



## **SSNL Junior Varsity Tournament Host/Convenor Manual**

All SSNL tournaments and competitive programs fall under the SSNL Varsity Program.

SSNL Junior Varsity Program is a regional competitive program for schools that includes students in Grades 7, 8 or 9, aimed at building strong participation. The focus is on fairplay and promoting participation at the Junior High Level with multi sport opportunities.

Tournaments are the highlight of the Junior Varsity Program. Every effort should be made to ensure a consistent and high-quality event is organized for the student-athletes. This Convenor's Manual is an instructional guide to assist you in organizing an SSNL event that will be memorable for all participants.

The SSNL Convenor is the most important role at an SSNL tournament and you are expected to be knowledgeable about SSNL rules, regulations, and procedures, as well as professional about how you follow them and in your conduct with the participants, volunteers, and spectators.

*Every year member schools are treated to outstanding SSNL tournaments because of the dedication and hard work of tournament hosts like you. On behalf of the SSNL Board of Directors and Junior Varsity Council and most importantly student-athletes and coaches, we thank you for your passion to make our tournaments the best experience possible.*

*Please do not hesitate to contact the SSNL office at any time if you have any questions or concerns.*

*You can reach the SSNL Junior Varsity Coordinator, Stephanie Fowler at [sfowler@schoolsportsnl.ca](mailto:sfowler@schoolsportsnl.ca)*

**The process of changing rules and regulations is done in consultation with our membership through communication with Athletic Directors. Any information in this Convenor Manual that is entirely new or heavily amended from the previous two years is marked “[NEW]” before the section where the information is listed.**

# Table of Contents

Tournament Naming	6
Junior Varsity Sports	6
Junior Varsity Contact Information	7
Junior Varsity Tournament Guidelines	8
SSNL Website Requirements	9
Tournament Responsibilities & Roles	9
Main Tournament Duties	12
Officials	13
First Aid & Safety/ EAP	14
Coaches' Meeting	18
Free Milk For Tournament	18
Awards/ Award Presentations	19
Recommended Tournament Preparation Timelines	22
Sponsorship & Branding Requirements	23
Photography & Digital Media	25
Media & Social Media	26
Protests, Disciplinary Infractions, & Appeals	28
Weather and Cancellation Policy	35
Coach Education Policy	35

## JUNIOR VARSITY STAFF CONTACT INFORMATION

Executive Director	Karen Richard	729-0567	<a href="mailto:krichard@schoolsportsnl.ca">krichard@schoolsportsnl.ca</a>
Junior Varsity Coordinator	Stephanie Fowler	729-3684	<a href="mailto:sfowler@schoolsportsnl.ca">sfowler@schoolsportsnl.ca</a>
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# SSNL JUNIOR VARSITY TOURNAMENT

## Goals of an SSNL Tournament

- To foster, facilitate and coordinate SSNL tournaments in a manner that encompasses educational and recreational values that are beneficial to all athletes, coaches and spectators.
- To maintain sportsmanship, integrity, and goodwill within and between the schools participating.
- To instill a feeling of community, encourage competition at its best and provide a unique experience for all involved.

## Privilege of Hosting

Hosting an SSNL tournament allows you to showcase your school and community. You have the privilege of making a memorable experience possible for high school athletes, coaches and others.

## Expectations

It is expected that hosts will strive to offer the best SSNL tournament possible and that they will follow all directives issued by the SSNL office. Timely submission of information both before and after the provincials is expected. Communication with your volunteers, participating teams, and the SSNL office is crucial to producing a successful tournament.

# TOURNAMENT NAMING

It is crucial to the SSNL brand that all SSNL Varsity Tournaments show consistency regardless in which part of our province they are being held. It is essential that all Convenors and attending teams use the following wording in any type of tournament literature, signage, social media, and messages to the press. Please follow the guidelines below and remain consistent throughout the year.

## Junior Varsity

SSNL (Region) (Gender) Junior Varsity (Sport) Championships.  
e.g.: "SSNL Avalon Girls Junior Varsity Volleyball Championships"

**NOTE:** Please do not shorten the titles unless it is absolutely necessary and ALWAYS include "SSNL" first in any version of the title. Also, only use the words in each title above to choose from if it does have to be shortened i.e. do NOT call your event the "High School" etc.

# JUNIOR VARSITY SPORTS

## JUNIOR VARSITY

SSNL Junior Varsity is a regional competitive program for schools that includes students in Grades 7, 8 or 9, aimed at building strong participation. The focus is on fairplay and promoting participation at the Junior High Level with multi sport opportunities

All schools interested in playing in any JV events must contact their JV Regional Director to inform them that their school is interested. There will be communication in the fall to determine interested

schools, hosting, tournament(s) format and tournament dates.

For the schools without a designated JV Contact, if you are interested in being the contact person for your region, or if you would like your school to become involved, please contact SSNL Junior Varsity Coordinator, Stephanie Fowler ([sfowler@schoolsportsnl.ca](mailto:sfowler@schoolsportsnl.ca) or 729-3684). For the larger regions it is possible to have a contact person per sport if approved by the Junior Varsity Coordinator.

## **SCHOOL SPORTS NL** **JUNIOR VARSITY CONTACTS**

<u>Region</u>	<u>JV Contact</u>
Northern	Scott Doody scottdoody@nlschools.ca
Southern Labrador	Contact SSNL 729-3684 sfowler@schoolsportsnl.ca
Northern Pen 1	Tony Power tonypower1@nlschools.ca
Northern Pen 2	Contact SSNL 729-3684
Western- PAB area	Kayla Chinn kaylachinn@nlschools.ca
Central West	David Edwards davidedwards1@nlschools.ca
Central	Carli McDonald carlimcdonald@nlschools.ca
Central East	Byron Diamond byrondiamond@nlesd.ca
Burin	Jordan Baird jordanbaird@nlschools.ca
Avalon West	Contact SSNL 729-3684 sfowler@schoolsportsnl.ca
Avalon	Contact SSNL 729-3684 sfowler@schoolsportsnl.ca

St. John's	Contact SSNL 729-3684 sfowler@schoolsportsnl.ca
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**Unless otherwise stated in the following tournament guidelines, or in the Sport Specific Technical Standards, the Junior Varsity Program will follow all other Senior Varsity rules and regulations outlined in Section One and Two of this manual as well as the Weather Policy and Code of Ethics.**

### TOURNAMENT GUIDELINES

- Only SSNL member schools can participate in SSNL Junior Varsity tournaments.
- There is no classification for Junior Varsity.
- SSNL will sanction 1 tournament per sport/gender a year; this will be for combined 7-9 grade events. Grade specific events will not be sanctioned- there may be exceptions which will be decided on a case by case basis.
- Junior Varsity players may also play Senior Varsity. However elementary students in grades 4, 5, or 6 and Senior High students in grade 10, 11, 12 are not permitted to play Junior Varsity.  
\*There are some cases where grade 6's may be eligible, please refer to student eligibility in the Junior Varsity Manual.
- Junior Varsity is regionally based and focuses on maximizing participation. There must be at least 3 schools registered in order for the tournament to be sanctioned as a SSNL Junior Varsity tournament.
- 2 Schools will be permitted to combine to form one team for boys, girls or co-ed if it means that 2 schools can now participate, upon approval of the JV contact person. Please note there will still need to be two other schools participating in order for SSNL to sanction the JV tournament.
- Schools can choose to have a co-ed tournament if schools do not have the interest in a Boys or Girls only tournament.
- Please note an expression of interest does not guarantee a tournament will take place. A host school and convenor and at least 2 other schools will still need to be secured.
- NL Schools and SSNL policies on acceptable times to start and play a tournament, must be followed. If all teams cannot find a suitable date to play the tournament then the host school will decide the date or the host school can be changed to maximize participation.
- Tournament format is up to the teams interested, the host, and the SSNL Junior Varsity Contact with maximum participation as the main focus. Combined grade or single grade tournaments are acceptable formats.
- Schools from different SSNL regions are permitted to play in the same tournament, however



priority is given to those schools in the region of the host school.

- SSNL provides an awards package for 1 tournament per JV sport, per gender (boys, girls, co-ed), per year for each region.
- Each JV sport has technical standards that follow SSNL guidelines and philosophy and **MUST** be followed. There are some modifications from the Senior Varsity sport rules to accommodate junior players. They can be found in the SSNL website, under the Junior Varsity Sport page under specific sport.
- All JV correspondence is initially sent to the Athletic Director and/or the Phys Ed teacher of the school; if there are alternative contacts within the school it is their responsibility to advise the administration/ JV contact/ JV Coordinator.

**IMPORTANT:** Registration forms for any SSNL Junior Varsity tournament must be submitted to the convenor of the tournament. SSNL will provide links to the tournament registration form directly under each sports' page on the SSNL website. The link will also be sent to all JV Regional contacts for distribution to schools and/or coaches. Principals must be made aware of all school rosters being submitted and approve the eligibility of all participating students.

## **SSNL WEBSITE: RESPONSIBILITIES** ([www.schoolsportsnl.ca](http://www.schoolsportsnl.ca))

All teams are required to register using the SSNL registration form which can be found on each individual sport page on the SSNL website. Registration forms should be sent directly to the convenors and/or the Junior Varsity Coordinator. Registration fees must be paid directly to the host school as well. After the tournament, all hosts are required to fill out the SSNL results and awards page located on each sport page of the SSNL website and shared with convenors.

## **TOURNAMENT RESPONSIBILITIES & ROLES**

### **SSNL RESPONSIBILITIES**

The SSNL office provides the following:

- Tournament Convenor Manual.
- Dedicated SSNL staff member for advice, guidance, and tournament logistics and rules assistance.
- Tournament Results page on SSNL website. (JV Section)
- Tournament awards package (see each sport's technical standards for what is offered).
- Milk from School Milk / Dairy Farmers of NL (refer to FREE milk guidelines).

### **HOST RESPONSIBILITIES**

***The role of the SSNL Tournament Convenor is an important one and it is crucial to the success and operation of this tournament that the Convenor not be overstretched in their***

***role nor that they are performing duties that could easily be done by another volunteer. Please go through and identify duties that can be performed by volunteers and leave the most important ones to your role as Convenor.***

### ***3 main roles of hosting an SSNL Tournament are:***

#### ***Tournament Convenor***

- Oversee the coordination of all aspects of the tournament.
- Responsible for knowledge and enforcement of SSNL Rules & Regulations.
- Liaise with SSNL office.
- Ensure SSNL website requirements are carried out.
- Create volunteer committee(s) if needed and determine meeting dates and locations.
- Set timelines for completion of tasks.
- Creation of tournament information package/email for participating teams.
- Coordination of coaches meeting to review and clarify all events.
- Obtain Officials for games and their recruitment and payment.
- Deal with unforeseen problems during the tournament.
- Sit on protest and discipline committees.
- Establish tournament schedule (in conjunction with SSNL office and Regional Director, SSNL can provide a template if necessary).
- Oversee and coordinate the collection and compilation of final reports.
- Submission of final reports and fees by the deadline set out by SSNL (Remittance form will be in your tournament package and tournament feedback form link will be on the SSNL sport page).

#### ***Gate & Cash Handling Guidelines***

It is encouraged by SSNL to have some cash handling policies set in place. The gate and/or concession is the area that can help tournaments see a profit which helps offset some of the event expenses.

When setting your admission prices, it is important to set a price that will encourage people to attend. Remember to consider special rates for children, students, seniors and families. Be sure to advertise these prices at the gate. All gate receipts collected from SSNL events remain with the host school.

#### ***Suggestions for Cash Handling***

- An adult presence is always necessary when cash is being handled. Most tournaments station students at the gate/door, but it is important to have an adult oversee the students.
- Have an accountability of gate/concession receipts in place. Ensure there is a cash box at the start with the float counted and witnessed by individuals.
- If there is a shift change throughout the day, there should be a reconciliation of cash before handing off. Have the shift that is leaving count cash and then the shift that is starting should count it again before starting their shift.
- At the end of the day, the gate crew should do final cash reconciliation and they must know the procedure for depositing or for leaving the cash. The Treasurer should be responsible for collecting and locking up or depositing any cash from the gate and concession.

- When/if printing off tickets or passes please ensure they are numbered to allow for a tracking mechanism. This will help you to reconcile tickets with the amount of cash collected.
- Be sure to have your entrance to the facility clearly marked and gates should be set up at each of the entry points to ensure no lost gate revenues.
- Concession booths are also an excellent revenue-generating venture, so be sure to arrange for a concession area away from the competition area. **It is expected that nutritious food choices are available throughout the competition**
  - It is always encouraged to recruit and train volunteers working the concession and to follow the same cash handling guidelines as listed above.

### Tournament Committees

**Make sure you and your committees are familiar with SSNL Rules & Regulations, as they MUST be followed.**

**It is strongly recommended that your committee members are identifiable throughout the whole event, whether it is with a committee shirt/sweater/jacket, or nametag.**

- The Tournament Convenor is to sit on all tournament committees unless they are in direct conflict (i.e. they are coaching in the tournament or directly part of a protest or disciplinary complaint), but if at all possible, the Tournament Convenor would not be a coach involved in the tournament.
  - In-Game Tournament Protest Committee - game referee, head referee, and convenor (or other replacement previously set up by the convenor if there is a conflict of interest or also for self-refereeing sports).
  - Post-Game Tournament Protest Committee – SSNL Rep, head referee, and convenor (or other replacement previously set up by the convenor if there is a conflict of interest or also for self-refereeing sports).
  - In-Tournament Disciplinary Committee – 2 individuals of experience and authority and the Convenor (or other replacement previously set up by the convenor if there is a conflict of interest or also for self-refereeing sports).
  - See “Protests, Discipline, and Appeals section at the end of this guide for more details.
- In order to ensure the efficient organization and running of the tournament your volunteer committee should be recruited and assigned to sub committees to ensure the host responsibilities are carried out.
- The Convenor should appoint heads of any volunteer sub-committee and it is strongly recommended that committee members not be involved in the tournament as coaches, managers, or players.

*Helpful suggestions from past SSNL hosts:*

- Start planning early and check all details carefully.
- Have committee meetings and be sure communication is open.
- Get your school principal involved as he/she can be extremely helpful.
- Talk to past hosts to get as many ideas as possible.
- Make use of your school staff members (particularly your tech staff) and students—students especially enjoy the experience of being involved.

# MAIN TOURNAMENT DUTIES

## Information Packages

SSNL hosts should create an information package/email that is provided to all participating schools. **This info package should be provided to attend schools with any pertinent info and provided in-hand or via email in a timely manner.**

Information packages should include the following:

- Tournament dates, host school venue(s) info and address, and any accommodation information, if applicable, (price, location, codes). Providing a map with this info is recommended.
- Registration fee process
- Coaches meeting time and location (in-person or virtual).
- Information on Tournament Committees and protest/appeals process.
- Info on food and drink provided or any schools rules about food and drink.
- Any special events planned (guest speaker, skills competition, etc...).
- Spectator space and admission cost (adult/child/senior/student/family).
- Any specific venue or host school behaviour/procedural rules.
- Tournament Awards available (these awards should be on display and strictly follow SSNL guidelines).
- Availability of First Aid.
- Emergency Action Plan.
- **Note: Schedule or draw can be provided separately since schedule cannot be made and approved until a couple of days after registration deadline or if other info provided past the registration deadline then include the schedule.**

## Tournament Scheduling

- It is the responsibility of the convenor/host to create the tournament schedule, which must be approved by the SSNL Junior Varsity Coordinator or Regional Director.

**IMPORTANT:** You must contact all travelling school teams before creating the schedule, so that you are aware of any travel time restrictions and take those into consideration when creating the schedule. SSNL assumes that this is done when reviewing and approving all schedules. Not doing this beforehand will cause delays with schedule changes.

- **Junior Varsity** Tournaments must be organized through your JV Contact and in conjunction with participating schools, but must adhere to NLESD/SSNL regulations on start times, affected instructional time, and travel.
- In the case that your event has been approved to have divisions, it is expected that you balance the teams as best as possible. You need to have approval from the Junior Varsity Coordinator prior to creating a divisional event.

## Officials (major and minor)

Host committees are responsible for securing and paying all officials.

- Major:
- Invite the head official to the coaches meeting.
  - **IMPORTANT: Make sure all Officials are reminded to review SSNL Technical Standards for any specific rule modifications, as well as, to be aware of the deferred governing body for standard rules.**
  - Obtain rated/certified Officials wherever possible. Visit each individual SSNL website sports page for a contact list of Officials in each sport.
  - Book accommodations, if requested or supply information.
  - Provide an area for officials to change.
- Minor:
- Solicit students for all minor officiating jobs (scorekeepers, etc.).
  - Conduct training sessions.
  - Provide with outline of duties and copy of SSNL technical standards for their sport.

**IMPORTANT: No electronic devices such as cell phones, air pods, etc are permitted to be used by minor officials at scorer's table while games are ongoing. There should be no one at or around the scorer's table other than the officials, scorers, and/or convenor/tournament rep.**

## Accommodations

If required, it is expected for Convenors to help any traveling teams that require overnight accommodations with information on local places to stay and info on any special rates your school might have for tournament participants. Schools must book their own rooms, however, as the host only helps coordinate block booking or provides helpful info.

## Hospitality

- Assign a hospitality room at all tourney sites for coaches, officials, special guests and committee members to avail of. This room should be available all tournament.
- Ensure signage is clearly marked and visible.
- Computer/internet access should be made available, whenever possible.
- You can assign a team liaison to each team to provide information and directions and this is a great way to get some of your student body involved.

## Facilities/Equipment

- Book all competition support facilities (coaches' room, officials' room).
- Check the competition area to ensure safety regulations are met.
- Determine and prepare the equipment required.
- Organize volunteers to set up and take down equipment & breakdown facility.
- Coordinate site managers if multiple sites are being used.
- Coordinate custodial staff.

## Gate/Concession

- Handling of monies should be accountable to an adult supervisor.
- Determine admission ticket prices and concession prices.

- Decide upon entrances to be used for spectators and set up at these locations.
- Obtain volunteers to work these stations and remember to have adult supervision.
- Any special 'Guest Passes' or guest list should be recognizable to all working the gate.

## First Aid & Safety

### First Aid

- Check and confirm your venues on-site first aid equipment and capabilities available and make sure all teams are aware.
- If having first aid personnel on-site, it is a good idea to make early written requests for their services and then be sure you obtain early written confirmation from first aid personnel of their attendance at the event.

### Safety

All competitive sites should be checked carefully from a safety viewpoint prior to deciding on the location(s) of the tournament and just prior to the actual competition. 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.

Your venue should always have an Emergency Action Plan (EAP) for each venue. This EAP should include:

- Contact information for Convenor, facilities/venue coordinator(s), emergency (hospital, ambulance...), and committee members.
- Venue emergency exit strategy in case of inclement weather, fire, lock down, etc.
- Location of exits, muster points, and first aid.
- Reminders to participants (sunscreen for outdoor sports, access to ambulance, identifiable location for medical concerns).
- Be sure to lay-out the communication chain that you would like followed while participants are in attendance at each venue.

An EAP sample is included in this manual. The EAP should be included in all tournament info packages and talked about during the coaches meeting.

### **Minimum Tournament Safety Requirements**

- Venue coordinators to have a cell phone and emergency phone list posted/available.
- Trained first aid personnel.
- Access to ice, bandages and general first aid supplies.
- Transportation services (quad, golf cart, vehicle) for outdoor activities (i.e. X-Country Running/Skiing).
- At least one coach from each team competing **MUST** have completed the FREE “Making Headway” concussion course through coach.ca [here](#).
- **All** Teacher Sponsors and coaches are required to complete “[Safe Sport](#) Training Module found at [www.thelocker.coach.ca](http://www.thelocker.coach.ca)

Teacher Sponsor/Coach Names and NCCP Numbers will be required on roster forms in order to confirm completion of these courses

### **Emergency Action Plan**

Given that there is an element of risk in all inter-school athletic activities, an encounter with an injury is likely. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting professional care to the injured student athlete as quickly as possible and managing the situation until medical personnel arrive. For that to happen efficiently and effectively, teachers/coaches/committee members should be prepared with an EAP. The following is a sample:

You should know the following information:

- 1) Location and address to the first aid kit.
- 2) Location and access to a telephone.
- 3) Telephone number of ambulance and hospital.
- 4) Directions, phone number and access routes to the facility e.g. gym, pool, field.
- 5) Directions and best access routes to the hospital.
- 6) Whereabouts of a suitable and available means of transportation.

When an injury occurs:

- 1) Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
- 2) Keep in mind the following:
  - Do not move the injured student athlete
  - If a student athlete cannot move by him/herself, do not move the body part for him/her
- 3) Instruct any bystanders to leave the injured student alone.
- 4) Do not remove the student athlete’s equipment unless emergency treatment is required e.g. CPR or artificial respiration
- 5) Assess the injury; evaluate the severity of the injury and decide if further assistance is required.
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface.
- 7) If an ambulance is required: request assistance from another person by having this

person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.

- 8) Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 9) Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
- 10) Stay calm and speak reassuringly.
- 11) When an ambulance arrives, describe the incident and what has been done.
- 12) An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury.
- 13) **The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury.**
- 14) Complete any necessary incident/accident reports and file with appropriate school administration

Note: Each first aid kit should have an Emergency Protocol Card for respondents to use in dealing with an emergency situation. It should also be posted by any telephone near the area of activity.

This information should be conveyed to emergency personnel over the telephone if an accident occurs:

### **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 \_\_\_\_\_

### **Safety/Security**

- Decide upon entrances to be used for spectators and set up blockades (within allowable fire code restrictions).
- Observe and police competition to be sure the area is safe.
- Monitor spectator behavior and control any disruptions if necessary.
- Supervise the use of noisemakers and remove where appropriate.
- Remove any unruly or discourteous spectators.
- Provide support/protection for officials if required.

### **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.

- **NOTE:** You are able to have a virtual coaches' meeting as an alternative keeping in mind the travel day for any attending teams. Official's rep should be notified as well.
- To be chaired by the Convenor and should be held prior to commencement of competition. **NOTE:** It is important that the convenor oversee this meeting as it sets the tone for the entire tournament. Do not simply pass this duty to anyone. If you absolutely cannot attend then you must make sure the next most knowledgeable person about the tourney runs this meeting.
- 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. This usually means meeting with that coach briefly before their first game to go over the coaches meeting details.
- 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:

1. Welcome comments on behalf of the host school and SSNL.

2. Introductions of those in attendance.
3. 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, if applicable.
5. Review rules of local facility and/or other housekeeping items.
6. Review sportsmanship expectations.
7. Review awards ceremony procedures.

### **Healthy Meals & Snacks**

- Check out Eat, Great, and Participate's Healthy Snacks for Youth Programs Guide [here](#).
- For more healthy eating ideas, contact Eat Great and Participate's Registered Dietitian.

### **How Do I Get FREE Milk For My Tournament?**

SSNL supports the School Nutrition Guidelines and encourages host schools to remember these guidelines when hosting a tournament. As a further step in encouraging healthy eating and healthy lifestyles, School Sports NL has once again entered into a sponsorship agreement with the Dairy Farmers Association of NL/School Milk Foundation of NL.

Milk may be available for non-provincial tournaments depending on the available time frame. To request milk for a qualification tournament, please submit the online MILK REQUEST form (Found on the SSNL website under Resources & Forms) 3 weeks prior to the tournament date. You will be notified if your request has been approved.

If your request for FREE milk is successful:

1. It is **EXPECTED** that milk will be served. Aside from water, no other beverage is to be provided free for the students.
2. Milk will be allocated by the SSNL office depending on the number of students involved and the length of the tournament.
3. **SSNL will order the milk directly through your local dairy, (unless otherwise indicated) THERE IS NO NEED TO CONTACT YOUR SCHOOL'S MILK DISTRIBUTOR.**
4. **The distributor will drop off an invoice to your school when the milk is delivered. This invoice should be forwarded to the SSNL office. NO INVOICE FOR THE MILK WILL BE SENT TO YOUR SCHOOL for payment. School Milk Foundation will pay the distributors directly.**

5. Please ensure you thank Dairy Farmers of NL/School Milk Foundation of NL during the tournament.
6. Pictures of student-athletes enjoying the FREE MILK would be greatly appreciated. We will ensure they get forwarded on to Dairy Farmers/School Milk Foundation personnel. Tweet @SchoolSportsNL or email pictures to [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) .

### **Award Presentations**

The SSNL office provides all medals and banners. **It is strongly recommended that an inventory is taken upon receipt of these items**; this will ensure all items have been received. Do not wait until the week of the tournament to open your tournament package.

**Only SSNL awards will be presented at SSNL events.**

### ***Award Presentation Protocol***

- The Individual Sportsmanship and MVP Medals should be presented at the conclusion of the last game unless it has been decided that either medal will be awarded to a player on a team that has had their last game already. If applicable, the Team Sportsmanship Banner will be awarded at the end of the tournament after the voting process is complete. If the winning team has already left the tournament the convenor will send their banner to their school.
- Convenors should be prepared to say a few final words remembering to keep it as short as possible.
- It is strongly recommended to have the banners and medals on display throughout the tournament.
- Medals and banners must be assembled and sorted prior to the awards ceremony.
- A recommendation for the presentation of medals is to have the ribbons already hanging on a dowel (or laid out on a tray) so the presenter can award them easily.
- Know the logistics of your presentations—location of athlete line-up, where your presenters should stand, the location of the medals and banners.
- Arrange for any special guests to be involved in presentation of awards.
- Please be sure to remind anyone speaking at the award presentations to keep it very simple and short.
- Be sure to have enough people on hand to help with the distribution of all awards.
- Photos of team and individual winners should be taken and posted to social media/sent to SSNL. See the photography section for the shot list and more details.

### **Criteria For Sportsmanship Awards**

The Sportsmanship Program consists of both team and individual awards. In most cases you will receive an individual sportsmanship medal to be awarded to 1 player for the entire

tournament. See the tech standards of your sport to see if medals and a team sportsmanship banner are awarded.

### **Individual Sportsmanship & MVP Awards**

If applicable, an individual sportsmanship medal will be provided for each tournament to award to one player from all the teams (in cases where both genders are present then there will be one medal per gender). Consult your sport's tech standards to see if one is awarded. Following are some suggested criteria for the Sportsmanship Medal, although other points of merit may be considered. It is recommended that the Officials choose the Individual Medal winner in consultation with the Convenor (if convenor is not coaching a participating team as well).

- Conducts themselves in a positive nature/manner during, before, & after the game.
- Shakes hands before and after the game.
- Respectful to coaches, officials, and fans.
- Encourages their teammates and shows high team spirit.
- Shows great overall sportsmanship during the game.
- Shows concern, respect or empathy for an opponent.
- Displayed an outstanding act of sportsmanship, ethics or integrity.

An MVP medal will be provided for each tournament to award to one player from all the teams (in cases where both genders are present then there will be one medal per gender). Consult your sport's tech standards to see if one is awarded. Following are some suggested criteria for the MVP Medal, although other points of merit may be considered. It is recommended that the Officials choose the Individual Medal winner in consultation with the Convenor (if convenor is not coaching a participating team as well).

- Showed team leadership skills.
- The player's caliber of play helped their teammates play better as well.
- They were respectful to coaches, officials, and fans.
- They possessed a high level of competitive skill.
- Their performance stood out in each/majority of games.
- They were consistent in their high level of competitive play.
- They succeeded at a high rate when performing their best skills.
- banner and the school is informed of their award.

### **CRITERIA FOR TEAM/INDIVIDUAL SPORTSMANSHIP AWARDS**

Below are some criteria that can help teams rank other teams and/or in choosing individual sportsmanship award winners for their own team.

5	<p>Cheers for good plays, even by opponents.  Does not display a temper.  Invites <i>all</i> others to participate.  Accepts winning and losing with grace.  Politely questions decisions of officials when unsure.  Changes players on teams to keep the game fair (coach staff behaviour for team only)</p>
4	<p>Cheers teammates' great plays.  Maintains self-control.  Encourages teammates.  Works hard for self and team.</p>
3	<p>Encourages teammates.  Takes unfair advantage of other players.  Plays well when on winning team and while being observed.  Controls temper.  Complains about other players not following the rules.</p>
2	<p>Bends the rules to suit own needs.  Complains about officials calls and yells at teammates.  Displays frustration and anger; mild temper exhibited.</p>
1	<p>Physical and verbal abuse to opposition, teammates, officials and/or fans.  Nags teammates when they perform poorly.  Complains (about calls, other players, coach).  Concern for self; e.g., ball-hog.</p>

## RECOMMENDED TOURNAMENT PREPARATION TIMELINES

Once you have been awarded an SSNL tournament the following timelines are a guide for organization of the tournament.

### Upon being awarded a Tournament

- Book all facilities
- Accommodations in the area should be contacted and rooms block booked if required.

- Conduct an initial committee meeting & designate areas of responsibility.
- Review committee responsibilities and set timelines for completion of tasks.
- Confirm facility bookings.
- Invitation to any special guests, if applicable.
- Start to get your staff involved and start recruiting student volunteers.
- Begin communication with your principal and get their support.
- Plan minor official training, if applicable.
- Arrange for game Officials.

#### 1-2 weeks prior to event

- Arrange for any medical personnel, if applicable.
- Arrange for photographer(s)/videographer(s), and arrange live streaming, if applicable.
- Confirm receipt of all SSNL tournament package items (banners, medals, and game balls, where applicable).
- Start to prepare a tournament information package/email for teams.
- Confirmation of officials.
- Confirm student assistants and arrange for another meeting to train as minor officials and team liaisons.
- Confirm committee members and task timelines.
- Confirm facility bookings
- Perform all inventory checks and equipment inventory at all sites.
- Confirm medical personnel, if applicable
- Review preparation of coaches meeting agenda.
- Teams begin to register and submit forms to convenor.

#### Week of event

- When teams have all registered, submit schedule online to SSNL for approval.
- Meet with committee members to confirm all tasks completed.
- Meet with student assistants to review schedules, team assignments & responsibilities.
- Test livestream capabilities, if applicable.

#### 1 day prior to event

- Check all sites and equipment are in good order.
- Make sure all SSNL and sponsor banners are hung, if applicable.
- Awards display table should be set up in a prominent location to showcase all SSNL awards (sort all medals).
- Re-test live stream capabilities, if applicable.
- Post directional signs (change rooms, gym, hospitality room...).
- Set up all equipment (if necessary), scorer's tables, medical areas, gates, etc.
- Obtain change for cash boxes.
- Display ticket prices prominently; tape prices and sample of all events pass on table.
- Meet with student assistants and minor officials to review responsibilities.
- Keep your school office staff well informed of the tournament, so that they can field questions for you.

#### Day(s) of event

- Set up the registration area.
- Set up the competitive area(s).
- Make sure all equipment is ready.
- Make sure change is in the cash box.
- Post photos/videos to social media, 'mentioning' @SchoolSportsNL and the appropriate hashtags. **If posting on Twitter/Instagram please use the following hashtags as they relate to your tournament: #SSNLProvincials #SSNLQualifiers #SSNLFoundation #SSNLJRVarsity.**

### Post event

- **Post and update all final results on the SSNL website results page and send in any photos if emailing.**
- Host post-event committee meeting for feedback and recommendations.
- Prepare and submit final reports and fees to SSNL (all reports need to be filled out and sent to SSNL no later than 2 weeks after tournament).
- Send out thank-you notes/emails to appropriate people.

### Final Report Submission

- Complete the Tournament Evaluation Survey posted on the SSNL website sport and/or results page no later than 2 weeks after the tournament.
- Forward the Tournament remittance form provided in your awards package to SSNL office.
- Submit remittance forms to SSNL; SSNL will collect fees from registered schools.
- Return any excess medals, if applicable.

## **SPONSORSHIP & BRAND REQUIREMENTS**

### SSNL Partner Program Fulfillment Requirements

Each year SSNL has sponsors that are integral to helping us provide fantastic rewards, professional development opportunities, nutritional choices, scholarships, and the overall support of our quality programs. It is imperative that we recognize these valuable partners.

- Please reach out to [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) for a current list of Sponsors to include in your tournament. Diana will provide the sponsor levels and respective logos, as well as inform you of any special requirements.
- Please acknowledge School Milk at all SSNL tournaments during any speaking engagements.
- Please acknowledge any other SSNL level sponsors if pertinent (i.e. Molten at Basketball tournaments for example).
- Wherever possible promote sponsors via social media and retweet/share our promotion.
- Sponsors are under no obligation to honour any incremental asks made by hosts.

- Whenever possible take pictures of students enjoying milk, using sponsor equipment, or next to any sponsor signage. Tweet/Instagram @SchoolSportsNL or email to [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) .

**Note:** Products or advertising from conflicting sponsors are not permitted at SSNL events. Always check the SSNL sponsor list provided by our office.

### **Our 2023-24 SSNL Sponsors are:**

Primary Funder is: Govt. of NL. – Dept. of Tourism, Culture, Arts and Recreation

Sponsors are: Keyin College

School Milk Foundation of NL / Dairy Farmers of NL

Molten

Newfoundland & Labrador Teachers' Association

### **Banners and Signage**

If any SSNL signage or sponsor signage has been provided for your event, it is requested that all banners be hung in a prominent place throughout the tournament sites. These banners are your responsibility and must be returned to the SSNL (or other requested place) immediately following your event. Any lost, stolen or ruined banners will need to be replaced, at cost.

### **Local Sponsors**

You should encourage local sponsors to get involved but remember to advise them that they cannot be recognized during the event as 'Official Sponsors', however they can be recognized as "Supporters of SSNL and your school."

They can also be recognized before and after the event as you see fit. **Local sponsors in direct conflict with SSNL sponsors or in conflict with the philosophy of SSNL will not be permitted.** SSNL encourages hosts to work with their schools to solicit year-round sponsors for their school programs.

### **Sponsor Presence**

In the case where an SSNL sponsor will be physically attending the tournament, SSNL will act as a liaison between the sponsor and the host school. Sponsors can be given the option to say a few words at the beginning or end of your tourney, so it is important to allocate a few minutes for them to speak, should they wish. Sponsors should also be invited to take part in the awards ceremony.

It is strongly suggested that the Convenor or a volunteer committee member, greet and welcome the sponsors upon arrival. Please be sure to welcome them, make introductions and provide them with guidance and information as to the program of events during the tournament.

**IF YOU HAVE ANY QUESTIONS REGARDING SPONSORSHIP, PLEASE CONTACT THE SSNL OFFICE AT [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) or 709-729-0971**



## **SSNL Logos**

Any promotional or identifiable materials for SSNL tournaments must include the SSNL brand, whether by name and with the SSNL and/or Varsity logo. This would include tournament t-shirts, signage, or any other materials distributed related to the SSNL tournament. As tournament convenor, you have permission to use the SSNL logos.

- Please use the full colour version where possible and reference the logo placement guide to ensure SSNL branding standards are adhered to. You can access the logos via dropbox: <https://www.dropbox.com/sh/lhd6cpt67gf1yo0/AAAz1Bla19RvVxWaKvSUzYzSa?dl=0>. If you have any issues accessing the logos or any questions about branding/communications please contact Diana Fisher at [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca)

## **PHOTOGRAPHY & DIGITAL MEDIA**

### **Photography/Videography/Live Streaming**

School Sports NL programs and services will adhere to the photo, video, and livestreaming policies as outlined by the Newfoundland and Labrador English School District. Each parent/guardian enrolled in the public school system is required to complete a Media Consent Form (Photography, Audio, Video, Media and Social Media) on behalf of their child (<https://www.nlesd.ca/contact/doc/mediaconsentform.pdf>).

This form either gives or denies permission and then is given to their homeroom teacher. The schools attending SSNL Varsity events should make sure SSNL staff and organizers/convenors are aware and have been provided information on any students who should not be photographed or recorded on video/livestream.

### **Photography/Videography**

Photos of teams/sports/activities are a great way to showcase your school and SSNL programs. Team and sports/activity photos/videos are some of the best, so we want to promote your schools, students, and our events as much as possible.

- o Arrange to have a tournament photographer(s)/Videographer(s). Photos/video can be taken by a professional photographer/videographer, school staff member, volunteer parent, or a student.
- o SSNL defers to the school 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 that all participating teams have provided you with their photo consent.
- o At a minimum, we ask that your tournament photographer/videographer take the following photos/videos for promotion (with a minimum photo size of 500kb) and submit them via dropbox OR Google Drive to [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) .

**Minimum Photo/videos Requests:**

- o Winning team with their Gold Medals and their SSNL Championship banner (please ensure full banner is visible)
- o Silver Medal team with their Silver Medals
- o Team Sportsmanship Winners with their banner (please ensure full banner is visible), if applicable.
- o If your sport awards individual medals, please photograph each Individual Medal winner. i.e. Individual Gold, Silver, Bronze, MVP, and Sportsmanship winners.
- o 5 Action shots and/or videos

**Bonus photos could include:**

- o Photo of Gold & Silver teams together in one photo.
- o Photos featuring Sponsor signage or using sponsor product if applicable (ie: student-athlete drinking s'milk).
- o Photos/Videos of excited fans.
- o Behind the scenes - convenors, volunteers, etc.
- o We encourage the sharing of photos/video on social media. Please 'mention' @SchoolSportsNL via Twitter or Instagram and ensure the tournament is named properly: eg. SSNL Avalon West 3A Girls Varsity Volleyball Qualifier.
- o **If posting on Twitter/Instagram please use the following hashtag: #SSNLQualifiers, #SSNLFoundation, or #SSNLJRVarsity.**

**Live Streaming**

Live Streaming of SSNL tournaments is permitted and encouraged so that family, friends, and fans from across the province can watch your tournament games. Please see the policy just below this section's title regarding consent. We recommend that you work with your students and any staff with technical knowledge as this is a great opportunity to get them involved in this event.

## **MEDIA & SOCIAL MEDIA**

**Media Relations**

**NOTE: It is key when dealing with the media to promote this as an "SSNL Varsity Tournament." (see tournament naming section in beginning of Manual for specifics).**

Each SSNL Tournament event should have a person handling all media relations for your tournament. Whenever possible, designate to someone other than the Convenor. Have them liaise with the SSNL Marketing and Communications Coordinator, Diana Fisher: 729-0971 / [dfisher@schoolsportsnl.ca](mailto:dfisher@schoolsportsnl.ca) .

Media Notes:

- SSNL will promote its tournaments on social media and in some cases, directly to media outlets.
- It is advised that you create your own media contact list in your area, so you can inform the media that your tournament is happening should they wish to attend or obtain results and award winners info and pictures.
- SSNL does periodic post tournament posts on various social media, recapping results and promoting photos shared from the tournaments. Please do your best to share some photos (and encourage others to share) from your tournament, especially those of the medal and banner winners.
- **IMPORTANT:** Direct any media requests for quotes or comments about any disciplinary or behavior issues at the event to Executive Director, Karen Richard 709-729-0567 or krichard@schoolsportsnl.ca. No other SSNL representative should comment on these issues until they have been reviewed by the Executive Director.

## Social Media

SSNL has made a concerted effort to create a larger presence on social media and it has been very successful. Social media is important to students and their families and the pictures, posts, and tweets from our events will tell all the amazing stories of athletes, coaches, and volunteers that help make our programs a huge success.

**Our #1 mandate** with our social media is to positively promote our member schools, their athletes and coaches, and to provide everyone with information about our awesome programs. That is it! Our social media will not be used to debate policy, justify organizational decisions, or permit any personal agendas. Please keep this in mind to help us maintain this approach.

### **SSNL is active on the following social media platforms:**

**Facebook:** facebook.com/SSNLVarsity

**Twitter:** @SchoolSportsNL

**Instagram:** @SchoolSportsNL

We encourage everyone to follow us to keep up with the latest and greatest with SSNL. 'Following' or 'Liking' us will also make it easier for you to 'mention' or 'tag' us in the posts you create for your tournaments. When you do either of the above, we receive a notification and can retweet/regram your content to our followers.

### **Tournaments & Social Media**

Prior to a tournament we will post a notice to our social media regarding the upcoming tournament. Throughout the duration of the tournament, we will retweet/regram photos/videos that we're 'mentioned'/tagged in. All photos we receive will be compiled into an album specific to that sport and shared on our Facebook when time allows.

Below is a list of things we would love to see:

- Team Photos/Video
- Action Photos/Video
- Photos featuring SSNL Signage and/or SSNL Sponsor signage
- Team Gold & Silver medal winners and Team Championship and Sportsmanship Banner winners

- Individual Sportsmanship Medal Winners.
- Any positive messages from your event like, “Fantastic Round Robin game happening here now...” or “Wonderful sportsmanship shown today by...etc.”

Please ensure to ‘mention’ @SchoolSportsNL in your tweets/Instagram for a retweet/regram. We also encourage everyone to use the following hashtags where relevant:

**#SSNLFoundation #SSNLJRVarsity**

## **PROTESTS, DISCIPLINARY INFRACTIONS, & APPEALS**

The following table gives a brief overview of the process for protests, disciplinary action, and appeals, as well as, the various committees responsible for each. Please make sure you reference the three sections after this one for more details.

	Protests	Disciplinary Action	Appeals
In-Game	Tournament Protest Comm.	Tournament Disciplinary Comm.	Not Permitted
Post-Game	Tournament Protest Comm.	Tournament Disciplinary Comm.	Not Permitted
In-Tournament	N/A	Tournament Disciplinary Comm.	Tournament Protest Comm.
Post Tournament	N/A	Disciplinary Review Comm.	SSNL Appeals Committee
General	SSNL Office	N/A	SSNL Appeals Committee

### **PROTESTS**

#### In-Game Protests

- It is expected that all tournament game related protests should be made in-game when the issue arises. Teams wishing to protest must do so in game by telling the Referee (or in sports where self-refereeing is used, stop and tell the convenor or other designated official) at the next available stoppage in play.
- The Tournament Protest Committee (game referee, head referee, and convenor or other replacement previously set up by the convenor if there is a conflict of interest or also for self-refereeing sports) shall review and rule on the issue within a reasonable time before the game will re-commence. The SSNL Rep may be used to help with the ruling. You **CANNOT** protest discretionary calls by the referee. **Protests must still be accompanied in game by a \$50 protest fee or they will not be considered.**
- Please refer to each sport Technical Standards for examples of **some** protestable

offences.

- D. The ruling by the Tournament Protest Committee regarding an in-game protest is final and cannot be appealed.

### Post-Game Protests

- A. You are still permitted to protest after the game concludes, but only for issues that COULD NOT have been protested in-game. If the Tournament Protest Committee deems that your protest SHOULD have been done in-game then your protest cannot be considered.
- B. All post game protests MUST be presented in writing within 20 minutes after the game in question has ended. **A \$50 protest fee must accompany protests or they will not be considered.** A ruling will be made by the Tournament Protest Committee prior to the protesting teams' next scheduled game.

If the subject of a post tournament protest is based on a convenor error or some other outside factor and the protest is successful, then the game is replayed from the most logical and fairest point that can be determined by the Tournament Protest Committee.

If the subject of the protest is based on the opposing team committing the infraction as determined by the Tournament Protest Committee, then the win/points are awarded to the protesting team.

- C. The ruling by the Tournament Protest Committee regarding a post-game protest is final and cannot be appealed.

### General Protests

- A. Any player or parent on their behalf, coach, or school who feels an SSNL rule has created a direct injustice toward them will have the right to protest the rule to the SSNL Office. **A \$50 protest fee must accompany protests or they will not be considered.**
- B. The SSNL Office will review the protest and make a decision based on the information provided and gathered from any other parties involved.
- C. Anyone who submits a general protest has the right to appeal the ruling by the SSNL Office to the SSNL Appeals Committee (See Appeals section).

## **PROTOCOL FOR DISCIPLINARY ACTION**

School Sports NL has adopted a Code of Ethics for students, coaches and spectators to ensure activities are run with the ideals of sportsmanship uppermost in mind. SSNL believes that school sport is an extension of the classroom and as such, it is expected that those

involved in school sports conduct themselves accordingly. At all times, participants should display sportsmanship, respect the code of ethics, rules and regulations of SSNL and of the game.

If the Code of Conduct or SSNL policies are not followed, or if unsportsmanlike behaviour is reported, disciplinary action may result. Infractions of SSNL policies and procedures that come to SSNL as a formal complaint may incur a suspension. The disciplinary committee will determine suspensions.

### In-Tournament Disciplinary Action

The following procedure will be followed in dealing with disciplinary complaints and issues emanating from a game or other tournament function or from a billet incident report during an SSNL tournament/game.

- A. An official written complaint will be filed with the tournament convenor during the tournament.
- B. The teacher-sponsor of the team or athlete in question will be informed of the official complaint and the specifics of the complaint.
- C. A Tournament Disciplinary Committee consisting of 3 individuals (separate from the Tournament Protest Committee) will review the situation and may call witnesses to provide information.
- D. The individual to whom the complaint is directed, or the teacher-sponsor responsible for that person will be provided an opportunity based on the format of the review to provide information and present their side of the case.
- E. The Tournament Disciplinary Committee will issue a ruling within 1 hour of the review. Findings of the Tournament Disciplinary Committee can range from game(s) suspension, tournament expulsion or referral to the SSNL Board for further action.
- F. All findings of the Tournament Disciplinary Committee must be communicated to the individual in question, the school, and all parties involved.
- G. Any tournament expulsion must be reported to the SSNL office.
- H. Any appeal of the Tournament Disciplinary Committee's ruling must be made to the Tournament Protest Committee (see Appeals section).

### Post Tournament Disciplinary Action or Referred Infractions

With regards to disciplinary issues arising or discovered post tournament and to referrals made by the Tournament Protest Committee to the SSNL Board of Directors for review, the following procedure will be followed:

- A. All complaints must be forwarded in writing to the Executive Director.
- B. The SSNL office will inform the individual in question that the tournament disciplinary committee has referred their case to the SSNL Board of Directors.
- C. SSNL Board of Directors will strike a Disciplinary Review Committee consisting of at least 1 Board member to investigate.
- D. Any new Information will be gathered and shared with both the complainant and the accused.
- E. The Disciplinary Review Committee will make a ruling within 2 weeks of receiving the complaint.
- F. The decision of the Disciplinary Review Committee will be communicated to all parties with information regarding the appeals procedures.
- G. Any appeal of the Disciplinary Review Committee's ruling must be made to the SSNL Appeals Committee (see Appeals section).
- H. The decision of the SSNL Appeals Committee is final.

## **APPEALS**

### In-Game Sport Rules Appeals

The results of the In-Game Tournament Protest Committee are final and no appeals are permitted.

### Post-Game Sport Rules Appeals

The results of the Post-Game Tournament Protest Committee are final and no appeals are permitted.

### In-Tournament Disciplinary Action Appeals

- A. The Tournament Protest Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
  - i. The decision maker did not have the authority to make the decision.
  - ii. The procedure regarding disciplinary actions was not followed.
  - iii. The penalty far exceeds the infraction.
  - iv. The decision maker was biased in his/her decision.
  - v. The decision maker failed to take into account relevant information or considered irrelevant information.

- vi. New information has become available since the original decision, which has significance for the new decision.
  - vii. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.
- B. Appellants (or team representative) will be given an opportunity to present their case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.
- C. Tournament Protest can decide to:
- i. Uphold the appeal.
  - ii. Support the original decision.
  - iii. Alter the decision.
  - iv. The Committee will not be permitted to issue new sanctions or deal with new issues, but can refer new information back to the ruling committee for further review.
- D. The Tournament Protest Committee's decision cannot override SSNL Rules and Regulations.
- E. The Tournament Protest Committee will make a ruling prior to the next game involving the individual in question and communicate the decision to the parties involved, providing rationale for the decision.
- F. The ruling of the Tournament Protest Committee is final.

#### Post Tournament Disciplinary Action or Referred Infraction Appeals

- A. Appeals of Disciplinary Review Committee's ruling must be made within 48 hours of a decision being communicated to the individual.
- B. An appeals committee consisting of the SSNL President or his/her designate and 2 others will be struck (SSNL Appeals Committee).
- C. The SSNL Appeals Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
- i. The decision maker did not have the authority to make the decision.
  - ii. The procedure regarding disciplinary actions was not followed.
  - iii. The penalty far exceeds the infraction.
  - iv. The decision maker was biased in his/her decision.
  - v. The decision maker failed to take into account relevant information or considered irrelevant information.
  - vi. New information has become available since the original decision, which has significance for the new decision.
  - vii. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.



- D. Once a decision has been made to accept the appeal, the parties will be notified and the date for a review will be established. A review must take place within 2 weeks of the appeal being granted. The SSNL Appeals Committee can decide whether the review will be in person or by telephone/teleconference or in writing.
- E. Appellants (or team representative) will be given an opportunity to present their case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.
- F. The SSNL Appeals Committee can decide to:
  - v. Uphold the appeal.
  - vi. Support the original decision.
  - vii. Alter the decision.
  - viii. The Committee will not be permitted to issue new sanctions or deal with new issues, but can refer new information back to the ruling committee for further review.
- G. The SSNL Appeals Committee decision cannot override SSNL Rules and Regulations.
- H. The SSNL Appeals Committee will make a ruling within 48 hours of the hearing and communicate the decision to the parties involved, providing rationale for the decision. Decision must be made prior to the next SSNL event involving a suspended player.
- I. The ruling of the SSNL Appeals Committee is final.

### General Appeals

Any player or parent/guardian on their behalf, coach or school, who is a member of SSNL and who feels an SSNL ruling has created a direct injustice toward them will have the right to appeal. The following procedures will govern the appeals:

- A. Any appeals of SSNL Office decisions on general protests must be made within 48 hours of a decision being communicated to the individual.
- B. An appeals committee consisting of the SSNL President or his/her designate and 2 others will be struck. (SSNL Appeals Committee).
- C. The SSNL Appeals Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
  - viii. The decision maker did not have the authority to make the decision.
  - ix. The procedure regarding the protest was not followed.
  - x. The penalty far exceeds the infraction.
  - xi. The decision maker was biased in his/her decision.
  - xii. The decision maker failed to take into account relevant information or considered irrelevant information.

- xiii. New information has become available since the original decision, which has significance for the new decision.
  - xiv. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.
- D. Late registrations cannot be appealed.
  - E. Once a decision has been made to accept the appeal, the parties will be notified and the date for a review will be established. A review must take place within 2 weeks of the appeal being granted. The SSNL Appeals Committee can decide whether the review will be in person or by telephone/teleconference or in writing.
  - F. Appellants (or team representative) will be given an opportunity to present their case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.
  - G. The SSNL Appeals Committee can decide to:
    - ix. Uphold the appeal.
    - x. Support the original decision.
    - xi. Alter the decision.
    - xii. issue new sanctions or deal with new issues, but can refer new information back to the ruling committee for further review.
  - H. The SSNL Appeals Committee's decision cannot override SSNL Rules and Regulations.
  - I. The SSNL Appeals Committee will make a ruling within 48 hours of the hearing and communicate the decision to the parties involved including the school administration providing rationale for the decision.
  - J. The ruling of the SSNL Appeals Committee is final.

### **SSNL Weather & Cancellation Policy**

School Sports NL holds many of its tournaments during the winter when weather conditions are very unpredictable. School districts have very strict policies outlining permissible travel during weather advisories/warnings. School Sports NL tournaments are generally not

cancelled unless an overwhelming majority of teams cannot attend. In order to ensure all participating teams are provided an opportunity to compete with the safety of students in mind, the following guidelines should be followed:

- A. The decision to cancel an SSNL tournament will be made by the SSNL office in consultation with the tournament convenor, taking into consideration the weather conditions, school closures, and the number of affected teams.
- B. Provincial tournaments that have been cancelled will only be rescheduled if a host can be found (1<sup>st</sup> option to go to the initial host) and if at least 50% of the teams can agree on a new date. A minimum of 4 teams are required to contest a provincial tournament unless approved by the SSNL office.
- C. School Sports NL will not be responsible for any expenses incurred related to cancelled tournaments. Host schools and travelling teams will be responsible for their own expenses and should communicate with each other to avoid this issue as best as possible.
- D. In cases where a tournament is cancelled and teams have arrived at the host school, the host school is responsible to billet students if billeting has been pre-arranged, as they would have if the tournament had proceeded as scheduled.
- E. If at all possible, decisions on cancellation/postponement should be made prior to any team's departure from their home community.
- F. All school board policies with regard to travel in adverse weather conditions and school closures **MUST** be followed.
- G. Modifications options will be explored in consultation with the Junior Varsity Coordinator, Convenor, and participating teams before a weather cancellation.

## **COACH EDUCATION POLICY**

[www.coach.ca](http://www.coach.ca) is the online NCCP Locker coach education program for coaches. Courses specific to school sports from the schoolcoach.ca platform are now housed on this site. SSNL recommends coaches take advantage of the various courses offered through this site. There are many free courses offered as well as others that are available for a small fee.

**In order for a team to be eligible to participate in SSNL tournaments** the following are mandatory certifications for each team:

- At least one member of the coaching staff must have completed the free online NCCP "[Making Headway](http://www.thelocker.coach.ca)" concussion course found at [www.thelocker.coach.ca](http://www.thelocker.coach.ca)
- **All** Teacher Sponsors and coaches are required to complete "[Safe Sport](#) Training

Module found at [www.thelocker.coach.ca](http://www.thelocker.coach.ca) .

Teacher Sponsor/Coach Names and NCCP Numbers will be required on roster forms in order to confirm completion of these courses