



Your Guide to Hosting an SSNL Provincial

So you're hosting an SSNL Provincial...

First of all, let us say, THANK-YOU!

We appreciate your commitment to hosting an SSNL Provincial Tournament and the time, energy and effort you and your school are putting into creating a great experience for student-athletes from across Newfoundland and Labrador.

Hosting a Provincial is a big job, but you don't have to do it alone. SSNL is here to provide support, guidance and resources throughout the process.

This guide is designed to give you a clear picture of:

- What you need to know
- What your school is responsible for
- What SSNL provides
- Where to go when you have questions
- And, some ideas to help make your tournament your own

Think of this guide as your tournament roadmap. You don't need to memorize it, and you definitely don't need to do everything yourself.

Build a good committee, delegate early, ask questions and keep SSNL in the loop.



Getting Started.

There are plenty of ways to get started with your hosting task; however, here's a quick start list from our perspective to keep things organized.

1. Connect with SSNL

Your dedicated SSNL staff contact is your first stop for questions, planning support and guidance.

2. Build your team

Hosting is a team effort. Start putting together your tournament committee and decide who will take on the key responsibilities.

3. Know the rules

Review the SSNL Rules & Regulations and your sport's Technical Standards so you know the requirements for your tournament.

4. Start planning

Get moving on your venue, schedule, officials, team information package and tournament-day plans.

5. Keep this guide handy

You don't need to memorize everything! Use this guide as your go-to resource throughout the planning process, and reach out to SSNL whenever you need a hand.



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How We Help.

Key SSNL Contacts

As mentioned in our intro, you are absolutely not in this alone. We are a small but mighty office that is fully invested in the success of your Provincial.

YOUR MAIN CONTACT IS OUR VARSITY COORDINATOR.

He will assist with:

- scheduling
- sorting through challenges
- event logistics
- understanding tech standards
- all general day to day inquiries



YOU WILL ALSO NEED TO CONTACT OUR MARKETING & COMMUNICATIONS COORDINATOR.

She will assist with:

- SSNL brand standards
- sponsorship requirements
- final approvals for
 - tournament logo design
 - tournament clothing
 - souvenir programs
- all questions around promotion, media & social media



ALL OTHER RELEVANT SSNL CONTACTS CAN BE FOUND IN APPENDIX A.

SSNL RESPONSIBILITIES

In addition to providing this helpful guide and working directly with you to offer advice and guidance, we assist you in the following ways:

- We provide the **Provincial Tournament Seedings** & determine the number of teams
- We provide you with **access to update Tournament Results** directly on our website.
- We arrange for **Milk to be delivered** to your school on behalf of our Gold Medal Sponsor, School Milk Foundation
- Whenever possible, someone from our office, Board or Varsity Council will **attend your Provincial**
- We send an **Alert to local media** outlets regarding your event

Tangibles you Receive from SSNL to Run your Tournament:

- Tournament Awards Package
- Official Equipment
- SSNL Signage
- SSNL & Sponsor prizes
- Official Equipment
- Nutrition Funding



SSNL VARSITY PROVINCIALS INSPIRATION BOARD



BRAINSTORM

- How to make this Provincial unique & memorable?
- How to make the social/banquet fun?
- What are some extras we could do?

OPENING CEREMONIES



SET THE TONE FOR THE TOURNAMENT



SHOWCASE OUR COMMUNITY

SHARING THE EVENT

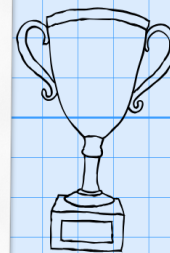
- Make a FB page or Instagram account
- Build anticipation w/ team photos
- Post schedules & event info
- Share photos/video



AWARDS CEREMONY



MAKE IT A MOMENT



MAKE A PLAN FOR SIGNAGE DISPLAY



PUT THOUGHT INTO MEDAL DISPLAY

ATHLETES SOCIAL



CONSIDER SKILLS COMPETITIONS & GAMES



SHOULD WE THEME THE SOCIAL?



IDEAS TO CONSIDER

- Hire a photographer to capture the tournament
- Set up tournament streaming



Your Role.

The Host Committee

Hosting is a Team Effort. We recommend putting together a tournament committee to share the workload. The Convenor provides overall leadership, while volunteers can take on specific roles and responsibilities to help keep things running smoothly.

HOST RESPONSIBILITIES:

1. Coordinate with SSNL & Oversee the Tournament
2. General Tournament Planning & Logistics
3. Budget & Oversee Tournament Costs
4. Brand Your Tournament
5. Prepare and Distribute Tournament Information
6. Manage the Day-to-Day of the Tournament
7. Tournament Clue-up



1 - COORDINATE WITH SSNL & OVERSEE THE TOURNAMENT

Keep the lines of communication open with the SSNL Office throughout planning. If you have questions, are unsure about something or run into an issue, reach out early—we're here to help. Keep SSNL informed of any significant changes so we can help keep your tournament on track and aligned with SSNL requirements.

REGISTRATION DEADLINES & FEES

The deadline to register for a Provincial is 2 weeks prior to the start of a tournament so all qualifying teams must register via the [SSNL HUB](#).

If Wildcard spots are available, **SSNL will determine** which team(s) can attend within 2 days after the registration deadline. This ensures convenors know which teams will be attending their event so they can plan accordingly.

Tournament Registration fees are set or approved by SSNL. If convenors require an increase in Registration Fees, please provide your budget and shortfalls by completing this form: [SSNL Registration Fee Change Request Form](#)

TOURNAMENT SCHEDULING

- Convenors are responsible for setting the tournament schedule at least one week before the event. All Provincial Championship schedules must be approved by the SSNL Office before being circulated.
- When teams register please confirm any travel restrictions/times before setting your schedule.
- Start and finish times, and team arrival times - Tournaments cannot begin before 5 p.m. Thursday unless approved by SSNL.



KNOW YOUR RULES

Before the tournament, the Convenor and committee members involved in the sport should familiarize themselves with the SSNL Rules & Regulations. A solid understanding of the rules will help you confidently handle questions or unexpected situations.

2 - GENERAL TOURNAMENT PLANNING & LOGISTICS

An SSNL Provincial Tournament is more than just the games, it's an experience. There are several key pieces to plan throughout the weekend, including:

Opening Ceremonies • Social/Banquet • Awards Presentations

You can also add extras like a **canteen**, **athlete lounge**, **livestream**, **photographer** or **team swag bags** to enhance the student-athlete experience and make the tournament your own.

OPENING CEREMONIES

Every SSNL Provincial Tournament should begin with an official Opening Ceremony, where teams, officials and available tournament organizers are welcomed and introduced.

Opening Ceremonies are an opportunity to set the tone for your tournament and create a positive, memorable experience. Get creative and make it your own! The SSNL office will advise you of any SSNL or sponsor representatives attending. Please ensure they are welcomed and have someone available to greet them.

All teams are expected to attend.

Opening Ceremonies typically take place on the first day of competition, before the first game or before the host team's first game. Be sure to communicate the time and location at the Coaches Meeting.

When planning the Opening Ceremonies, aim for approximately 20–30 minutes—enough to make an impact without keeping athletes and spectators waiting too long. Keep it short and memorable.

OUTDOOR SPORTS:

Opening Ceremonies may be cancelled due to poor weather. When possible, hold them at the school or playing venue, particularly when the venue is nearby.



THE OPENING CEREMONIES SHOULD INCLUDE:

REQUIRED:

- Welcoming remarks and Land Acknowledgement. These can be found in **Appendix B**.
- March of Teams — Plan the parade in advance, including the order of march, directions for team hosts/hostesses and speaker location. Be sure to lead the parade with music to build the mood.
- Introduction of teams and dignitaries.
- National Anthem.
- Short welcome/address from appropriate guests, such as the school principal, school board representative, mayor, MHA, SSNL representative or applicable sponsors.

Host Spotlight: Make it Yours

Se't A'newey Kina'matino'kuom truly embraced the opportunity to make their Provincial Tournament their own, weaving local cultural traditions throughout their Opening Ceremonies.



The celebration featured a traditional drum circle and dancers in traditional clothing, along with a special gift for each team: a custom-painted eagle feather in their team colours. To close the ceremony, all teams came together in one large circle to dance to the drum music.



The result was a unique, meaningful and memorable Opening Ceremony that brought everyone together and was loved by all who attended.



OPTIONAL ADDITIONS:

- School choir or band performance.
- Other creative elements that reflect your school or community.

DON'T FORGET TO PLAN FOR:

- **Equipment:** Confirm the availability of a podium and microphone and any speakers or lighting you will be using for the ceremony.
- **Attendance:** Make every effort to have the venue filled with students and spectators.
- **Signage:** Ensure SSNL & any provided Sponsor signage is prominently displayed for attendees.
- **Streaming:** If you're planning to stream the Opening Ceremonies, ensure you have a dedicated device that can be monitored by someone and all testing has been taken care of before the ceremony starts.
- **Social Media:** Have someone in charge of capturing photos/videos of the Opening Ceremonies. Ensure they're aware of SSNL social media accounts (Insta: [@schoolsportsnl](#) | FB: [@SSNLVarsity](#)) and the Provincial hashtag (#SSNLProvincials).

SOCIAL AND BANQUET

A social function is recommended at each Provincial Tournament, and all teams are expected to attend.

Plan with your teams in mind. Consider where teams are staying, whether they are travelling home each day, and the tournament schedule when choosing your event format and timing. Aim to make it accessible and avoid scheduling it when teams are likely to be playing or travelling.

The social should be athlete-focused and designed to bring teams together. Consider incorporating:

- Team introductions
- A theme or decorations
- Videos or slideshows
- Team identification centrepieces

- Recognition of graduating student-athletes
- A skills competition or other interactive activity
- SSNL prize giveaways

Make it your own! The goal is to create an opportunity for athletes to relax, connect with other teams and enjoy the tournament experience.

SOCIAL / BANQUET FEE

The maximum fee that can be charged is \$10 per person. If additional costs require a higher fee, approval must be obtained from the SSNL office in advance.

THINK OUTSIDE THE BOX

Your social doesn't have to be just dinner and a few speeches. Think about ways to get athletes moving, laughing and interacting with teams they may not know.

Try incorporating a fun activity or friendly competition, such as:

- Sport-specific skills challenges
- Relay races
- Mini team competitions
- Dodgeball or another non-tournament sport
- Trivia or team challenges
- Karaoke or music-based games
- Fun challenges that have nothing to do with sport!

The goal isn't to create another competition—it's to create an opportunity for athletes to connect, have fun and make memories together.



AWARDS DISPLAY & PRESENTATION

Get creative with how you present awards while keeping the following protocols in place:

- SSNL provides all medals and banners. Inventory them when they arrive—don't wait until tournament week.
- Only SSNL awards should be presented at SSNL events - this means no player of the game, etc.
- Keep the tournament banner on display throughout the event.
- Prepare and sort all medals and banners before the ceremony. Consider hanging medals on a dowel or arranging them on a tray for easy presentation.
- Consider involving dignitaries, special guests or sponsors in presenting awards.
- Ensure the MC has the names of all presenters, sponsors in attendance and any SSNL representatives.
- Convenors should prepare a few closing remarks using the SSNL Provincial Speaking Notes.

PROVINCIAL AWARDS

Individual Sportsmanship Awards should be presented at each team's final game or at the Social/Banquet.

Tournament MVP Award should be presented at the end of the tournament and selected by the Host Committee and coaching staff from the finalist teams.

Team Sportsmanship Award is presented at the end of the tournament once voting is completed by all participating teams.

Championship Banner & Medals are presented at the end of the tournament after the final game concludes.

VOTING FOR TEAM SPORTSMANSHIP AWARD

The Team Sportsmanship Banner recognizes the team that consistently demonstrates integrity, fair play and exemplary sportsmanship, while contributing a positive presence throughout the tournament.

After their final game, each team works together to rank their top three teams. Points are allotted as follows:

1ST	2ND	3RD
5 POINTS	3 POINTS	1 POINTS

Note: Teams cannot vote for themselves.

The team with the most points wins the banner. In the event of a tie, tournament officials cast one collective vote to determine the winner between the tied teams.

If the winning team has already left, the host school should notify them and arrange for the banner to be sent to their school.



CLOSING CEREMONY SPEAKING NOTES

We've put together Closing Ceremony notes in **Appendix C** to help guide your final remarks.

The Championship Banner & Medal presentation is a significant moment—take the opportunity to celebrate the tournament, recognize the student-athletes and thank your hosting committee.



OTHER PLANNING & LOGISTICS

ARRANGE OFFICIALS

A well-prepared officiating team helps keep the tournament running smoothly and ensures a fair, positive experience for everyone.

MAJOR OFFICIALS

- Book all required officials in advance.
- Ensure officials review the **SSNL Technical Standards**, including any sport-specific rule modifications and the appropriate governing body's rules.
- Provide information on accommodations, if requested.
- Provide a designated area for officials to prepare

MINOR OFFICIALS

- Recruit students for scorekeeping and other minor officiating roles.
- Provide training and a clear outline of their duties.

- Give minor officials a copy of the sport's SSNL Technical Standards.
- Provide snacks and refreshments.

SCORER'S TABLE

Only officials, scorers and the Tournament Convenor/representative should be at or around the scorer's table. Personal electronic devices, including cell phones and AirPods, are not permitted during games and may only be used by minor officials for post-game score reporting.

HEALTH & SAFETY

Follow current requirements. For all Public Health matters, follow the policies, restrictions and best practices of NL Schools.

FIRST AID

First aid must be available on-site at all competition venues, or readily accessible by phone.

SAFETY CHECKS

Before finalizing your venues and again before competition begins, complete a thorough safety check of all competition and spectator areas. Consider:

- Playing surfaces and equipment
- Entrances, exits and spectator areas
- Potential hazards or restricted areas
- Emergency access and evacuation routes

EMERGENCY ACTION PLAN

Follow the school's Emergency Action Plan (EAP) for all school-based events. Ensure coaches are aware of emergency procedures during the Coaches Meeting.

In the event of an injury or incident, follow NL Schools policies, including completing any required incident reports.

For facilities outside NL Schools properties, ensure all NL Schools insurance requirements are met.

SAFETY & SECURITY

- Establish designated spectator entrances and use barriers where appropriate, while maintaining all fire code requirements.



SSNL SPONSORSHIP & PARTNER RECOGNITION

SSNL's sponsors and partners play an important role in supporting student-athletes and helping us deliver quality programs, events, scholarships, professional development opportunities and nutritional initiatives. Hosts play an important part in making sure these partners are recognized throughout the tournament.

SSNL SPONSOR RECOGNITION

Please ensure SSNL sponsors are appropriately recognized throughout your tournament:

- Acknowledge **School Milk Foundation of NL** as our Gold Medal Sponsor during Opening Ceremonies, the Closing/Awards Ceremony, and Banquet/Team Function.
- For Basketball Provincials only, acknowledge **Molten** as our Bronze Medal Sponsor during Opening Ceremonies, the Closing/Awards Ceremony, and Banquet/Team Function.
- Display SSNL-provided sponsor signage and logos prominently throughout the venue.
- Include sponsor recognition in tournament programs and other promotional materials where appropriate.
- Promote SSNL sponsors through your tournament social media, tagging SSNL Sponsors when possible.
- Whenever possible, capture photos of students enjoying sponsor products, using sponsor equipment or with sponsor signage and share them with SSNL.

LOCAL SUPPORTERS

Hosts are encouraged to involve local businesses and community supporters in their tournament. Local supporters may provide financial or in-kind support, such as first aid supplies, ice packs, food or items for a tournament swag bag.

Please ensure all Local Supporters are appropriate for the age group of the tournament. Businesses that actively promote or sell cannabis, alcohol or other age-restricted substances are not permitted as tournament supporters. This includes breweries, cideries, bars, liquor retailers and similar businesses. When in doubt, check with the SSNL Office before confirming a supporter.

Local supporters may be recognized as **"Local Supporters,"** but not as **"Official Sponsors."** Local supporter recognition is permitted and encouraged, provided the business does not conflict with an SSNL sponsor or SSNL requirements.

Not sure if a business is okay to approach? Check with the SSNL Office before confirming their involvement.

SPONSOR PRESENCE

If an SSNL sponsor will be attending the tournament in person, the SSNL Office will act as the liaison between the sponsor and the Host Committee.

Whenever possible, have a Host Committee member greet the sponsor, make introductions and help them understand the tournament schedule and where they need to be.

Sponsors may be invited to:

- Say a few words during Opening Ceremonies or banquet/team function.
- Participate in the Awards Ceremony.
- Meet athletes, coaches and tournament organizers.

Questions about sponsorship or sponsor requirements? Contact the SSNL Office at dfisher@schoolsportsnl.ca or 709-729-0971.

ATHLETE'S LOUNGE

If teams will be on-site between games, consider setting up an Athletes' Lounge where students can relax and recharge. Designate a comfortable space away from the competition area and stock it with nutritious snacks, water, games or activities, comfortable seating and device charging stations.

It doesn't need to be elaborate—the goal is simply to give athletes a welcoming place to rest, refuel and hang out between games.



PHOTOGRAPHER

Consider appointing an official tournament photographer to capture the action, atmosphere and special moments throughout the event. This could be a photography enthusiast from your school or community, a member of a school photography club, or a professional photographer.

Having someone dedicated to capturing the tournament creates a great collection of memories to share with teams and families—and gives student-athletes the opportunity to have high-quality photos of themselves playing the sport they love.

Ensure your photographer is in touch with your social media person or can tag or message SSNL their photos for reposts on our social pages.

A basic photography shot list can be found in **Appendix D**.

Once the tournament concludes, forward key photos to our Marketing & Communications Coordinator so that we can share the highlights of your event on our social channels.

STREAMING

Consider live streaming your tournament games so family, friends and fans from across the province can follow along. It can be as simple as using a phone or tablet on a tripod through Facebook Live or YouTube Live.

Get students or staff with an interest in technology involved—it's a great opportunity for them to contribute to the event and build new skills.

A few tips:

- Test first: Check your Wi-Fi and make sure the stream is visible before game time.
- Keep it steady: A tripod makes a big difference.
- Be mindful of audio and privacy: Position the device away from crowds and follow all applicable consent requirements.
- Share the link: Send your streaming details to the SSNL office in advance so we can help promote it. Even if the link isn't ready, let us know where the stream will be hosted.

Please note: Live streaming is encouraged, but all applicable SSNL/NL Schools policies and consent requirements must be followed.

PERMISSIONS

SSNL defers to the NL Schools' policy on photographing/ videoing students and assumes that any photos/videos sent to SSNL from an SSNL event were obtained by following those guidelines.



Please ensure all teams have provided you with photo consent.

3 - BRAND YOUR TOURNAMENT

BUILD A TOURNAMENT LOOK & FEEL

We encourage you to inject your own personality into your tournament. Every community and region of the province is unique—and your tournament should reflect that.

The branding requirements here help create a consistent SSNL look and feel while still giving you room to make your Provincial unique to your school and community. From branding and signage to clothing and messaging, your tournament should feel like your event while still looking and feeling like an SSNL event.

HOST SPOTLIGHT: GIVE IT A LOOK & FEEL

Botwood Collegiate showed how a strong tournament identity can bring all the details together.

Their vibrant colour palette worked with the Varsity logo while giving the tournament a personality of its own.



Their logo was featured throughout the tournament while staying within SSNL naming & branding guidelines.

They carried their look and feel throughout the tournament—from cupcakes and mini awards for the social's skills competition to branded towels gifted to graduating athletes.



The result was a cohesive, colourful and uniquely Botwood tournament experience.



SSNL LOGOS & BRANDING

All promotional and tournament materials must include the SSNL brand, either by name or through the SSNL and/or Varsity logo. This includes tournament clothing, programs, signage and other materials connected to the event.

Hosts have permission to use SSNL logos for their Provincial Tournament. Please:

- Use the full-colour logo whenever possible.
- Follow the Logo Placement Guide to maintain SSNL branding standards.
- Use only the [approved logos](#) provided by SSNL

Questions about logos, branding or communications? Contact Diana Fisher, Marketing & Communications Coordinator at dfisher@schoolsportsnl.ca.

DESIGNING TIP

If you're having trouble finding inspiration for your tournament logo, or you're not wanting to start from scratch, try Canva.

If you don't already have an account, someone at your school likely does. Use it to browse hundreds of sport logos, choose your favourite and customize from there.



TOURNAMENT NAMING

SSNL Provincials follow the naming standards below.

SSNL (Classification) (Gender) Varsity (Sport) Provincial
e.g.: "SSNL 3A Girls Varsity Soccer Provincial"

TOURNAMENT LOGO

This is an area where you can have fun and make the tournament your own. Our only requirements are that the logo use the proper naming AND relevant imagery.

Note: If the full SSNL title doesn't fit, remove the sport name first if it's clearly represented in the graphic (e.g., a basketball for a basketball tournament). If you still need to simplify, "Varsity" can be removed, as it will appear elsewhere on tournament clothing or the souvenir program.

Hosts are encouraged to create their own Tournament logo but template options can be made available when possible, on request.

TOURNAMENT CLOTHING

- The Varsity logo must appear on all tournament clothing. If the tournament logo is on the front, place the Varsity logo on the sleeve or back (and vice versa).
- Use the full-colour logo when possible. If not, choose the provided version that best fits the shirt colour (e.g., white logo on dark shirts).
- Logo size: no smaller than 2.25" wide.
- All shirts must include: "SSNL [Classification] [Gender] Varsity [Sport] Provincials."



SOUVENIR PROGRAM

A souvenir program is a great way to give teams and spectators a keepsake from the tournament. Programs can be printed or offered digitally via QR code.

If you choose to create a program, please use the provided [Program Layout & Guidelines](#) to maintain a consistent SSNL Provincial Tournament look.

PROGRAM RESOURCES

Templates, required content and layouts are available for:

- 8.5" × 11"
- 5.5" × 11"

PROGRAM TEMPLATES & RESOURCES

Required Content

- Cover Page
- Welcome Letter
- Sponsor Recognition

Sponsors

Sponsors should be identified as either:

- SSNL Tournament Sponsors
- Local Community Supporters

Use the provided templates and logos to ensure sponsors are categorized and recognized correctly.

Advertising

If selling ad space:

- The inside front cover is reserved for School Milk NL.
- The inside and outside back covers must remain free of advertising or sponsor messaging.

PROMOTIONAL MATERIALS & APPROVALS

All promotional materials must be submitted to SSNL for approval before printing or production. This includes tournament logos, clothing, souvenir booklets, signage and other promotional items.

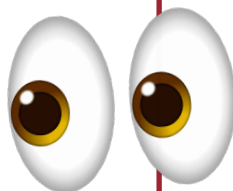
Send your proofs to dfisher@schoolsportsnl.ca as early as possible. We understand tournament timelines can be tight and will prioritize approvals once materials are received.

SSNL APPROVALS: WE'RE HERE TO HELP

You're running this tournament on behalf of SSNL, and we know you bring your own experience, creativity and community to the event.

Think of us as a second set of eyes to make sure the SSNL pieces are in place — from tournament naming and logo use to sponsor recognition.

Have fun with the creative process and make it your own. We're here to support you and help make sure your event feels both uniquely yours and unmistakably SSNL.



4 - PREPARE AND DISTRIBUTE TOURNAMENT INFORMATION

Prepare & Distribute Tournament Information

INFORMATION PACKAGES

The tournament information package will list all details related to the event you are hosting. Registration cost, t-shirt order form, Opening Ceremonies and Banquet/social plans. The convenor and committee details will be included in the package including proposed game times (but not yet assigned), game times can/will be assigned once schools confirm their travel times.

INFORMATION PACKAGES MUST INCLUDE THE FOLLOWING:

- Tournament dates, host school venue(s) info and address, and any accommodation information (price, location, codes). Providing a map with this info is recommended.
- Registration fee
- Coaches meeting time and location. (in person or virtual)
- Opening Ceremonies information.
- Information on Tournament Committees and protest/appeals process.
- Breakfast, Banquet, or Social location, time, cost and payment instructions.
- Special events planned (guest speaker, dance, skills competition).
- Spectator space and admission cost (adult/child/senior/student/family).
- Any specific venue or host school behaviour/procedural rules.
- Team Sportsmanship Nomination information.
- Concession and/or restaurant facilities.
- Availability of First Aid.
- Emergency Action Plan.

Bonus things to include:

- Souvenir Tournament Programs as detailed in the 'Brand Your Tournament' section of this guide.

COACHES' MEETING

The Coaches' Meeting provides an opportunity to review and clarify all events, rules, and activities and is an opportunity for coaches to ask questions about the tournament.

- We recommend a virtual coaches' meeting as an alternative, but it should be at least 3 days prior to the tournament start. SSNL rep and Official's rep should be notified as well.
- To be chaired by the Convenor and should be held prior to commencement of competition.
- Mandatory for all coaches. If you can only place the coaches meeting at a time when some coaches cannot attend then it is your duty to make sure that missing coaches receive the same information prior to their first game.
- Whenever possible the head official and the SSNL representative (if applicable) should be in attendance.
- This meeting should be no longer than one hour in duration.

GENERAL COACHES MEETING OUTLINE SHOULD INCLUDE BUT IS NOT LIMITED TO:

- Welcome comments on behalf of the host school and SSNL.
- Introductions of tournament committee members and SSNL representative, if in attendance.
- Review pertinent information: SSNL sport specific rules, competition procedure, schedule, teacher-sponsor role, code of ethics and allow officials and SSNL rep an opportunity to speak.
- Review banquet/social logistics and opening ceremonies procedure.
- Review rules of local facility and/or other housekeeping items.
- Review sportsmanship criteria and expectations.
- Review awards ceremony procedures.

CREATE A TOURNAMENT SOCIAL MEDIA PAGE

Want to build some extra hype around your tournament? Consider creating a dedicated Facebook or Instagram page to share team photos, schedules, updates, behind-the-scenes moments and tournament highlights in one place.

Social media is a great way to celebrate the athletes, coaches, volunteers and communities that make your tournament special — and give families and fans a place to follow along.

A FEW TIPS TO GET STARTED:

- Plan ahead: Have a few posts or messages ready to go before the tournament so you're not creating everything on the fly.
- Tag SSNL: Mention [@SchoolSportsNL](#) on Instagram or [@SSNLVarsity](#) on FB so we can see and share your content.
- Use hashtags: Where relevant, use #SSNLProvincials and #SSNL[Sport] (e.g. #SSNLSloPitch).

SSNL SOCIAL MEDIA

- Facebook: [School Sports NL – Varsity](#)
- Instagram: [@SchoolSportsNL](#)

SHARE THE ACTION

There's no need to overthink it! Some of the content we love to see includes:

- Team and action photos/videos
- Photos featuring SSNL and sponsor signage
- Medal and banner winners
- Sportsmanship and MVP recipients
- Athletes enjoying tournament snacks or milk

- Fun moments, behind-the-scenes content and positive tournament updates
- Share your photos & videos: After the tournament, Send along content you'd like SSNL to share. Files can be provided via Google Drive to dfisher@schoolsportsnl.ca

AI & LOGO USE

Using AI and design tools? Just remember to keep logos logo-ing.

Please use approved logo files as provided and do not alter, recreate, distort, recolour or manipulate SSNL, SSNL Varsity, sponsor or other school logos when creating promotional materials or social media content.

Keeping logos consistent helps protect the identity of SSNL, our sponsors and participating schools — and ensures everyone gets the recognition they deserve.



5 - MANAGE THE DAY-TO-DAY OF THE TOURNAMENT

Once the tournament is underway, the Host Committee's role is to keep things running smoothly, support participants and officials, and make sure the SSNL experience is safe, organized and welcoming.

KEEP THINGS RUNNING

- Ensure facilities and competition areas are ready for play.
- Post schedules and keep scores/results updated.
- Ensure all provided SSNL signage is prominently displayed, including flags, tablecloths and other materials.
- Enforce SSNL Rules & Regulations and address issues as they arise.
- Ensure winning teams, individual award winners and Team Sportsmanship Award recipients are photographed.

MAKE YOUR TEAM EASY TO FIND

Help athletes, coaches, families and officials know who they can turn to for help. A committee-specific shirt, lanyard or simple name tag can make your volunteers easy to identify throughout the weekend.

HEALTH & SAFETY

- Monitor competition areas and spectator behaviour throughout the event.
- Address disruptions or unruly behaviour as needed.
- Monitor the use of noisemakers and remove automated noisemakers where necessary.
- Provide support and protection for officials if required.
- RULES, PROTESTS & DISCIPLINE

The Host Committee should be familiar with the [SSNL Rules & Regulations for the sport](#) being hosted and prepared to address questions or concerns that arise during competition.

PROTEST COMMITTEE — DURING A GAME
Game Referee + Head Referee + Convenor

PROTEST COMMITTEE — AFTER A GAME
SSNL Representative + Head Referee + Convenor

DISCIPLINARY COMMITTEE
Convenor + Two experienced individuals with appropriate authority

If the Convenor has a conflict of interest, a previously designated committee member should step in. For self-officiated sports, the committee structure may be adjusted as needed.

CONVENOR NOTE

The Convenor should be involved in each tournament committee unless there is a conflict of interest. Where possible, the Convenor should not also be coaching in the tournament.

CAPTURE & SHARE THE WEEKEND

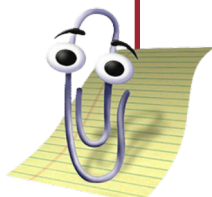
Capture photos of winning teams (Gold & Silver), individual award winners and Team Sportsmanship Award recipients.

Share tournament photos and videos throughout the weekend using your tournament social media plan.

Tag @SchoolSportsNL on Instagram or @SSNLVarsity on Facebook so

NEED A QUICK ANSWER?

Sideline Support is available through the SSNL website to help you find information when you need it. Think of it as your sideline resource — but it's still important to have a solid understanding of the rules before the tournament begins.



6 - POST TOURNAMENT WRAP-UP

SSNL can see and share your content.

The tournament may be over, but there are a few important final steps to complete before you officially wrap up.

IMMEDIATELY AFTER THE TOURNAMENT

- Ensure all final results are posted to the SSNL tournament website page.
- Return any excess medals and provided SSNL tournament signage, or forward materials to the next host where applicable.
- Submit the Remittance Form within 72 hours of the tournament ending. The form will be included in your tournament package. Submission will be via google form.

WITHIN TWO WEEKS

- Complete the Tournament Evaluation Survey that we provide post-tournament.
- Oversee the collection and compilation of any required final reports and supporting information.

FINAL CHECK

Before wrapping up, make sure results, financials, materials and feedback have all been submitted to SSNL. Your follow-up helps us close out the tournament and prepare for the next one.

Appendices

Appendix A

SSNL Supports

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Appendix B

Opening Ceremonies Speaking Notes

Welcome Notes

On behalf of School Sports NL, we welcome you to the ***insert full name of provincial, here***. Congratulations to each and every one of you for making it to this Provincial.

**Insert welcome and thank-you's to host school/admin, convenors, coaches, volunteers, participating schools, fans, etc.*

Before we begin, we want to extend a special thanks to our Provincial Tournament sponsor, The School Milk Foundation of Newfoundland and Labrador. The School Milk Foundation has graciously provided all of the free milk available to you at this tournament.

**Highlight the importance of sportsmanship in competition and insert any important tournament notes, housekeeping items, on-site instructions, etc...*

And lastly, but certainly not least, we would like to take a moment to read through the SSNL Provincial Tournament land acknowledgement.

**Insert Land acknowledgement here. This acknowledgement should be read by a non-indigenous individual.*

Congratulations once again on making it to this level of the competition and thank you all for coming out today. Good luck in the tournament!

Land Acknowledgement

The following land acknowledgement is to be read prior the start of all Provincial Championships – during the Opening Ceremonies. In the absence of an Opening Ceremonies, the acknowledgement should be read prior to the first game of the tournament.

Please ensure the Land Acknowledgement is reviewed prior to delivery to confirm the speaker is correctly pronouncing any unfamiliar words.

Convenors are encouraged to reach out to local indigenous groups to be part of any tournament ceremonies.

We respectfully acknowledge the land on which we gather as the ancestral homelands of the Beothuk [bee-oth-uck], whose culture has now been erased forever. We also acknowledge the island of Ktaqmkuk [uk-dah-hum-gook] (Newfoundland) as the unceded, traditional territory of the Beothuk and the Mi'kmaq [mee-gum-maq]. And we acknowledge Labrador as the traditional and ancestral homelands of the Innu [in-new] of Nitassinan [ne-tass-eh-nen], the Inuit [in-new-eet] of Nunatsiavut [nu-nat-see-ahvut], and the Inuit of NunatuKavut [nu-nah-tuhk-ah-vut]. We recognize all First Peoples who were here before us, those who live with us now, and the seven generations to come. As First Peoples have done since time immemorial, we strive to be responsible stewards of the land and to respect the cultures, ceremonies, and traditions of all who call it home. As we open our hearts and minds to the past, we commit ourselves to working in a spirit of truth and reconciliation to make a better future for all.

Appendix C

Awards Presentation

Closing Ceremony Speaking Notes

On behalf of School Sports NL, we thank you all for participating in this year's ***insert full name of provincial, here***.

Congratulations to each and everyone of you for making it to the final game of the tournament and thank you all for coming.

**Insert Thank-you's to convenors, coaches, volunteers, schools, etc.*

Before we begin the medal ceremony, we want to extend a special thanks once again to our Provincial Tournament sponsor, The School Milk Foundation of Newfoundland & Labrador, for providing all of the free milk you enjoyed over the course of this tournament.

**Special congratulations to the Team Sportsmanship Banner winner and highlight the importance of sportsmanship in competitive play. Congratulate all teams and acknowledge the runner-up and winning team, as well as, individual medal winners.*

Appendix D

Photography Shot List

Tournament Shot List

General Tournament Game Play

- 3-5 'in-game' action shots from a minimum of 5 different games
- Posed photo of each team in the tournament
- Photo of each individual MSP/MVP winner

Semi's/Finals Game Play

- 3-5 'in-game' action shots per Semi's/Finals
- Posed photo of each team in the Semi's
- Posed photo of Runner-up with Medals
- Posed photo of winning team with SSNL Banner & medals
- Posed photo of Most Sportsmanship Team with SSNL Sportsmanship Banner(if possible)

Other

- Students enjoying their S'Milk or handing out the milk throughout the tournament
- If there are other special events or activities taking place throughout the tournament
- Behind the scenes of the tournament featuring volunteers, student-athletes and parents, etc.

During the tournament, photos can be shared via:

For Instagram: mention @SchoolSportsNL

For FB: mention @SSNLVarsity

Hashtags to use: #SSNLProvincials

After the tournament, photos can be shared via Google Drive to dfisher@schoolsportsnl.ca