

QUALIFIER & FOUNDATION TOURNAMENT TO DO LIST FOR CONVENORS

1. Qualifier Tournaments

SSNL Qualifier tournament hosts are assigned by your Regional Director. These hosts are selected from the pool of declared teams for each sport by Classification and by Gender. The Regional Director will inform their region and the Varsity Sport Assistant so the awards package can be delivered in time for the qualifier event.

2. Foundation Tournaments

For SSNL Foundation events, Athletic Directors should email their regional Director and the Varsity Coordinator with their interest in hosting a Foundation event. Your interest should include dates and any schools who may be committed to competing.

3. Tournament Information package

The tournament information package you will send to participating schools will list all details related to the event you are hosting, including dates, location and registration fees. This should be done via email. Details will include proposed game times (but not yet assigned). Game times can/will be assigned once schools confirm their travel times.

4. Registration

All schools must register for Qualifier and Foundation events in the [SSNL Hub](#). As a convenor, you will be able to see each school's registration form. The deadline for registration is the Monday the week before the Qualifier weekend (exception: early fall sports have until the Monday the week of the Qualifier weekend).

5. Promotion and Branding

Our goal is to create consistency across all SSNL tournaments. The chart below outlines everything you need to include in your event.

If you have issues accessing any of this content OR if you have questions please reach out.

	<u>Foundation</u>	<u>Qualifiers</u>
Naming	SSNL (Region)(Gender) Varsity (Sport) Tournament ex) <u>SSNL Avalon Co-ed Varsity Volleyball Tournament</u>	SSNL (Region) (Classification) (Gender) Varsity (Sport) Qualifier ex) <u>SSNL Northern 2A Girls Varsity Slo-Pitch Qualifier</u>
Branding	If you require SSNL or Varsity logos for the promotion of your event, you can find them here: https://drive.google.com/drive/folders/10FNO4h2m7bmtJYjTYEG5mjJEWLFspBhc?usp=sharing	
Tournament Welcome	Prior to the first game of any SSNL tournament, please read the SSNL Welcome Note & Land acknowledgement: https://ssnl.online/Speaking-Notes	Prior to the first game of any SSNL tournament, please read the SSNL Welcome Note & Land acknowledgement: https://ssnl.online/Speaking-Notes
Tournament Awards	Ensure awards are presented in a way that highlights the significance of the award. Use SSNL approved awards only. Ex: Do not award Player of the Game or Tournament All-star awards	Ensure awards are presented in a way that highlights the significance of the award. Use SSNL approved awards only. Ex: Do not award Player of the Game or Tournament All-star awards
Signage Available	No	When requested
Photography/ Digital Media	We encourage Photography, Videos & Live streaming where possible. https://ssnl.online/Photo-Shot-List	
Social Media	Mention @schoolsportsnl on Instagram AND @SSNLVarsity OR 'School Sports NL - Varsity' on FB. *Be sure to follow these accounts for easier tagging.* Use #SSNLFoundation	Mention @schoolsportsnl on Instagram and @SSNLVarsity or 'School Sports NL - Varsity' on FB. *Be sure to follow these accounts for easier tagging.* Use #SSNLQualifiers

6. Website

Resources can be found on our [website](#) under the [Varsity](#) heading. You can find sport specific documents as well as [tournament resources](#).

7. Scheduling

Convenors are responsible for setting the schedule. Qualifiers and Foundation schedules should be approved by the Regional Director or Varsity Sport Assistant before circulation. Please confirm any travel restrictions with participating teams before setting your schedule.

Qualifier and Foundation tournaments should start no earlier than Friday 4pm and should end on Saturday where possible, unless approved by SSNL. The dates in the Varsity Calendar serve as the days the Qualifiers should be completed by.

8. Responsibilities for Officials

- a. Secure the needed officials for each tournament.
- b. Pay officials game fees and any travel, accommodation expenses. SSNL does not have set standards for travel or accommodation expenses for sports besides Basketball.
- c. Secure necessary Minor officials such as lines people and score keepers.

IMPORTANT: Electronic devices such as cell phones, air pods, etc.... are only permitted to be used by minor officials at scorer's table for score reporting. There should be no one at or around the scorer's table other than the officials, scorers, and/or convenor/tournament rep.

9. Fees

SSNL fees (\$7 per athlete for Qualifiers & Foundation events) will be invoiced to the host school once the tournament remittance forms are submitted. Hosts are responsible for communicating the Tournament registration cost with teams. These fees cover the costs of facility rentals, game equipment, officials fees, and the tournament schedule.

A maximum registration fee has been set for each sport (found in tech standards) and should not be exceeded. If an adjustment in fees is needed, hosts must complete the [SSNL Registration Fee Change Request Form](#) by the applicable deadline. Approval or denial of the request will be communicated by the Varsity Coordinator.

10. Reporting & Results

A [remittance form](#) including participants, MSP, MVP, and tournament scores will need to be submitted immediately following tournament completion. Submission is done through a [google form](#) found on our website.

Results will be added to the [Qualifier Results Log](#) on our website once the remittance forms have been received.

11. Awards, Equipment, Signage, & Milk

	Foundation	Qualifiers
Awards & Equipment	Medals, Banner, Equipment MVP & MSP medals	Medals, Banner, Equipment MVP & MSP medals
School Milk	E-mail smenecola@schoolsportsnl.ca to see if milk can be supplied for your tournament	Email smenecola@schoolsportsnl.ca to see if milk can be supplied for your tournament
Signage	Upon Request if available	Upon Request if available

- Please check the awards package when it arrives at your school, to ensure all contents are included
- There will be no other awards presented aside from what SSNL sponsors and supplies
- Where applicable Game balls are provided by SSNL and for the Host to keep.

12. Discipline

Each tournament should have a disciplinary committee and protest committee established. Teams should all be made aware of where to bring their concerns and how they will be addressed.

13. Emergency Action Plan & Security

NL Schools expects members to follow their EAP for any school events, please share the details of any emergency response measures with all coaches during the coach's meeting. In the event of an injury/incident NL Schools policy should be followed including incident reports.

Facilities being used outside of the NL Schools properties please ensure you have the NL Schools Insurance requirements covered.

14. Contacts

Varsity Sport Assistant: Bianca Paiement / bpaiement@schoolsportsnl.ca / 709-729-2710

Varsity Coordinator: Shayne Menecola / smenecola@schoolsportsnl.ca / 709-729-3447