



SUN WEST
SCHOOL DIVISION

Success for all

Athletic Directors' and Coaches' Handbook

Table of Contents

Philosophy and Objectives	5
Athletic Program Roles and Responsibilities	6
Coaches	7
Community Coaches.....	8
Athletic Directors Annual Checklist	9
Coaches' Checklist	10
A Code of Ethics	11
Saskatchewan High School Athletics Forms (SHSAA).....	12
West Central High A School Athletics Forms (WCHSAA).....	12
Sun West School Division Administrative Procedures and Forms	13
Guidelines for Practices and Competition	14
Guidelines for Provincial Tournaments	14
SHSAA and WCHSAA Awards Program.....	15
SHSAA Merit Award.....	15
SHSAA Service Award	15
SHSAA Outstanding Coach Award	15
SHSAA Outstanding Official Award.....	16
WCHSAA Service Award	16
West Central High School Athletic Director and Contact Information.....	16
Provincial Competition Hosting Sample Documents.....	17
Athlete Contract	19
Newspaper Clip.....	19
Tournament Checklist and Teams Competing	20
Master List for Provincial (Sport)	21
Committee Job Descriptions	22
Advertising Committee.....	23
Canteen Committee	24
Clothing Committee	25
Gifts/Finance Committee.....	26
Gate Committee.....	27
Gym Committee	28
Hallway Committee	29
Technology Committee	30
Provincial Players List (Sample).....	31
Conference/Provincial Championships Minor Officials	32



**SUN WEST
SCHOOL DIVISION**

Success for all

Vision

Success for all

Mission

Learning Together

Principles

Accountability

- ☼ We value individual and organizational accountability.
- ☼ We champion responsibility toward each other as individuals, as governing bodies, schools and communities.

Respect

- ☼ We value a culture of mutual respect, trust and understanding.
- ☼ We champion the creation of safe, positive, caring environments.

Cooperation

- ☼ We value cooperative and collaborative relationships which promote responsible citizenship and the appreciation of rural culture.
- ☼ We strive to be approachable, active listeners who openly share information, express our ideas and attempt to understand the ideas of others.

Lifelong Learning

- ☼ We value teaching the whole child in learning environments that develop the student's potential.
- ☼ We strive to provide meaningful, creative, and innovative learning opportunities.

Leadership

- ☼ We value responsible leadership which is committed to creating and maintaining a positive, productive and unified school division.
- ☼ We strive for excellence in teamwork and shared effective leadership in our school division.

Extra-Curricular Athletics Programs

Philosophy and Objectives

Sun West School Division believes that athletic programs are an important part of student's overall educational experience. The athletic programs offered in our schools are an extension of the classroom and require that the moral and educational obligations of sport be fulfilled.

The goals and objectives of Sun West School Division athletic programs shall be in complete harmony with the constitution and bylaws set forth by the Saskatchewan High School Athletic Association (SHSAA) and with the goals of education set forth by Saskatchewan Ministry of Education.

Sun West School Division recognizes and encourages the volunteer led athletic programs within its boundaries. The athletic programs will promote active healthy lifestyles. Sun West School Division is opposed to the use of tobacco, alcohol and drugs by the players, coaches, supervisors, officials and others connected with athletic competition.

Athletic Program Roles and Responsibilities

The roles and responsibilities of the various individuals responsible for the athletic programs of Sun West School Division include, but are not limited to or restricted by the following:

Athletic Director (identified by school)

- To oversee, in collaboration with the school-based administration, the athletic programs of the school to ensure that the philosophies and policies of the Saskatchewan High School Athletics Association (SHSAA), West Central High School Athletics Association (WCHSAA), Sun West School Division and the school are observed and practiced by all teams, coaches, athletes and other individuals involved in the athletic program. The Athletic Director will also ensure that all individuals involved are aware of such guidelines.
- To assist school-based administrator(s) by ensuring that all teams are provided with appropriate, qualified, and trustworthy individuals to coach/facilitate each team. The athletic director is NOT expected to coach every team, but should help find coaches for each team.
- To work with school-based administration to obtain approval for community coaches at the school, division and provincial levels.
- To ensure the participating individuals/teams at the district level are legitimate competitors (season/practice involvement) based on commitment to the sport.
- To provide each coach/supervisor with the knowledge as to how to access the constitution and bylaws of the SHSAA and the WCHSAA. These can be found at www.shsaa.ca.
- Each school receives an updated **SHSAA Handbook & Directory** annually.
- To provide the coach/supervisor with information in regards to rule changes, rules specific to the SHSAA, playoff dates and draws.
- To submit forms on behalf of the school, to the SHSAA and WCHSAA either electronically or by hard copy by the appropriate deadlines. A complete list of these forms can be found in this manual and/or in the SHSAA Handbook or on the SHSAA website in the Forms section. NOTE: most SHSAA forms can be submitted electronically. The school's username and password are available from the school's principal and/or the SHSAA office.
- To attend the Annual General Meeting of the WCHSAA; which is held in August. The meeting will provide information necessary for the operation of the schools' athletic program for the upcoming year.
- To continue to gather information in regards to West Central Activities throughout the year.
- To register officials for each sporting activity via the SHSAA website.
- To assist coaches in completing WCHSAA and provincial activity reports after hosting a playoff.
- To update the WCHSAA Recognition List (years of service) each year and forward it to the district vice-president.
- To consult with staff and/or community and submit names of worthy candidates for WCHSAA and SHSAA awards.

Coaches

- To follow the guidelines of the SHSAA, WCHSAA, and Sun West School Division in relation to the facilitation of an athletic team.
- To provide the school's athletic director with the information necessary to register the team with the SHSAA.
- To insist on the values of academics for all athletes. Be aware of school procedures in relation to grade and participation on teams. Limit the loss of instructional time when planning the season.
- To inspire a love of the game for all participants.
- To maintain an up to date knowledge of the sport being coached to ensure the students are given every opportunity to succeed.
- To model behaviors deemed appropriate for student athletes. **See Code of Ethics (page 11).**
- To develop a season plan that includes: practices, games, tournaments, travel, officials and possibly a budget. This information needs to be communicated to players and parents via a parent meeting or other method.
- To ensure that the individual/team is a legitimate participant for section and district competition based on commitment to the sport.
- To make all team travel arrangements including the completion of all Sun West and school documents (see checklist)
- To maintain and carry a current SHSAA Health Certificate/Parents' Permission form for each player at all times during the season. Some schools modify this form and will have it on file. Please check with your school's athletic director.
- To complete Form 315-1 School Incident Report for Insurance Purposes for injuries sustained while practicing or at competitions.
- To distribute and collect team uniforms while following the policies of your individual school.
- To promote the team through the school newsletter or local media.
- To complete the following at the end of the season if applicable: preparation of season end report for the athletic director; submission of individual points/awards to the school committee; record of information for next season regarding schedules or tournaments that have been arranged.
- Coaches that wish to host SHSAA Provincial Championships should review Sun West School Division Administrative Procedures 261 Provincial Competition.
- See Coaches Checklist on page 10.

Suggestions for coaches to help ensure a successful season/team/program

- Participate in a goal-setting session with your team
 - Do you want to be a "competitive" or "recreational" team?
 - What short-term and long-term goals do you want to achieve?
 - What do you, as a team and individual, need to do to achieve these goals?
- Have a parent meeting to communicate the team's goals, your expectations of players, parents, etc., the philosophies of the school, school division, and coach(es), etc. This is often a very good way of avoiding "conflict" later in the season. Make your expectations clear at the beginning of the year!
- Prepare team or individual Athlete Contracts for your players and/or parents that show support of the team/program. See the sample in this document on page 18.

- Set up a driving schedule for parents at the beginning of the year; therefore, they know when they are expected to drive, and they can make arrangements to do so, or to trade. If traveling by bus; see Sun West Administrative Procedures 551 Special Use of School Buses.
- Host a tournament in your home school.
- Have an individual meeting with your players at some point in the season to communicate and discuss the player's role on the team, your expectations of the player, what the player can do to improve, what the player is doing well already, etc.
- Participate in "Team Building" activities with your team such as:
 - team meals/ "get-togethers"
 - team meetings
 - various team building "games"
 - goal setting
 - decision making as a team
 - other
- Make a gym schedule that outlines when practices will be held.
- Make a tournament schedule that outlines tournaments for the season. This can be distributed at the beginning of the season or earlier when possible.
- Make up a monthly schedule of events to communicate to your players and their parents.
- Attend a *National Coaching Certification Program* THEORY clinic or SHSAA Coaching Symposium. These clinics provide many more useful ideas.

Community Coaches

In addition to the roles/responsibilities of the coach outlined above, a community coach shall:

- Request for Division approval using Form 446-1 School Volunteer Verification provided by the school-based administrator to the Sun West School Division. High School coaches need SHSAA approval as well. Use SHSAA Form E14. (Completed annually).
- Complete a Criminal Records Check/Vulnerable Sector Check as required by Sun West School Division.
- Complete 3 online courses required by the SHSAA (website: www.shsaa.ca):
 1. Respect in Sport for Activity Leaders
 2. Making Head Way in Sport
 3. Coaching School Sport: Redefining Winning
 4. Aboriginal Coaching Module (ACM)
- Be aware of and comply with all Sun West School Division policies and procedures, which apply to employees/volunteers. (Check with Athletic Director or school administration)
- Become aware of and comfortable with the guidelines of the sport as outlined by the SHSAA (website: www.shsaa.ca), the WCHSAA (website: www.wcshsaa.ca).
- **Consult the school's athletic director and/or school administrator regarding questions related to high school athletics. It is very important that community coaches be aware that many principles of high school athletics differ from those of community/club athletic programs.**

Athletic Directors Annual Checklist

August	
	1. Review extracurricular assignments
	2. Meet with Fall coaches
	3. Attend WCHSAA AGM. See website for details
September	
	1. Initiate procedures for any students who have transferred to your school
	2. File E3 SHSAA Form(School Team Registration Form) Send cheque to SHSAA Office
	3. File E5 SHSAA Fall Activity Eligibility Forms (online)
	4. Promote and attend WCHSAA officials' clinics
	5. File E10 SHSAA Form (School Enrolment Registration Form). (Online)
	6. File E1 if needed
	7. File WCHSAA Junior Team Registration Form. Send cheque to West Central Treasurer
	8. Make decisions regarding co-op agreements and initiate paperwork if necessary.
October	
	1. File officials in Officials Registry (online)
	2. Promote High School Sport Week
	3. Check site locations for Fall sport layoffs
November	
	1. Wrap up fall activities
	2. Meet with winter activities coaches
	3. Check for date of basketball officials clinic
December	
	1. WCHSAA Executive Meeting
	2. File Winter Officials in Officials Registry
	3. File E5 SHSAA Eligibility Forms
January	
	1. Check playoff dates and location
March	
	1. Wrap up winter activities
	2. Meet with spring activities coaches
	3. Nominate coaches, officials for WCHSAA and SHSAA awards
	4. Submit resolutions for WCHSAA and SHSAA AGM
April	
	1. West Central Executive Meeting
	2. Recruitment for workers for District Track and Field
	3. File E5 SHSAA Badminton eligibility
May	
	1. Recruit coaches and officials for upcoming year and develop list
	2. Promote SHSAA Coaches Symposium
	3. Preview and/or submit resolutions and options to WCHSAA Executive
	4. Check uniforms and equipment needs for upcoming year and order early
June	
	1. Spring activity wrap up
	2. SHSAA AGM
	3. Plan for next year's activities

Coaches' Checklist

General	
	Minimize loss of classroom instructional time and encourage strong academics.
	Be familiar with the SHSAA and WCHSAA District constitution, bylaws, policies and competition dates
	Submit equipment requests through Athletic Director
	Plan on attending SHSAA coaching symposium or other coaching development opportunity. (funding is available through District).
	Familiarize yourself with your school's policies regarding uniforms, gym scheduling and equipment use
	Develop season schedule as early as possible. Tournaments are often booked a year in advance.
Pre-Season	
	Arrange a pre-season players skills clinic.
	Open announcement of first practice and/or tryout dates
	Indicate preferred practice times and home tournament dates to Athletic Director.
	Submit a season schedule to Athletic Director, Principal and School Office.
	Know your schools procedures regarding budget for your team.
	Seek approval for all travel during season according to Sun West School Division Administrative Procedure 260 Educational Trips (Curricular and Extra-Curricular)
In-Season	
	Arrange a Parents' Informational Meeting. Outline expectations and philosophies.
	Submit team list to Athletic Director.
	Carry a up to date SHSAA E-7 Medical Form for each team member.
	Make travel arrangements for your season. Administrative Procedures 551 Special Use of School Buses. Private vehicles require completion of Form 552-2 Driver Authorization Application.
	Seek parent approval for travel using Form 260-2 Day Overnight Educational Trip Parent Guardian Consent Letter Template.
	Arrange for officials and know setup procedures for home games and tournaments. See your school's Athletic Director for details.
	Record officials for each home game. Be familiar with your school's payment of officials procedure. In general, officials are expected to share costs whenever possible and should be provided with meals during tournaments.
	Have a properly stocked first aid kit with you. See your school's Athletic Director.
	Complete and submit seeding forms to SHSAA (High School teams only)
	Promote your team through your school's newsletter or town newspaper or other local media.
	Know your school's procedures for the arrangement of yearbook photos.
Post-Season	
	Know your school's awards program and be prepared to submit names to awards committee/chairperson
	Submit a season summary to Yearbook Editor and Athletic Director.
	Know your school's procedures for applying for out of pocket expenses.
	Evaluate your season and note areas for improvement for next year.

Code of Ethics

Sun West School Division Coaches

Sun West School Division Expects the Coaches to:

- Be an integral part of the school system with its educational contribution.
- Remember that the athletic area is a classroom with moral and education obligations required at all times.
- Insist upon high scholarship and enforcement of all rules of eligibility.

The Student/Athletes Expect the Coach to:

- Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all squad members.
- Pay careful attention to the physical condition of the players.
- Inspire a “love of game” and desire to compete fairly.

Sportsmanship Requires that Coaches:

- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams.
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.
(Also see Appendix A - SHSAA Handbook – Policies - Code of Ethics)

SHSAA Forms
(see www.shsaa.ca)

E1	Application for Reclassification
E2	Use of Grade 8 Students Form
E3	School Team Registration Form (must be done online)
E4	Canadian School Sport Federation Inter-Provincial Competition Sanction Form
E5	Activity Eligibility Form (must be done online)
E7	Health Certificate and Parents' Permission Form
E8	Member School Special Report Form
E9	Official's Report – Special Report Form
E10	School Enrolment Declaration Form
E11	Service Award Nomination Form
E12	Merit Award Form
E13	Evaluation and Recommendation Form
E14	Declaration For Non-Faculty Coach
E15	Registry of Officials (must be done online)
E16	Basketball/Volleyball/Soccer Seeding Form
E17	Student Transfer Form
E18	Home School/Distance Learning Students Form

West Central Forms
(see www.shsaa.ca/wc/index.php)

Junior School Team Registration Form (complete online on WCHSAA website)
Junior Basketball Confirmation Form (complete online on WCHSAA website)
Junior Curling Confirmation Form (complete online on WCHSAA website)
Activity Report Form (complete online on WCHSAA website)
SHSAA Service Award Nomination Form (complete online on WCHSAA website)
West Central Service Award Nomination Form (complete online on WCHSAA website)
SHSAA Officials Award Nomination Form (complete online on WCHSAA website)
SHSAA Coach Award Nomination Form (complete online on WCHSAA website)
Junior Badminton Advancer Form (complete online on WCHSAA website)
Senior Badminton Sectional Advancer Form (complete online on WCHSAA website)
Senior Male Golf Entry Form (complete online on WCHSAA website)
Senior Female Golf Entry Form (complete online on WCHSAA website)
Badminton Letter of Intent Form (available on WCHSAA website)
Expense Voucher

Sun West School Division Administrative Procedures and Forms
 (see www.sunwestsd.ca)

AP 250	Physical Activity
AP 260	Educational Trips (Curricular and Extra-Curricular)
Form 260-1	Extra-Curricular (Day and Recurring Day Trips)
Form 260-2	Extra-Curricular (Overnight Trips)
Form 260-3	Curricular (Day and Recurring Day Trips)
Form 260-4	Curricular (Overnight Trips)
Form 260-5	Curricular and Extra-Curricular (Multiple Overnight, Out of Province, Out of Country Trips)
Form 260-6a	Education Trip Manifest
Form 260-6b	Education Trip Manifest - Bus
AP 261	Provincial Competition
Form 261-1	Provincial Competition Expense Claim
Form 261-2	Provincial Competition Parent Information Letter Template
AP 315	Illness/Injuries at School
Form 315-1	School Incident Report for Insurance Purposes
AP 530	Insurance Management
AP 552	Private Vehicle Use for Student Transportation
Form 552-1	Private Vehicle Report-Special Events/Extra Curricular Transportation
Form 552-2	Driver Authorization Application
Form 551-3	Bus Transportation Request – Educational Trips

Guidelines for Practices and Competition

Please see “Guidelines for Inter School Competition” in the Policies section of the ***SHSAA Handbook & Directory***.

Guidelines for Tournaments

The following things need to be considered when you are hosting a tournament in your school.

- Teacher Supervisors
- Team Host/Hostesses
- Team Rooms (designated at Homeroom teacher’s consent)
- Officials
- Floor Sweepers (between games and/or during breaks)
- Pep Band
- Team Mascot
- Sound (effect and/or music) and Light Crew
- Scorekeepers and/or Timers (SCHEDULE)
- Canteen
- (Participating team’s posters in the gym - could have them bring one)
- Gate Schedule
- Emergency Action Plan/First Aid (emergency phone numbers)
- Team Roster (available/posted for spectators)
- General Advertising (posters, announcements, etc.) (SRC promotions)
- Key Chief (for Host/Hostesses)
- Extra Seating/Bleachers for in the Gym
- Door Prizes
- Tournament Competitions During Breaks (post results)
- Large Tournament Wall Schedule (with on-going results)
- Tournament Package for Coaches
- Clean-up Committee (Before-During-After)
- Awards
- Oranges/Beverages (for team members during half-time or breaks)

Sample documents are included in this handbook.

Guidelines for Provincials

Please refer to Sun West School Division Administrative Procedures 261 Provincial Competition. Sample documents for use when hosting provincial competition are included in this handbook.

SHSAA and West Central Awards Program

SHSAA Merit Award

The Merit Award honours people who have given outstanding leadership and service to the SHSAA and to the promotion of high school athletics in the Province of Saskatchewan. Nominees need not have been official representatives of the SHSAA.

- A Merit Award nomination will be accepted for a person who has made outstanding contributions to the TOTAL PROGRAM of the SHSAA over a period of time.
- Selection of Recipients of this award rests with the Awards Committee of the SHSAA, with final approval being the responsibility of the SHSAA Executive.
- A Merit Award Form, Citation and photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.
- If the candidate is not successful, the form needs to be updated and resubmitted by the district (forms will not be held by the committee for next year).

SHSAA Service Award

The Service Award honours people who have provided outstanding leadership and service and the promotion of high school athletics in the District.

- A Service Award nomination will be accepted from each District Association, for a person who has made contributions to high school sports in a LIMITED area over a period of time.
- A general guideline of a maximum of one service award per district in each year has been adopted by the SHSAA.
- A Service Award Form (E-11) and a photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.

SHSAA Outstanding Coach Award

The Outstanding Coach Award recognizes outstanding contributions of individuals in the coaching field. The award honours a female and male coach in each SHSAA District.

- Conducting an outstanding program where student athletes learn a vast amount about the game and life.
- Act as a proponent of good sportsmanship and instill these ideals through their coaching and interaction with athletes.
- Attempt to involve their entire school in the total program.
- Outstanding Coach Awards are to be presented by the district at an appropriate event within the district.

SHSAA Outstanding Official Award

The Outstanding Officials Award recognizes outstanding contributions of individuals in the officiating field. The award will honour a female or male official in each SHSAA District.

- Contribute to the District by providing a valuable service to the activities offered by the District.
- Act as a proponent of good sportsmanship by officiating with these ideals in mind whenever officiating.
- Regularly attending clinics in the activity officiated to show an interest in improving and keeping up to date with the current trends in officiating.

WCHSAA Service Award

Should have been involved and contributing for a reasonable length of time

- Should not only have served with the West Central District but have visibly supported the ideals and philosophies of the Association.
- Should be acknowledged leaders in their specific fields, schools, district and communities
- Indicate years of service under each category

West Central Athletic Director and Contact Information

Please refer to the newest ***SHSAA Handbook & Directory*** which is updated annually and sent to schools with Grades 7-12 in the fall.

Provincial Competition Hosting

Sample Documents

Insert school logo/letterhead

Athlete Contract

In order to participate in athletics and remain part of a team, the following rules must be upheld:

1. I must maintain a satisfactory standing and attendance in all my subject areas. I must remember that academics are a priority.
2. I must attend school for the full day to be eligible for practice or a game that evening. If I must be absent, the reason must be acceptable by the office. If I am going to be absent, it is my responsibility to inform the office.
3. I must not be absent for classes the day after a game for recuperation except in the case of injury where a doctor’s note is presented or the coach is informed of the details.
4. I must attend practice to be eligible to play. Missed practices may result in decreased game time. The amount of lost playing time will be dependent upon the circumstances surrounding the absence(s).
5. If my classroom behaviour is not acceptable, I may be deemed ineligible to play. The administration and coaches will consult to determine possible consequences.
6. Being suspended from class automatically carries with it a player suspension.
7. I realize it is an honour and a privilege to represent my school, my team, my community and the Sun West School Division. I will conduct myself at all times in a manner which brings admiration and respect to myself, my family, my school, my community and the Sun West School Division.

Student _____ Parent _____
 Date _____ Activity _____

Newsletter Clip

(Name of School) would like to announce that the (Category and Sport) SHSAA Provincial Championships will be held in our community. The date of the Championship is (Insert Date(s)). This event will bring student athletes, coaches and fans from across our province. Our school will be making the following adjustments to the delivery of classes in order to accommodate the hosting of this event.
 (Insert changes made to your school day here).

We apologize in advance for any inconvenience that this may cause. We are looking forward to the opportunity to be involved in hosting such a worthwhile event for our students and students from across the province.

Master List for Provincial (Sport)

Committee	What Needs to Happen	Who's in Charge	Supplies Needed
(Day/Date)			
Set up Gym	Chairs on Stage for Fans Risers for Stage Bleachers Set up (Clean) Net/Poles/Padding Score Table/Schedules Curtains Bagged and Pulled Back	(Name)	Bleachers from Rink
Post Draw	Whiteboard by Library	(Name)	
Canteen	Ready to Open at 3:00 p.m.	(Name)	Float
Hostesses	Final Details Be Prepared to Greet Teams @ (Name of Venue) by 12:30 Dressing rooms prepped & ready		Fruit trays Player & coaches gifts.
Clothing Sales	Ready to Open @ 3:00	(Name)	Float
Gate Fee Table	Workers/Schedules Open at 2:00 until 7:00. (\$ Amount)/Adult. (\$ Amount)/Student. Preschool Free. (as per SHSAA guidelines)	(Name)	Float Door Signs Table/Chairs
Prepare (Name of Venue)	Microphones Tables for Lunch–Ready by 2:pm	(Name)	
Financial Details	Prepare Floats Etc.	(Name)	Money
Staffroom Setup	Prepare Room for Officials Snacks/Washroom/Etc.		
Close off Hallways as indicated			
End of Day			
Money to Finance Comm.			
Clean for Morning			
Prep for Next Day			
Comm. Members meet for discussion @ 8:30			
Lights off			
Doors Locked			
Go home to sleep!!!			


Provincial (Sport) –(Date(s))

Committee Job Descriptions

<p>Gate Committee: (Name)</p> <ul style="list-style-type: none"> ➤ Workers and Schedule ➤ Float ➤ Door signs/Table ➤ Programs ➤ Posters ➤ Contact Media 	<p>Clothing Committee: (Name)</p> <ul style="list-style-type: none"> ➤ Organize displays in library ➤ Setup changing area ➤ Float for purchases ➤ Review order info from sport logo
<p>Gym Committee – 2 People: (Name) & (Name)</p> <ul style="list-style-type: none"> ➤ Set up of gym ➤ Stage Setup ➤ Warm-up music/intros ➤ Game Summaries on web ➤ Lines people/score keepers ➤ Lineup cards/score sheets ➤ Posting results in hallway 	<p>Hall/Opening Ceremonies: (Name)</p> <ul style="list-style-type: none"> ➤ Booking all ➤ Lunch set-up ➤ Setup of PowerPoint of teams/microphone ➤ Opening speeches/welcomes ➤ Hall cleanup
<p>Canteen Committee: (Name)</p> <ul style="list-style-type: none"> ➤ Ordering supplies ➤ Worker Schedule ➤ Float ➤ Price Lists ➤ Organize work bee ➤ Order canteen supplies 	<p>Gifts/Financial Committee</p> <ul style="list-style-type: none"> ➤ Organize player gifts ➤ Organize coaches packages ➤ Pay for luncheon ➤ Develop floats for other committees
<p>Hallway Committee</p> <ul style="list-style-type: none"> ➤ Setup of classrooms for teams ➤ Roving workers/helpers ➤ Checking bathrooms/eating areas ➤ Cleanup/Garbage Cans 	<p>Tech Committee</p> <ul style="list-style-type: none"> ➤ Organize team photos ➤ Produce Playoff videos ➤ Produce team CD's/DVD's ➤ Setup room for Team Photos ➤ Opening ceremonies team pictures presentation


Provincial (Sport) –(Date(s))

Advertising Committee

Task	Date to be completed	Notes.	Done 
Posters		(Name of Towns to put up posters in) Include Schedule of Events, Cost of Entry.	Posters
Contact Media <ul style="list-style-type: none"> ➤ (Name and phone number of person contacting media) ➤ Biggar Independent, Crossroads, Eston Press Review, Kindersley Clarion, Rostetown Eagle, Davidson Leader, Kyle Times, The Outlook, Star Phoenix 		Give heads up on times and dates.	
Program Prep. <ul style="list-style-type: none"> ➤ Check Website SHSAA on (Day/Date) to see which teams are coming. ➤ Contact each team by phone to request roster with numbers/positions/grade and shirt size for each player. Include coaches and manager names and sizes. ➤ Request number of players, coaches/managers for complimentary lunch by (Day/Date). ➤ Ask how many parents would like to join luncheon at cost of (\$ Amount)/Person. Must have these numbers by (Day/Date) as well. ➤ Please pass a copy of information on to (List Names of Committee Heads). 			
Program Details <ul style="list-style-type: none"> ➤ Include Following: ➤ Teams ➤ Rosters ➤ Grades ➤ Positions ➤ Draw Schedule ➤ Results Section (for people to use) ➤ Sponsor thank-you. ➤ See (What Committees) for copy of logos to use. 			
Complete Media Reporting Form at end of both (Day/Date) and (Day/Date). See (What Committees).			


Provincial (Sport) – (Date)

Canteen Committee – (Name) and (Name)

Task	Date to be completed	Notes.	Done 
Plan Menu			
Order supplies			
Worker Schedule			
Price List			
Organize Work Bee			
Float <ul style="list-style-type: none"> ➤ Plan for coins as per menu ➤ \$100.00 from (Chairperson of Gifts/Finance Committee) ➤ Watch cash box, remove bills and take to Finance Committee as needed. ➤ (Day/Date)– count money, retain float, take balance to Finance. ➤ (Day/Date) – count money, take balance to Finance. 			
Make plans for leftovers			
Home Ec. Room cleaned.			


Provincial (Sport) – (Date)

Clothing Committee – (Name)

Task	Date to be completed	Notes.	Done 
Check incoming inventory			
Organize displays in library			
Bags for Sales			
Set up changing area			
Price Lists - if needed			
Float – to be determined by pricing			
Receipt Book			
Review order information			
Cash back to Finance			
Balance return inventory			
Financial Statement			


Provincial (Sport) – (Date)

Gifts/Finance Committee – (Name)

Task	Date to be completed	Notes.	Done 
Organize player gifts			
Organize coaches packages			
Pay for luncheon			
Floats for other committees: <ul style="list-style-type: none">➤ Canteen➤ Clothing➤ Gate➤ Luncheon			
Safekeeping of money			
Making change during day.			
Deposits			
Final Financial Statements			
SHSAA Remittance			


Provincial (Sport) – (Date)

Gate Committee – (Name) and (Name)

Task	Date to be completed	Notes.	Done 
Workers ➤ Need one adult at table at all times ➤ Table set up near gym entry doors			
Float ➤ from Finance Committee (\$100.00) ➤ Monitor amount in cash box ➤ Remove and Secure Excess funds			
Door signs/Table ➤ Entry signage ➤ (\$ Amount) Adult, (\$ Amount) Student, Preschool Free (as per SHSAA guidelines)			
Gate Hours ➤ Friday – 2 – 7:00 p.m. ➤ Saturday – 8:00 – 5:p.m.			
Get a unique stamp and/or stamp pad for each day for both (Name of School) and (Name of School). (Gate entry at one gets in to other.)			
Have programs at gate.			
Turn in counted money at end of day or as amount builds to Finance Committee.			
Help monitor hallway for behaviour, garbage etc.			

Provincial (Sport) – (Date)

Gym Committee – (Name) and (Name)

Task	Date to be completed	Notes.	Done 
Before Tournament			
Set up gym <ul style="list-style-type: none"> ➤ net ➤ benches ➤ score table, bleachers (clean ?) 			
Stage Setup <ul style="list-style-type: none"> ➤ Risers, if required, from (Name of Source) ➤ Chairs for Fans 			
Score sheets, lineup cards, game ball			
Garbage cans in gym & on stage			
Home & visitors signs above benches			
Draw Schedule & Results posted			
During Tournament			
<ul style="list-style-type: none"> ➤ Ensure scorekeepers/lines people are ready 			
<ul style="list-style-type: none"> ➤ Announce competing teams during round-robin, intro lineups for playoff matches. 			
<ul style="list-style-type: none"> ➤ Complete on-line game summaries and results on SHSAA site 			
<ul style="list-style-type: none"> ➤ Post results on summary sheet in entrance 			
<ul style="list-style-type: none"> ➤ Contact (Name of School) regularly for results/updates and monitor timeline as playoffs approach. 			
<ul style="list-style-type: none"> ➤ Monitor student behavior in gym 			
Help present medals with SHSAA representative.			
<ul style="list-style-type: none"> ➤ Provide input with SHSAA representative and officials in determining sportsmanship banner 			
<ul style="list-style-type: none"> ➤ Check stage for garbage, seating etc. 			
After Tournament			
<ul style="list-style-type: none"> ➤ Complete game summary, media & officials reports and submit. 			

Provincial (Sport) – (Date)

Hallway Committee – (Name) and (Name)

Task	Date to be	Notes.	Done
<p>Arrange Hostesses:</p> <ul style="list-style-type: none"> ➤ Five hostesses from (Name of School) and five from (Name of School) working in a pair: one from (Name of School) and one from (Name of School). ➤ Each pair assigned to two teams. ➤ Be prepared to greet teams at 12:30 at (Name of Venue) for lunch and introductions. <p>At the school:</p> <ul style="list-style-type: none"> ➤ Locate a key for change room ➤ Meet team and show to change room. ➤ Lock classroom as you leave ➤ Before each game they play, find the digital camera from the tech person and take 20 – 30 pics of your team in action. By the middle of the 2nd game take the camera to the Tech person for downloading. ➤ After the teams' first game in (Name of School), take them to the (Designated Area) for their team photos with (One person from Technical Committee). ➤ During the photo, locate the team fruit tray from the canteen and take to their change room. ➤ Be available to the team throughout the day to give directions, answer questions, etc. ➤ Please help in the canteen during your free time between your team's matches. 			
Set up classrooms for teams			
<p>Check First Aid Kits</p> <ul style="list-style-type: none"> ➤ Bandages, Tensors Etc. ➤ ICE PACKS – Lots!!!! Or Ice in Freezer with Bags 			
<p>Set up staff room for refs</p> <ul style="list-style-type: none"> ➤ coffee on ➤ snacks available ➤ washroom check. 			
Roving workers/helper			
Check bathrooms/eating areas			
Cleanup/Garbage Cans.			

SAMPLE

(Category) Conference/Provincial (Sport) Championships – (Date)

Minor Officials - (Day/Date)

Match	Time	Teams	Scorekeeper 1	Scorekeeper 2	Lines 1	Lines 2	Music/ Announcing (Hostesses)
1	10 am	vs					
2	11 am	vs					
3	12 noon	vs					
4	1 pm	vs					
5	2 pm	vs					
6	3 pm	vs					
7	4 pm	vs					
8	5 pm	vs					
9	6 pm	vs					