

FOUNDATION & QUALIFIER TOURNAMENT FAQ/ 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 Coordinator 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 will list all details related to the event you are hosting, including dates, location and registration fees. The convenor 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.

4. Registration

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

5. Promotion and Branding

Our goal is to create consistency across all SSNL Tournaments. The chart below outlines everything you need for your event.

If you have issues accessing any of this content or if you have questions, please reach out to dfisher@schoolsportsnl.ca

5. Promotion and Branding (continued)

	<u>Foundation</u>	<u>Qualifiers</u>
Naming	<p>SSNL (Region)(Gender) Varsity (Sport) Tournament</p> <p>ex) SSNL Avalon Co-ed Varsity Volleyball Tournament</p>	<p>SSNL (Region) (Classification)(Gender) Varsity (Sport) Qualifier</p> <p>ex) SSNL Northern Peninsula 2A Girls VVarsity Slo-Pitch Qualifier</p>
Branding	<p>If you require SSNL or Varsity logos for the promotion of your event, you can find them here: https://ssnl.online/Qualifier/Foundation-Logos</p>	<p>If you require SSNL or Varsity logos for the promotion of your event, you can find them here: https://ssnl.online/Qualifier/Foundation-Logos</p>
Tournament Welcome	<p>During the Opening Ceremonies or first game of your tournament, please read the SSNL Welcome Note & Land acknowledgement: https://ssnl.online/Welcome-and-Land-Acknowledgement</p>	<p>During the Opening Ceremonies or first game of your tournament, please read the SSNL Welcome Note & Land acknowledgement: https://ssnl.online/Welcome-and-Land-Acknowledgement</p>
Tournament Awards	<p>Use SSL approved awards only.</p> <p>Ex. Do not award Player of the Game of Tournament All-star awards</p>	<p>Use SSL approved awards only.</p> <p>Ex. Do not award Player of the Game of Tournament All-star awards</p>
Signage	No	When requested
Social Media	<p>Foundation: Mention @schoolsportsnl on Instagram/Twitter AND @SSNLVarsity OR 'School Sports NL - Varsity' on FB. *Be sure to follow these accounts for easier tagging.* Use #SSNLFoundation</p>	<p>Qualifiers: Mention @schoolsportsnl on Instagram/Twitter AND @SSNLVarsity OR 'School Sports NL - Varsity' on FB. *Be sure to follow these accounts for easier tagging.* Use #SSNLQualifiers</p>
Photography/ Digital Media	<p>We encourage Photography, Videos & Live streaming where possible. https://ssnl.online/Q-F-JV-Photos/Streaming</p>	<p>We encourage Photography, Videos & Live streaming where possible. https://ssnl.online/Q-F-JV-Photos/Streaming</p>

7. Website

- a. Foundation & Qualifier Tournament Convenors will receive a link to submit [Tournament](#) results.

8. Scheduling

- a. Convenors are responsible for setting the schedule. Qualifiers and Foundation events will be approved by Regional Directors and shared with the Varsity Coordinator.
- b. When teams register please confirm any travel restrictions/times before setting your schedule.
- c. Start and finish times, and team arrival times. Tournaments are not permitted to start before 5pm Thursdays of tournament weekends, unless approved by SSNL. Qualifiers have more flexibility please communicate and understand that the dates serve as the days the Qualifiers should be completed by.

9. Officials

- a. It is the responsibility of the convenor to secure the needed officials for each tournament. There are links on the SSNL website for officials. Please work with the Varsity Coordinator and your Regional Director in the weeks and months leading up to your tournament for any assistance.
- b. It is also the responsibility of the convenors to pay officials game fees and any travel, accommodation expenses. SSNL does not have set standards for travel or accommodation expenses for sports besides Basketball. The Officials Organizations often provide this information, the convenor will build the tournament registration costs off of the tournament officials.
- c. Minor officials such as lines people and score keepers should also be considered. Please ensure that scorekeepers and game officials have good communication with one another and that they understand timing, timeouts and penalty situations as outlined in all technical standards

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.

10. Fees and reporting

- a. A maximum registration fee has been set for each sport. This should not be exceeded. If there are exceptional circumstances, the office will review those requests as officials and rental fees have increased year over year.
- b. Foundation & Qualifier Tournaments are \$7/athlete and collected post tournament based on your remittance forms.
Convenors will submit remittance forms within 48 hours of tournament completion, schools will be invoiced based on roster registration.
- c. Email Scan Game/Score sheets to the Varsity Coordinator or complete the score on the new remittance forms ([link](#)). smenecola@schoolsportsnl.ca

11. Awards presentations make sure the awards are presented in a manner that draws

attention to the significance of the award.

Plan the final championship awards presentation so everyone knows what they are doing.

12. Awards, Equipment, Signage, & Milk

	Foundation	Qualifiers
Awards & Equipment	Medals, Banner, Equipment MVP & MSP medals	Medals, Banner, Equipment MVP & MSP medals
Forms & links	Remittance form Results link	Remittance form Results link
Signage	Upon Request if available	Upon Request if available

- Make sure you check the awards package when it arrives at your school to make sure what should be there is there
- 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.

13. 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.

14. 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.
- First aid kits and first aid service providers should be on site, convenors should confirm their presence at the event.
- Any emergency services providers and local hospitals should be notified of the event with all **local EMS and hospitals are notified and on alert and have all relevant information (date, times, location, # of participants)**.
- Venue coordinators must have a cell phone and emergency phone list posted/available.
- Trained first aid personnel.
- Access to ice, bandages and training room.
- All Members of each coaching staff must have completed the Mandatory **FREE** "SAFE SPORT" course available at the [CAC Locker](#)
- At least one coach from each team competing **MUST** have completed the FREE "Making Headway" concussion course through coach.ca [here](#).
- First Aid kits should have an Emergency protocol Card for respondents to use in the

event of an incident/emergency.

Emergency Protocol Card

1. Dial the Emergency Phone Number; e.g. 911 or _____
2. Give the specific address of facility and location of access doors
3. Give them specific instructions/directions to the location of the casualty.
4. Tell them the nature of injury.
5. Report back to the teacher/coach/committee member.
6. Meet the ambulance.

Other Emergency Numbers

Hospital _____
Police _____
Fire Department _____
Poison Control Centre _____

15. Competition Sites

All competitive sites should be checked carefully and should satisfy the technical standard competition requirements. Consider the following areas when doing a safety check:

- Competitive surface
- Lighting
- Total space available around the competitive area to allow for good crowd control.
- Condition of equipment/facility should be checked carefully just prior to competition for outdoor sports.
 - Extra precautions/back-up plans should be made in case of inclement weather.
 - Emergency exits are clear.