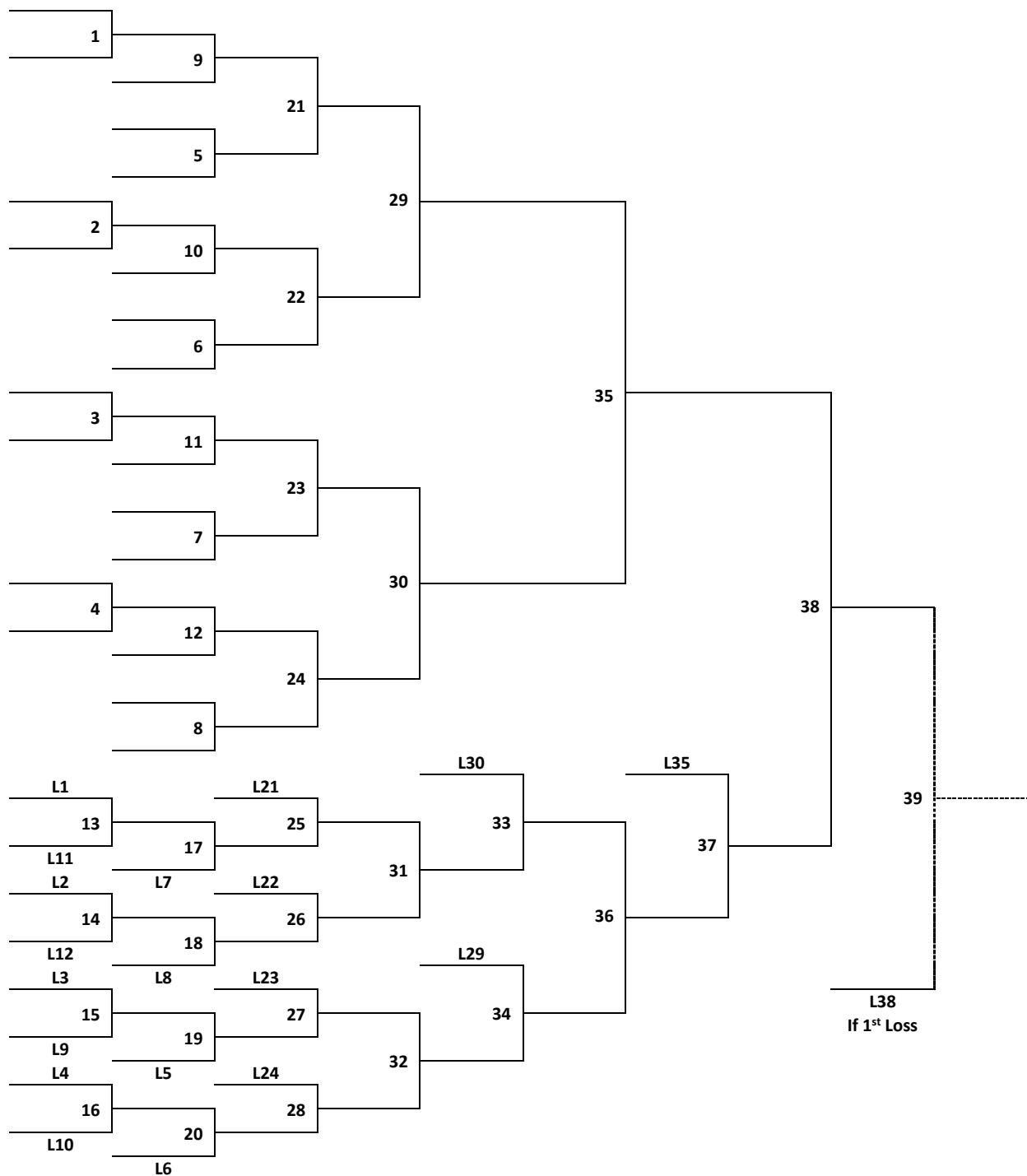
Structure for a 16-team Double Elimination Tournament



If the tournament is seeded, your first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
1 v 16	8 v 9	5 v 12	4 v 13	3 v 14	6 v 11	7 v 10	2 v 15

Structure for a 20-team Double Elimination Tournament



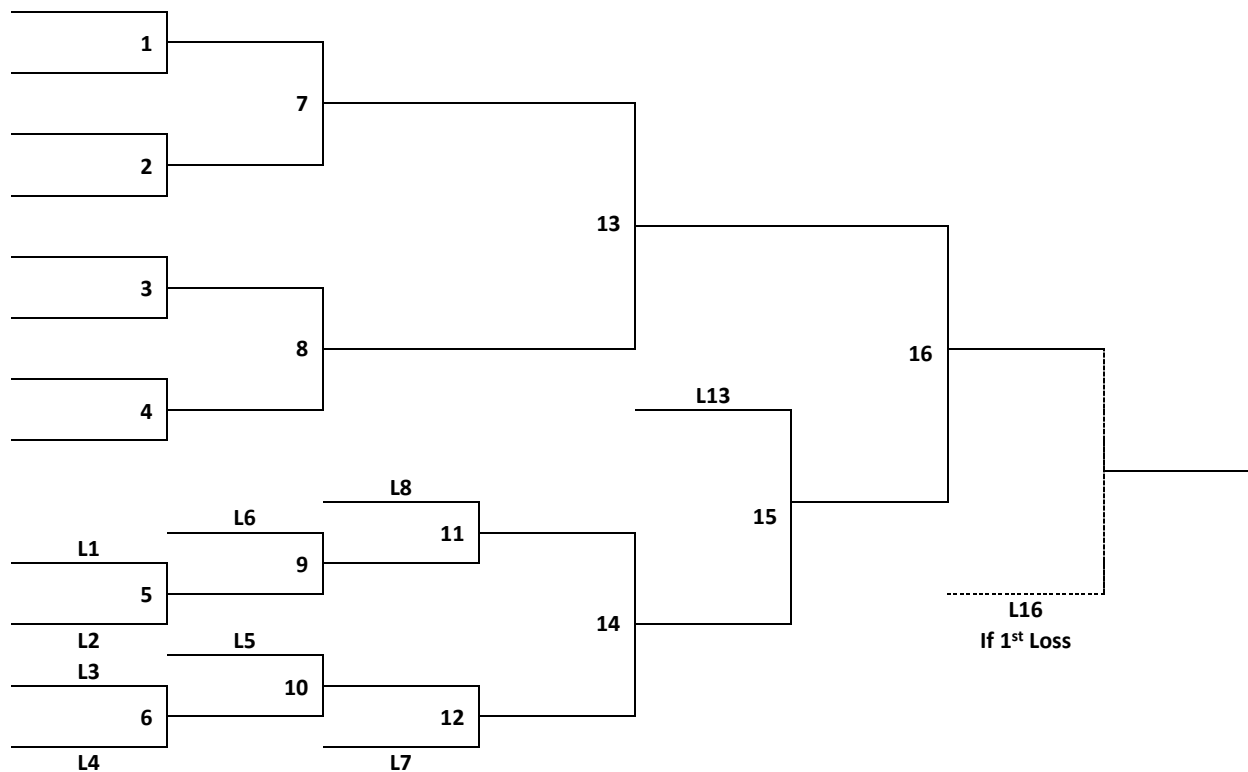
If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6
16 v 17	13 v 20	15 v 18	14 v 19	8 v 9	5 v 12
Game 7	Game 8	Game 9	Game 10	Game 11	Game 12
7 v 10	6 v 11	1 v W1	4 v W2	2 v W3	3 v W4

3-GAME GUARANTEE TOURNAMENT

A 3-game guarantee bracket tournament allows teams to have a minimum of 3 games in the tournament.

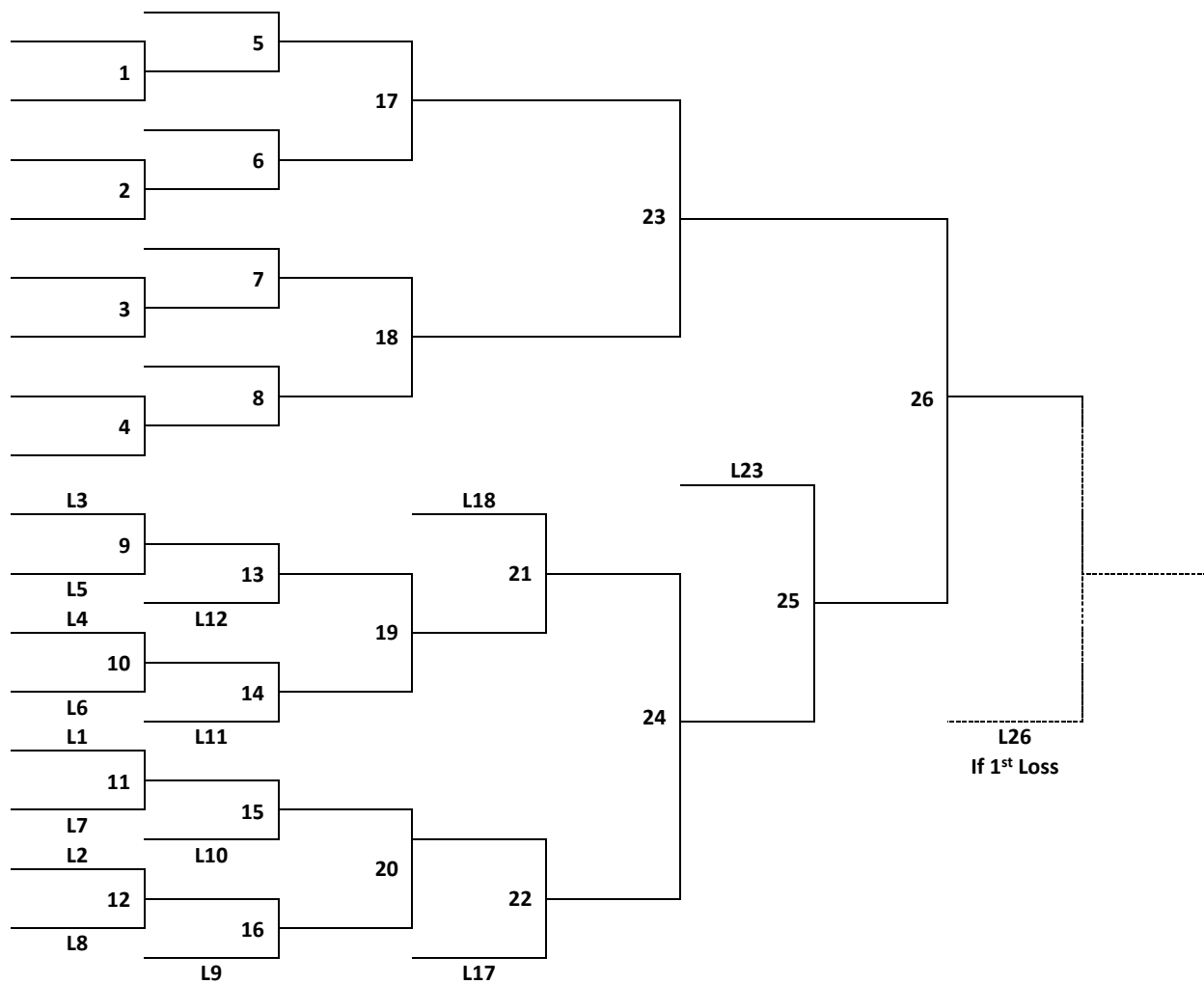
Structure for 8-team 3-Game Guarantee Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4
1 v 8	4 v 5	3 v 6	2 v 7

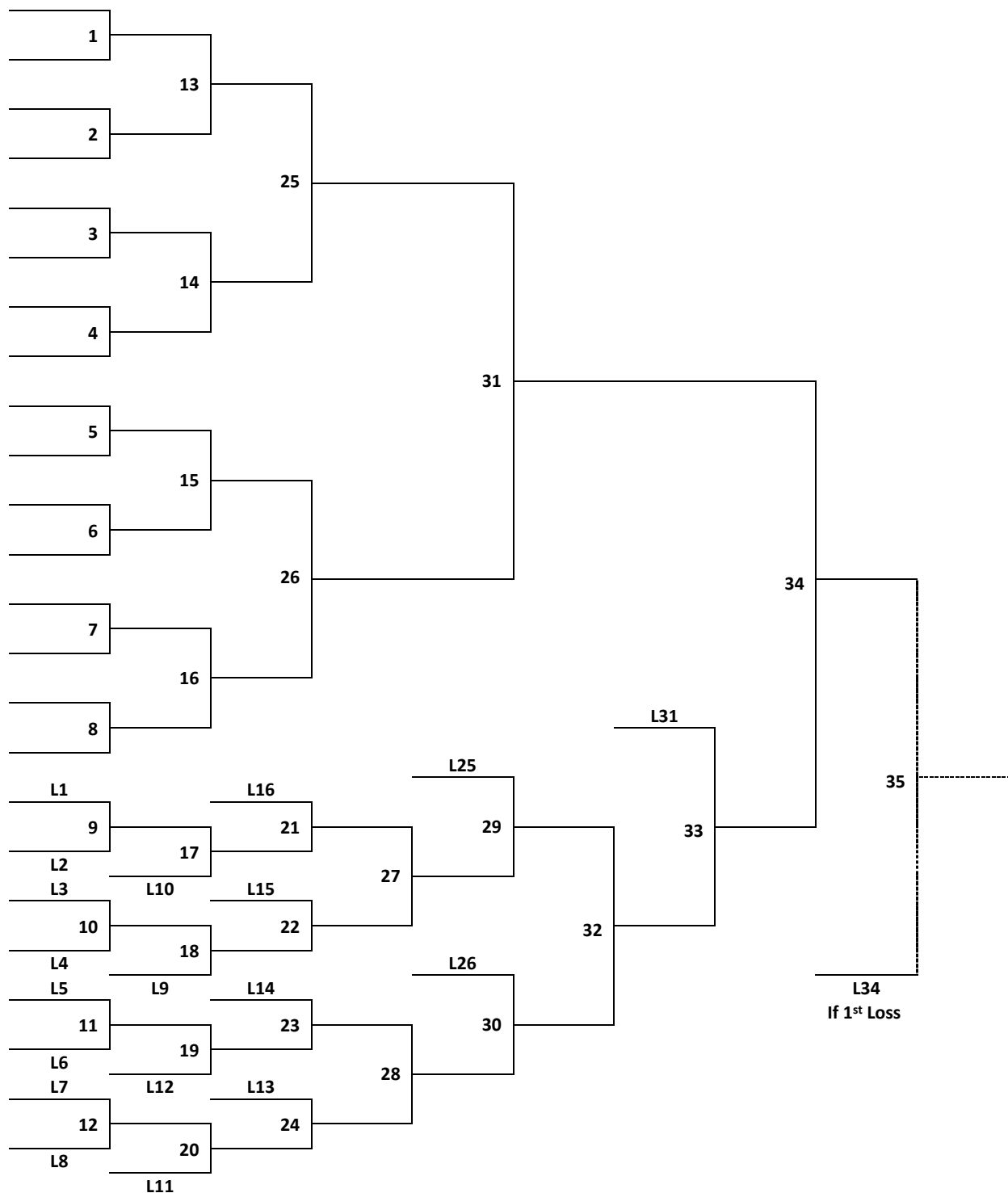
Structure for 12-team 3-Game Guarantee Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
8 v 9	5 v 12	6 v 11	7 v 10	1 v W1	4 v W2	3 v W3	2 v W4

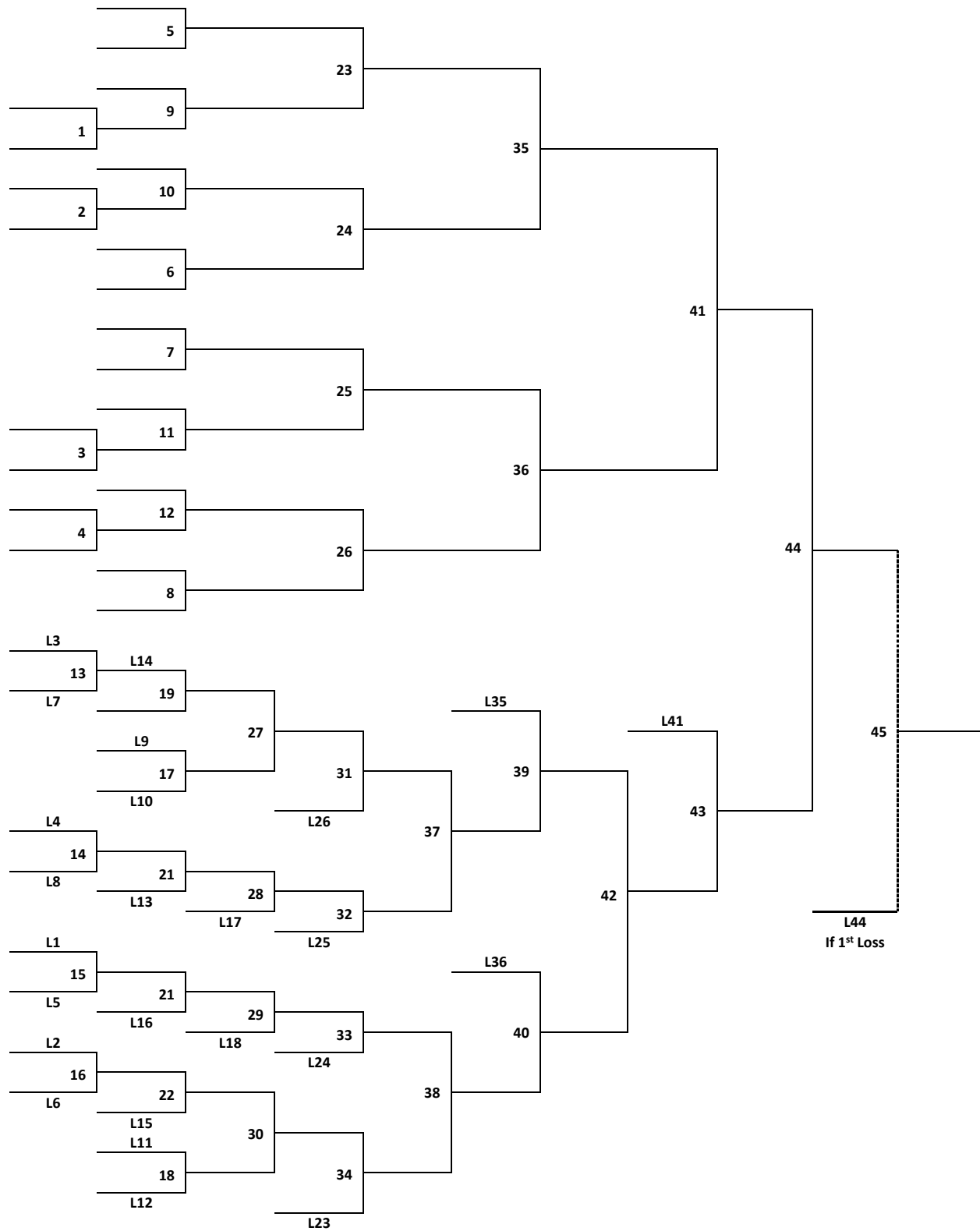
Structure for a 16-team 3-Game Guarantee Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
1 v 16	8 v 9	5 v 12	4 v 13	3 v 14	6 v 11	7 v 10	2 v 15

Structure for a 20-team 3-Game Guarantee Tournament

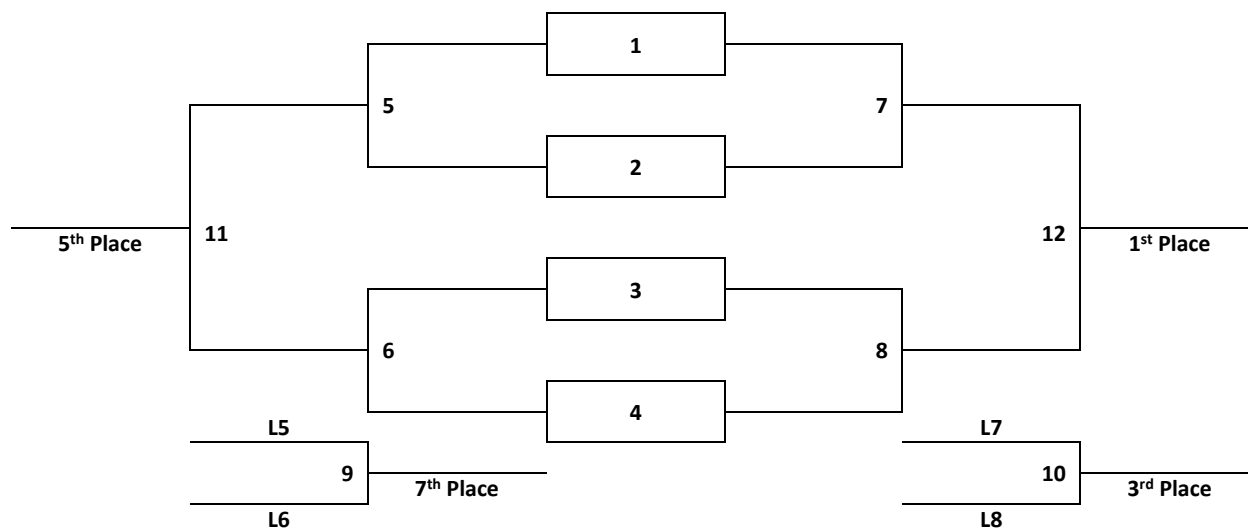


If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6
16 v 17	13 v 20	15 v 18	14 v 19	8 v 9	5 v 12
Game 7	Game 8	Game 9	Game 10	Game 11	Game 12
7 v 10	6 v 11	1 v W1	4 v W2	2 v W3	3 v W4

CONSOLATION ROUND TOURNAMENTS

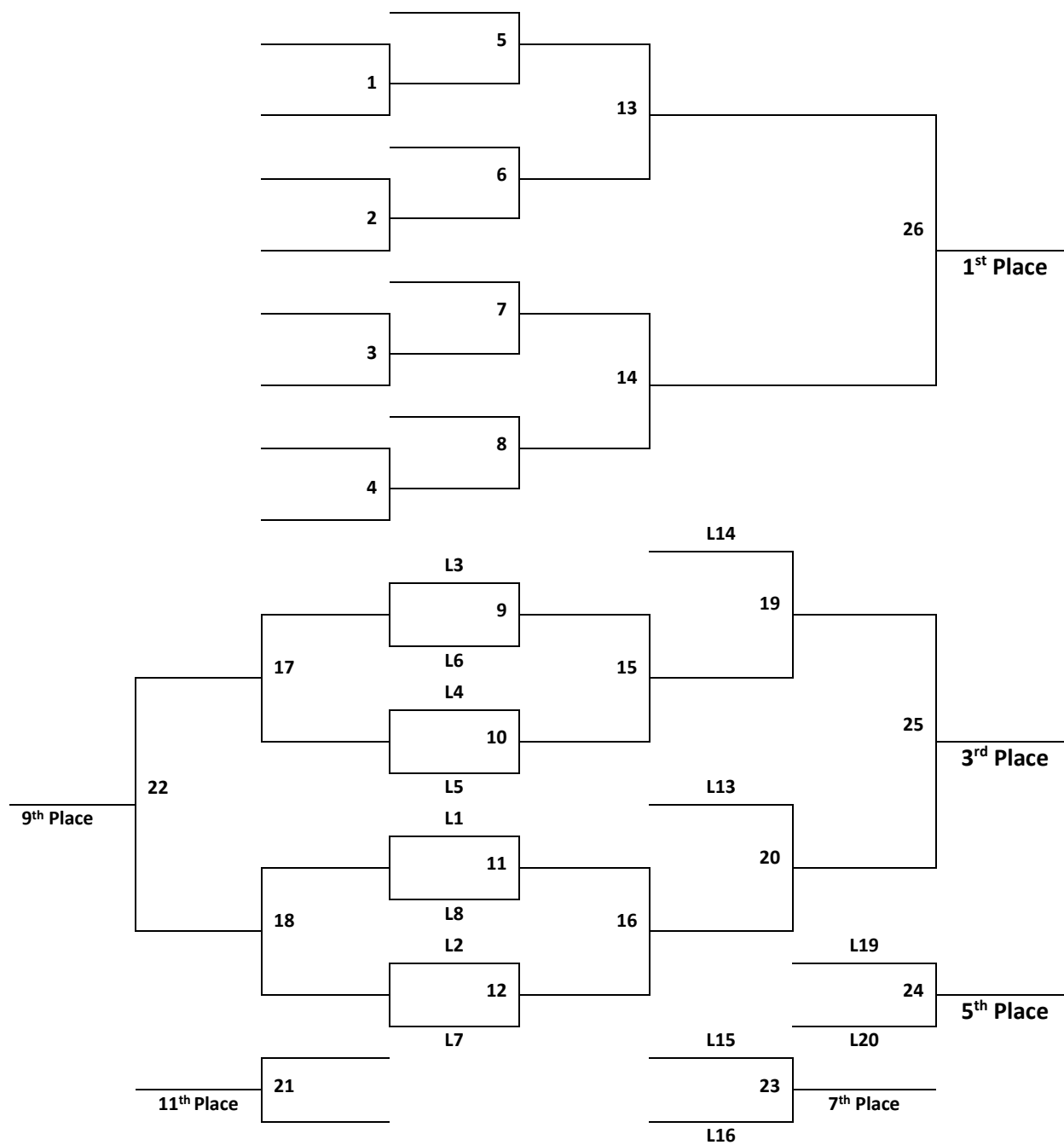
Structure for an 8-team Consolation Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4
1 v 8	4 v 5	3 v 6	2 v 7

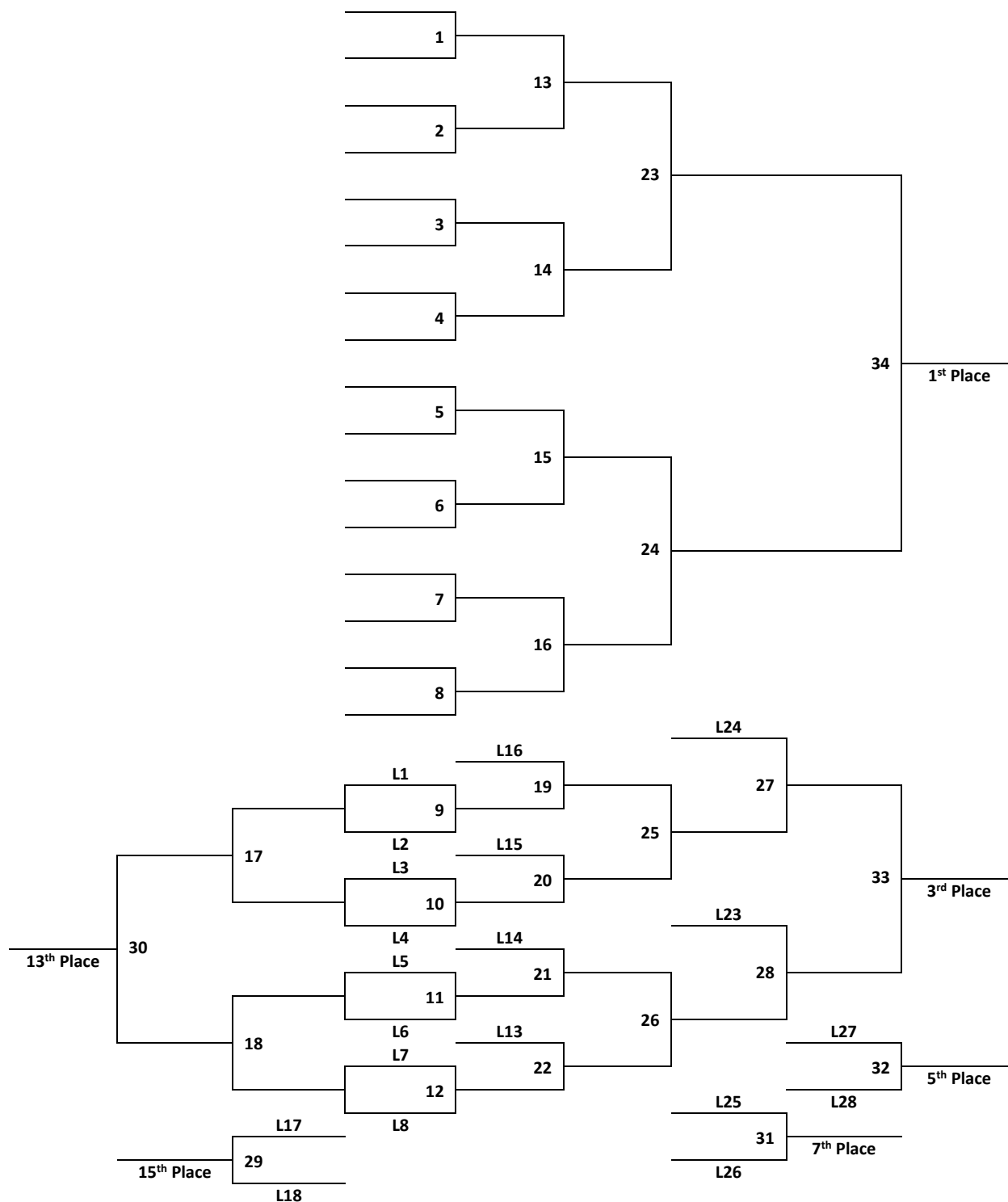
Structure for a 12 –team Consolation Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
8 v 9	5 v 12	6 v 11	7 v 10	1 v W1	4 v W2	3 v W3	2 v W4

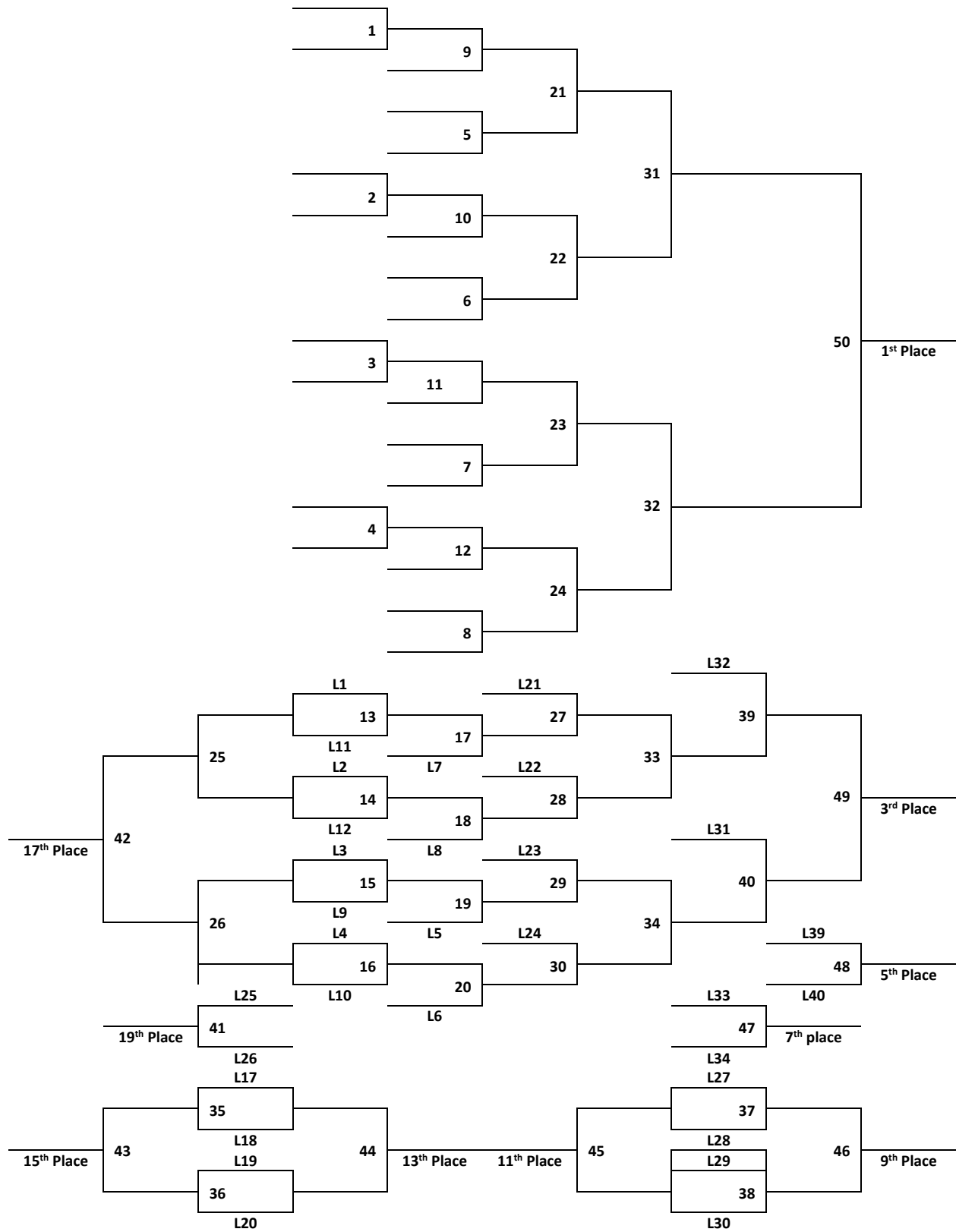
Structure for a 16-team Consolation Tournament



If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8
1 v 16	8 v 9	5 v 12	4 v 13	3 v 14	6 v 11	7 v 10	2 v 15

Structure for a 20-team Consolation Tournament



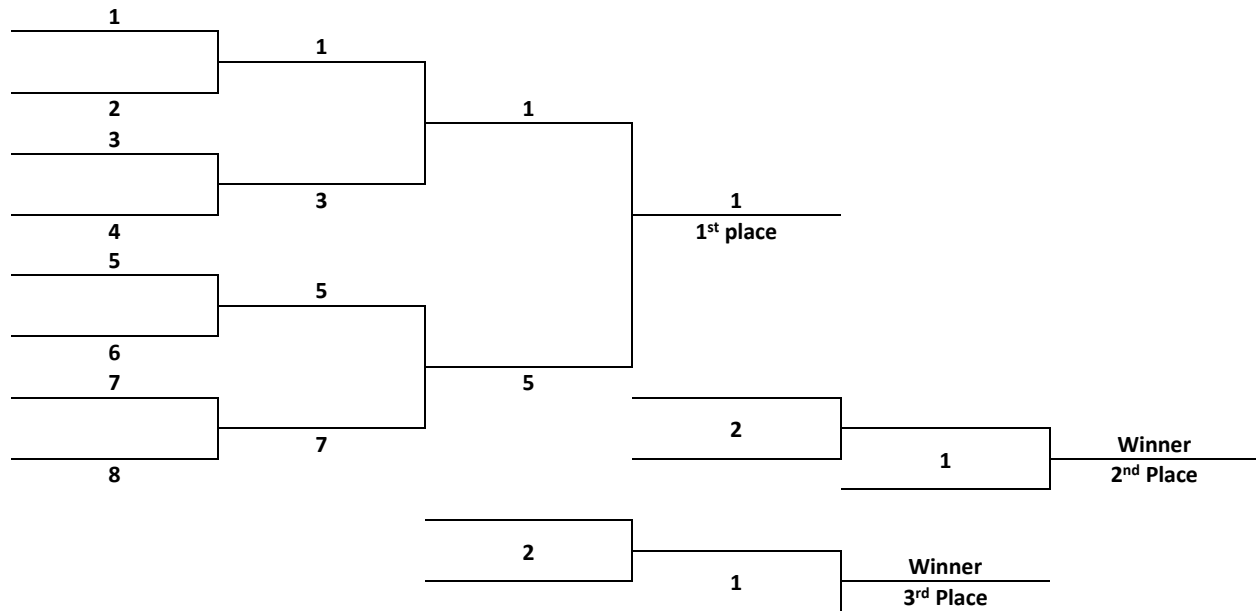
If the tournament is seeded, the first round matchups are:

Game 1	Game 2	Game 3	Game 4
16 v 17	13 v 20	15 v 18	14 v 19
Game 5	Game 6	Game 7	Game 8
8 v 9	5 v 12	7 v 10	6 v 11
Game 9	Game 10	Game 11	Game 12
1 v W1	4 v W2	2 v W3	3 v W4

OTHER TOURNAMENT TYPES

Bagnall-Wild Elimination Tournament

This type of tournament is used when you want to select true second and third winners. After running a single elimination tournament, all the entries that have lost to the champion play in a mini-elimination tournament. The winner of this mini-tournament plays the defeated finalist for second place. Third place is determined by having all entries defeated by the second place team compete in another mini-tournament.



SECTION 9

Event Wrap-Up

After weeks and months of planning the Championship, it is nice to sit back and relax and take a break from the chaos of planning but it is really important to capture feedback on the event while it is still fresh in everyone's minds. Follow-ups – either through questionnaires, interviews or reporting – need to be done with all volunteers, especially with your committee members or individuals in key positions. Creating a detailed report of the event, with the successes and areas of improvement listed, allows for the transfer of knowledge to future organizers. No one wants to reinvent the wheel when planning an event so using the best practices of past events allows for a more time-efficient planning process.

The final report should be a compilation of all of the feedback provided. It should be concise and objective. It should include an introduction and short background of the event, recommendations of improvements, best practices, any financial statements or budgets, and an overall summary. Each sub-committee should have a mini-report if possible.

Along with the final report, the final wrap-up should include:

- Results being sent to the media, commission, BC School Sports, and other interested groups
- Thank you letters sent to sponsors
- Volunteers and VIPs should be thanked and their contact information should be recorded for future involvement
- All finances should be taken care of including all invoices being paid and the preparation of final statements
- All borrowed equipment and supplies should be returned and the facilities should be restored to their original status
- All medical incidents should be reported and filed in case further action is required
- Required stats/information reported to BC School Sports:
 - Bylaw changes (if any)?
 - Commission financial statements
 - Championship financial statement
 - Championship entry fees for the next year?
 - How many zone playoffs were held?
 - How many athletes were at zones?
 - How many coaches were at zones? Championships?
 - How many spectators were at zones? Championships?
 - Approximate Volunteer hours
 - Coaches
 - Commission
 - Zone Representatives
 - Other
 - Championship dates and locations for the next three years

SECTION 10

Sport Specific

APPENDIX

Volunteer Job Card

One-Day Volunteer Form

Medical/Behavior Incident Report Form

Emergency Action Plan (Template)

Opening Ceremony Script (Template)

Awards Ceremony Script (Template)

Registration Package (Template)

Coaches Meeting Agenda (Template)

AGM Meeting Agenda (Template)



VOLUNTEER JOB CARD

Volunteer Name:
Volunteer Position:
Schedule:
Main Duties:
Supervisor:



VOLUNTEER JOB CARD

Volunteer Name:
Volunteer Position:
Schedule:
Main Duties:
Supervisor:



ONE-DAY VOLUNTEER FORM

EVENT: _____

DATE: _____

Release:

I, the undersigned volunteer, hereby release, discharge, indemnify BC School Sports from all liability for injury to person or damage to property of myself. In participating in BC School Sports activities, I grant permission to use the likeness, voice, and words of myself in television, radio, films, newspaper, magazine, and other media, and in any form not heretofore described for the purpose of advertising or communicating the purposes and activities of BC School Sports and in appealing for funds to support such activities.

PRINT NAME	EMAIL	PHONE	DATE OF BIRTH	SIGNATURE



MEDICAL/BEHAVIOR INCIDENT REPORT FORM

Name: _____ School: _____

Date of Incident: _____

Location of Incident: _____

Witness(es) to Incident (include contact info): _____

Description of Incident: _____

Description of Injury (if medical incident): _____

Action Taken: _____

Follow-up Required: _____

Date: _____

Name: _____ Position: _____

EMERGENCY ACTION PLAN

EVENT: _____

VENUE: _____

VENUE ADDRESS: _____

PERSON IN CHARGE: _____

PERSON TO CALL FOR HELP: _____

LOCATION OF PHONES: _____

EMERGENCY: Call 9-1-1

NON-EMERGENCY PHONE NUMBERS

AMBULANCE: _____

POLICE: _____

FIRE: _____

HOSPITAL: _____

DOCTOR: _____

FACILITY: _____

DETAILED DESCRIPTION OF LOCATION IN VENUE: _____

PRE-DETERMINED MEETING PLACE: _____

**ENSURE EMERGENCY ACTION PLAN IS VISIBLE AT THE VENUE AND HAS BEEN
SHARED WITH PARTICIPANTS AND VOLUNTEERS**

OPENING CEREMONY SCRIPT (TEMPLATE)

1. MC: welcomes all guests, spectators, sponsors, etc

GOOD MORNING AND WELCOME TO THE (TITLE OF PROVINCIAL CHAMPIONSHIP)! BC SCHOOL SPORTS, (SPORT COMMISSION) AND (SPONSORS) WELCOME YOU TO THIS GREAT EVENT. REGARDLESS OF THE OUTCOME OF TODAY'S EVENTS, WE ASK THAT ALL SPECTATORS CONSIDER THE TIME AND EFFORT EACH OF THESE YOUNG PARTICIPANTS HAVE PUT FORTH TO REPRESENT THEIR SCHOOLS. WE ASK THAT EVERYONE TAKE PERSONAL RESPONSIBILITY FOR KEEPING THESE EVENTS ENJOYABLE FOR ALL. SPORTSMANSHIP ... IT'S HOW YOU PLAY THE GAME.

2. Parade of athletes in alphabetical order (host team enters last); introduce teams as entering

PLEASE JOIN ME IN WELCOMING THE PARTICIPANTS IN THE (TITLE OF PROVINCIAL CHAMPIONSHIP). ENTERING FIRST IS (NAME OF SCHOOL) FROM (CITY) - COULD ADD FUN FACT ABOUT SCHOOL. NOW ENTERING IS (NAME OF SCHOOL) FROM (CITY) - COULD ADD FUN FACT ABOUT SCHOOL. (AND CONTINUE THROUGH ALL SCHOOLS UP TO THE LAST TEAM - THE HOST TEAM). CAN WE HAVE AN EXTRA ROUND OF APPLAUSE FOR THE HOST TEAM - (SCHOOL)

3. MC: Introduction of VIPs and dignitaries

I'D LIKE TO INTRODUCE OUR SPECIAL GUESTS TO OUR EVENT - (LIST NAMES AND ROLE)

4. Playing of national anthem

LADIES AND GENTLEMEN, PLEASE RISE AND REMOVE YOUR HATS AS WE HONOR OUR COUNTRY WITH THE SINGING OF THE NATIONAL ANTHEM PERFORMED BY (NAME OF SINGER/BAND) UNDER THE DIRECTION OF (NAME).

5. MC: introduce speakers; short address from dignitaries, organizers, mayors, sponsors, etc

I'D LIKE TO WELCOME OUR FIRST SPEAKER - (NAME, COMPANY/ROLE; PROVIDE SHORT BIO 1-2 LINES). I NOW WOULD LIKE TO WELCOME OUR SECOND SPEAKER - (NAME, COMPANY/ROLE; SHORT BIO) (AND CONTINUE THROUGH ALL SPEAKERS).

6. Official declaration of the opening of the event

7. March off of athletes

FANS, AT THIS TIME I'D LIKE YOU TO JOIN ME IN WISHING GOOD LUCK TO ALL OF THE PARTICIPANTS AT THIS YEAR'S (TITLE OF PROVINCIAL CHAMPIONSHIP).

AWARDS CEREMONY SCRIPT – INDIVIDUAL EVENTS (TEMPLATE)

1. Athletes/Teams all gather in a central area
2. There should be an individual organizing the athletes (2nd, 1st, 3rd) in the order that the events will be called and awarded
3. Awards should be set out on a table so that table can be brought in after the final event. The podium should be available to move into the awards area.
4. MC: Gathers the attention of the crowd; teams walk into the ceremony area. VIPs, dignitaries, award presenters parade in after the athletes.

FANS, AT THIS TIME WE'D LIKE TO RECOGNIZE THE ACHIEVEMENTS OF TONIGHT'S COMPETITORS. THE (SPORT COMMISSION) COMMENDS EACH ATHLETE FOR THEIR ATHLETIC ACHIEVEMENTS AND THEIR SPORTSMANSHIP.

4. MC: Introduces award presenters

*PRESENTING THE MEDALS ARE:
(NAME, COMPANY) (FOR ALL PRESENTERS)*

FOR (EVENT), THE BRONZE MEDAL IS PRESENTED TO (ATHLETE NAME) FROM (SCHOOL NAME). THE SILVER MEDAL IS PRESENTED TO (ATHLETE NAME) FROM (SCHOOL NAME). AND THE GOLD MEDAL IS PRESENTED TO (ATHLETE NAME) FROM (SCHOOL NAME)

(ATHLETES WILL POSE ON PODIUM FOR A PICTURE. THIS WILL CONTINUE THROUGH ALL OF THE EVENTS.)

*PRESENTING THE TEAM TROPHY, AND BCSS BANNER WILL BE (NAME, COMPANY)
THIS YEAR'S BC (BOYS/GIRLS, TIER, SPORT) CHAMPIONS (SCHOOL NAME)*

CONGRATULATIONS TO ALL OF OUR WINNERS!

WE'D LIKE TO TAKE A MOMENT TO THANK ALL OF THE SPONSORS WHO SUPPORTED THE (TITLE OF THE PROVINCIAL CHAMPIONSHIP) – (LIST ALL OF THE SPONSORS). WE'D ALSO LIKE TO THANK ALL OF THE OFFICIALS AND VOLUNTEERS WHO DONATED THEIR TIME TO ENSURE THIS CHAMPIONSHIP WAS A SUCCESS.

THANK YOU TO ALL THE TEAMS FOR THEIR SPIRITED PARTICIPATION AND THE FANS FOR THEIR SUPPORT. PLEASE DRIVE SAFELY.

AWARDS CEREMONY SCRIPT – TEAM EVENTS (TEMPLATE)

1. Teams all gather in a central area; they should be organized into their march-in order (16, 14, 12, 10, 8, 6, 4, 5, 7, 9, 11, 13, 15, 3, 2, 1).
2. Awards should be set out on a table so that table can be brought in after final game/match.
3. MC: Gathers the attention of the crowd; teams walk into the ceremony area. VIPs, dignitaries, award presenters parade in after the athletes.

FANS, AT THIS TIME WE'D LIKE TO RECOGNIZE THE ACHIEVEMENTS OF TONIGHT'S COMPETITORS. THE (SPORT COMMISSION) COMMENDS EACH ATHLETE FOR THEIR ATHLETIC ACHIEVEMENTS AND THEIR SPORTSMANSHIP.

THE FIRST AWARDS ARE GIVEN TO THE TEAMS THAT PLACED 16th TO 4th IN THE CHAMPIONSHIPS. WHEN THE TEAM IS CALLED, WOULD THE TEAM CAPTAINS AND COACHES PLEASE COME FORWARD TO RECEIVE THE PICTURE TROPHY. PRESENTING THE TROPHIES FROM 4TH TO 16TH WILL BE (NAME) OF (COMPANY). WHEN THE CAPTAINS AND COACHES RECEIVE THEIR TROPHY, WE'D LIKE THEM TO MOVE TO THE SIDE AND POSE BRIEFLY FOR A PICTURE WITH THE PRESENTERS.

*16TH PLACE PICTURE PLAQUE GOES TO (NAME OF SCHOOL)
15TH PLACE PICTURE PLAQUE GOES TO (NAME OF SCHOOL)
(THROUGH THE REMAINING PLACES THROUGH TO 4TH)*

NOW WE MOVE TO THE TOP 3 MEDAL WINNERS. WHEN WE CALL OUT THE MEDAL WINNERS COULD THE WHOLE TEAM COME FORWARD.

*PRESENTING THE BRONZE MEDALS WILL BE (NAME, COMPANY)
THE BRONZE MEDALLISTS (SCHOOL NAME)*

*PRESENTING THE SILVER MEDALS WILL BE (NAME, COMPANY)
THE SILVR MEDALLISTS (SCHOOL NAME)*

*PRESENTING THE GOLD MEDAL, 1ST PLACE TROPHY, AND BCSS BANNER WILL BE (NAME, COMPANY)
THIS YEARS BC (BOYS/GIRLS, TIER, SPORT) CHAMPIONS (SCHOOL NAME)*

*THE MOST SPORTSMANLIKE TEAM PLAQUE WILL BE PRESENTED BY (NAME, COMPANY)
THIS YEAR'S MOST SPORTSMANLIKE TEAM GOES TO (SCHOOL NAME)*



THE FINAL AWARDS WILL BE THE NAMING OF THE TWO ALLSTAR TEAMS AND THE MVP AWARD. AS THE PLAYERS ARE NAMED, PLEASE COME FORWARD TO ACCEPT YOUR AWARDS AND REMAIN FOR THE ALLSTAR TEAM PICTURE. PRESENTING THE 1ST AND 2ND ALLSTAR AWARDS WILL BE (NAME, COMPANY)

*THE SECOND ALLSTAR TEAM
FROM (SCHOOL NAME) #__ (ATHLETE NAME) (THROUGH ALL ATHLETES NAMED)*

*THE FIRST ALLSTAR TEAM
FROM (SCHOOL NAME) #__ (ATHLETE NAME) (THROUGH ALL ATHLETES NAMED)*

*AND NOW, OUR FINAL AWARD, THE MOST VALUABLE PLAYER AWARD WILL BE PRESENTED BY (NAME, COMPANY).
THIS YEAR'S MOST VALUABLE PLAYER FROM (SCHOOL NAME) #__ (ATHLETE NAME)*

CONGRATULATIONS TO ALL OF OUR TEAMS!

WE'D LIKE TO TAKE A MOMENT TO THANK ALL OF THE SPONSORS WHO SUPPORTED THE (TITLE OF THE PROVINCIAL CHAMPIONSHIP) – (LIST ALL OF THE SPONSORS). WE'D ALSO LIKE TO THANK ALL OF THE OFFICIALS AND VOLUNTEERS WHO DONATED THEIR TIME TO ENSURE THIS CHAMPIONSHIP WAS A SUCCESS.

THANK YOU TO ALL THE TEAMS FOR THEIR SPIRITED PARTICIPATION AND THE FANS FOR THEIR SUPPORT. PLEASE DRIVE SAFELY.

**(TITLE OF THE PROVINCIAL CHAMPIONSHIP)
REGISTRATION PACKAGE**

- DATE:** Month day, year
- VENUE:** Venue name
Venue address
- TRANSPORTATION:** Transportation is the responsibility of the team. All teams must arrive by (mm/dd/yr) at (time) for registration.
- ACCOMMODATIONS:** Name of hotel
Hotel address and phone number
Booking Code
Rate
- REGISTRATION:** All participants **MUST** be registered with BC School Sports. The final registration date is (mm/dd/yr). The registration fee is _____. Cheques should be made out to (School name or sport commission) and should be (brought to registration on the first day of competition or mailed to full address).
- TEAM PHOTOS:** All teams must have their team photos submitted by (mm/dd/yr). Email a JPEG to (Name, email address).
- BANQUET:** A team banquet will be held on (mm/dd/yr) at (time) at (location). The cost is _____.
- MEETINGS:** The coaches meeting will be held on (mm/dd/yr) at (time) at (location).
The AGM will be held on (mm/dd/yr) at (time) at (location).
- QUESTIONS:** Contact Name
Email
Phone number



**(TITLE OF THE PROVINCIAL CHAMPIONSHIP)
REGISTRATION PACKAGE**

Zone Name and Number: _____

School Name and Address: _____

School Phone Number: _____

Number of Players: _____ **Number of Coaches/Managers:** _____

Name of Coach/Sponsor: _____ **Phone:** _____

Email: _____

School Colors: _____

Fees:

Registration Fee (Cost)

Banquet (Cost) x # people _____

T-shirts (Cost)

Sm _____ M _____ L _____ XL _____

Team Pictures (Cost) x # required _____

Please make cheques payable to: Name

**Submit registration forms by (mm/dd/yr) to (Name)
Email / Fax**



**(TITLE OF THE PROVINCIAL CHAMPIONSHIP)
REGISTRATION PACKAGE – INDIVIDUAL SPORT**

Team Name: _____

School Name: _____

Coach Name: _____

NAME	EVENT	TIME/SCORE
1)	1)	
	2)	
	3)	
	4)	
	5)	
2)	1)	
	2)	
	3)	
	4)	
	5)	
3)	1)	
	2)	
	3)	
	4)	
	5)	
4)	1)	
	2)	
	3)	
	4)	
	5)	
5)	1)	
	2)	
	3)	
	4)	
	5)	

**Submit registration forms by (mm/dd/yr) to (Name)
Email / Fax**



**(TITLE OF THE PROVINCIAL CHAMPIONSHIP)
REGISTRATION PACKAGE – TEAM SPORT**

Team Name: _____

School Name: _____

Coach Name: _____

Player	#	Position	Height/Weight	Grade

Coach #2: _____

Coach #3: _____

Manager: _____

**Submit registration forms by (mm/dd/yr) to (Name)
Email / Fax**

**(TITLE OF PROVINCIAL CHAMPIONSHIP)
COACHES MEETING AGENDA**

1. Check-in; submission of registration fees
2. Welcome
3. Overview of Event
4. Rule Clarifications
5. Event/Game Protocol
6. Tie-breaking process
7. Rosters
 - a. Coaches require printed copies of BCSS athlete/team registration
8. Appeal Process
9. Media
 - a. Any team members that cannot be used in media/social media
10. Other

**(SPORT COMMISSION)
AGM MEETING AGENDA**

1. Call to Order
 - a. Approval of agenda
2. Old Business
 - a. Ask for revisions to minutes from last AGM
 - i. Motion to accept minutes
 - b. Financial Statements
 - i. Motion to accept financials
 - c. Any outstanding action items from last AGM
3. New Business
 - a. Committee/Board Reports
 - b. Call to floor for nominations
 - c. Election of officers
 - d. Amendments to Constitution and Bylaws
 - e. Other
4. Motion to adjourn the meeting