


Administrative Procedures 261

Provincial Competition

 <p>SUN WEST SCHOOL DIVISION <i>Success for all</i></p>		Adopted: June 28, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 151, 175, 179, 231• Saskatchewan Physical Education Safety Guidelines• Saskatchewan High School Athletics Association (SHSAA)	Amended: May 8, 2023
		Internal References: <ul style="list-style-type: none">• AP 261 Provincial Competition – Appendix A – Provincial Competition Reimbursement Schedule• Form 261-1 Provincial Competition Expense Claim• Form 261-2 Provincial Competition Parent Information Letter Template• Athletic Director and Coaches' Handbook


Background

The Division supports the attendance and hosting of Saskatchewan High School Athletics Association (SHSAA) sponsored Provincial Competitions and Skills Canada Provincial Competition.

Procedures

1. School teams attending provincial competitions are to follow guidelines in Administrative Procedures 261 Provincial Competition - Appendix A – Provincial Competition Reimbursement Schedule and complete Form 261-1 Provincial Competition Expense Claim.
2. If a school is interested in hosting a Provincial competition, the coach, in consultation with the Principal, Athletic Director and staff, is to first seek approval from the Superintendent of Education with responsibility for school operations before bidding on the championship.
3. Host school(s) are encouraged to plan and implement the competition with a minimum loss of instructional time.
 - 3.1 Smaller schools of less than two (hundred) students may need to cancel Grades 7-12 classes in order to facilitate the hosting of the competition. Students are expected to work in the various roles for the provincial competition.
 - 3.2 Larger schools of greater than two hundred (200) students may need to reorganize classes and school space in order to facilitate the hosting of the competition.
 - 3.3 A nearby second host school may need to be arranged so games can be played in a timely manner.
4. Teachers from the host school(s) will be released if they have a key role in the hosting of the provincial competition such as draw master, site manager, facilities manager, canteen manager, boutique manager, or official. Senior students, parents and community volunteers are important partners in the hosting process. Form 261-2 Provincial Competition Parent Information Letter Template may be used to inform parents of the event.
5. Division teachers who are required to serve as officials at a provincial competition may be released from their teaching duties to officiate.
6. For athletic competition SHSAA guidelines regarding the hosting of a provincial competition are to be followed.
7. The West Central High School Athletics Association (WCHSAA) Officials' Commissioner will confirm with the Superintendent of Education responsible for athletics the number of officials required for the provincial competition. The officials may accept games' fees and expenses that are paid by the SHSAA.

Administrative Procedures 261 - Appendix A Provincial Competition Reimbursement Schedule

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**The teacher or approved coach shall submit
Form 261-1 Provincial Competition Expense Claim**

Employee / Approved Community Coach Reimbursement

Accommodations	Maximum	\$120.00
Board Rates for Meals (effective October 25, 2022)	Breakfast	\$ 15.00
	Lunch	\$ 20.00
	Supper	\$ 30.00
	Daily	\$ 65.00

Student Reimbursement

Accommodations	Based on 4 students/room	\$120.00
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All expenses shall be submitted and payable to one person on behalf of the team except for the travel reimbursements. Sun West School Division will pay for bussing and/or private vehicle using the rates shown below.

Private Vehicle Reimbursement (effective September 1, 2022)

Private Vehicle Mileage	1 vehicle	(1-4 students)	\$0.49/km
	2 vehicles	(5-8 students)	
	3 vehicles	(9-12 students)	

Bus Driver Reimbursement – Out of Town Trips (13 or more students)

Bus Driver Salary	Daily	\$49.25
	Rate/km	\$ 0.23
	Wait time/hour as per minimum wage	

Bus Use

.75/km