

ANNUAL PLANNING MEETING PACKAGE



NOVEMBER 9-10

**DELTA HOTELS BURNABY
CONFERENCE CENTRE**

MEMBERSHIP

**20
23**



ATHLETIC DIRECTORS AND ADMINISTRATORS,

In accordance with Section 3.1. of our Bylaws all BCSS Member schools in good standing are entitled to receive notice of, and have a designated representative attend, all General Meetings. The 2023 BCSS Annual Planning Meeting will be held on Thursday November 9 and Friday November 10, at the Delta Hotels Burnaby Conference Centre. The cost to attend is \$150 which includes meals provided during the meeting and the hospitality suite. If you wish to attend, please contact the BCSS office by email info@bcschoolsports.ca **no later than September 28, 2023.**

Within this document you will find the following information:

- Resolution Information and submission instructions
- Championship Hosting information & Bid Package (Spring 2025 Championships)
Submission deadline – **October 5, 2023 @ 4pm**

Procedures for Submitting & Processing Resolutions

Resolutions to make changes to the BC School Sports Constitution, By-Laws, and Policies under the new BCSS Governance structure must be submitted through your **BCSS Zone**. The Zone is required to ensure that the majority of the member schools in your zone are in support of the motion. Motions will be discussed and voted on by the Legislative Assembly at the APM on November 9 and 10, 2023.

Resolutions are due to the BCSS office **no later than 4pm on October 5, 2023.**



SPRING 2025

**Championship Hosting
Information**

School Based Championship Hosting

Host bids for the 2025 Spring Season of Play Championships will be reviewed and voted on by the Legislative Assembly at the Annual Planning Meeting in the Fall, approximately 18 months before the championships.

Why should my school host a championship?

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

Who can host?

Any member school in good standing, in the appropriate tier, with the required facilities, may host a provincial championship. BCSS is currently looking for hosts for all Fall and Winter 2024 Season of Play.

How does a school become a host?

Championships will be awarded to schools that show interest and demonstrate the infrastructure to successfully host a provincial championship. We encourage schools that have hosted championships in the past as well as school that haven't hosted in the past. Schools can submit a bid package to Host a BCSS Championship Form and submit it to BCSS staff (info@bcschoolsports.ca). Bids for the Spring 2025 Championships are due **no later than 4:00pm on October 5, 2023**. The bid form can be found [here](#).

How will my school be supported if we do host?

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

Feel free to reach out to the BCSS office for more information prior to submitting a bid to host.



Available School-Hosted Championships

Spring 2025

Sport	Scheduled Date
AA/AAA TENNIS	MAY 22-24, 2025
MOUNTAIN BIKE	MAY 24, 2025
A GIRLS SOCCER	MAY 29-31, 2025
AA GIRLS SOCCER	
AAA GIRLS SOCCER	
A GOLF	JUNE 2-4, 2025
AA GOLF	
AAA GOLF	
BADMINTON	MAY 29-31, 2025

Bid applications for the Spring 2025 Championships championships are due **no later than 4:00pm on October 5th 2023.**

Championships Hosting Bid Checklist

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

- Review the Championship Hosting Handbook and sport specific hosting guidelines
- Discuss with administration and necessary staff to gain support/approval for event
- Find potential committee members and ensure participation
- Ensure potential sport venues are available for the host weekend
- Contact potential partner hotels and banquet facilities to ensure availability
- Complete the application form in its entirety and submit to BCSS
- Prepare your bid to be presented (maximum 5 minutes video) at the meeting of the Legislative Assembly (only required if multiple bids are received).

Should you have any questions about submitting bid applications, please contact either our Assistant Director of Sports & Events, or one of our Sport Managers.

Name	Position	Email
Harp Sohi	Assistant Director, Sport & Events	hsohi@bcschoolsports.ca
Julie Stevens	Sport & Events Manager	jstevens@bcschoolsports.ca
Mike Apps	Sport & Events Manager	mapps@bcschoolsports.ca



BC School Sports Championships Hosting Expression of Interest

The BCSS Sport and Events team will review your expression of interest and schedule a subsequent meeting. In this meeting, our staff will provide assistance to your school in preparing a formal hosting bid application. Subsequently, the bid will be submitted for approval, either to the BCSS board of directors or the legislative assembly, depending on the timeline leading up to the provincial championships.

Sport: _____ **Gender:** _____ **Tier:** _____ **Year of Championship:** _____

Name of School

Has your school previously hosted any provincial championships?

Please describe the facilities that are available for hosting. Please be specific for the sport that you hope to host. If you need to partner with another school or facility, please indicate.

Does your school have experience webcasting sports events? Yes / No

Do you have potential host committee members available to support the event? Yes / No

Please use the space below for additional information you feel is important for consideration.

Administrator Name: _____ **Athletic Director Name:** _____

Administrator Signature: _____ **Athletic Director Signature:** _____