



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

An integral part of School Sports NL, VARSITY is a sports program fostering physical fitness as a lifelong value through competitive sports. VARSITY is committed to engage and inspire all athletes, fans, coaches and volunteers through the spirit of camaraderie and healthy competition.

Provincial and Qualification tournaments are the highlight of the 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 a guide to assist you in organizing an SSNL event that will be memorable for all participants.

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 Varsity Council and most importantly student-athletes and coaches, we thank you for your passion to make our tournaments the best experience possible.

Please don't hesitate to contact the SSNL office at any time if you have any questions or concerns.

You can reach the SSNL Varsity Coordinator, Sean Connolly, at sconnolly@schoolsportsnl.ca

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2018-19 SSNL Official Sports

An SSNL Official Sport (OS) is a sport that is maintaining a required level of participation or has been promoted through our new Foundation Sports criteria.

The team OS composition column below indicates the maximum number for what constitutes a team, as well as, the maximum number of individual athletes that can advance to Provincials in sports with an individual competition.

In the organization of a tournament, Convenors are responsible for considering, at most, the number of athletes listed below.

SPORT	DIVISIONS	TEAM COMPOSITION
Slo-Pitch	4A, 3A, 2A Male and Female	15 athletes + coach + manager
Outdoor Soccer	4A, 3A, 2A Male and Female (7-a-side)	20 (18 dress per game) athletes + coach + manager/ 13 (11 per game) for 7 a side
Indoor Soccer	4A, 3A Male and Female	14 (12 dress per game) athletes + coach + manager
XCR	Junior and Senior Male and Female	5 athletes + coach. 1 st , 2 nd , 3 rd individual winners also advance.
Volleyball	4A, 3A, 2A, "A", Male and Female	15 (12 dress per game) athletes + coach + manager
Table Tennis	Male and female combined (open comp.)	12 athletes + coach + individual category winners
Basketball	4A, 3A, 2A, "A" Male and Female	15 (12 dress per game) athletes + coach + manager
Badminton	Male and female combined (open comp.)	12 athletes + coach + individual winners
Track & Field	Male and Female (open competition)	23 athletes (including max 8 Special Olympic athletes) + coach
Ball Hockey	4A, 3A, 2A, "A" Male and Female	15 (12 per game) athletes + coach + manager

* See Technical Standards for more details on each sport including team composition.

FOUNDATION SPORTS

Foundation Sport is the introductory phase of any sport wishing to become a part of the SSNL Varsity Program. Applications and criteria can be found on our web site under “Resources & Forms” and **must be submitted no later than May 1st for acceptance into the following school year.**

The object of this level is to literally lay down a foundation of interest in the sport on a regional basis. It is also meant to develop and foster that interest into more participation and eventually reach consistent enough participation levels to move into becoming an SSNL Official Sport.

There will be no classification system for Foundation Sports as increasing participation is the main objective.

2018-19 Foundation Sports

- Golf, Archery, Wrestling, X-Country Skiing, Ultimate Frisbee & Mountain Biking.
- The Technical Standards for each sport can be found in on our web site under the “Resources and Forms” (full list), under the particular Sport (individual tech standards) and in the Convenors Manual.

Events

SSNL will support 1 Foundation tournament (other tournaments are encouraged, but are not provided with awards or affiliated with SSNL) in each region per sport per year with the following:

- Office support.
- Gold and Silver Medals up to the maximum # of players listed in the tech standards for each sport.
- Foundation Sport Championship Banner.
- 1 Sportsmanship Medal awarded to one player for the entire tournament.
- Sports Stars points (reduced amount from those attained at Official level).
- Sport is eligible to count towards Scholar Athlete Program.

Other

- Participating schools must go through their SSNL Regional Director to apply to host a Foundation Tournament.
- Schools must register through SSNL’s website for the tournament once a host is secured in their region.
- Tournament Convenors must still fill out a remittance form and return the \$2 per athlete to SSNL.

Note: For more information on Foundation Sports visit our web site or check your SSNL Handbook.

VARSITY STAFF CONTACT INFORMATION

Executive Director	Karen Richard	729-0567	krichard@schoolsportsnl.ca
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Varsity Coordinator	Sean Connolly	729-3447	sconnolly@schoolsportsnl.ca
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VARSITY COUNCIL CONTACT INFORMATION

VP VARSITY	Chad Legge	Dorset Collegiate	652-3190	chadlegge@nlesd.ca
ST. JOHN'S	Brian Laing	Prince of Wales Coll.	576-4061	brianlaing@nlesd.ca
AVALON	Ed Jarvis	Carbonear Collegiate	596-3911	edwardjarvis@nlesd.ca
AVALON WEST	Justin Noseworthy	Tricentia Academy	463-2283	justinnoseworthy@nlesd.ca
BURIN PENIN.	Marc Pittman	St. Joseph's Academy	857-2790	marcpittman@nlesd.ca
CENTRAL EAST	Byron Diamond	Smallwood Academy	674-5336	byrondiamond@nlesd.ca
CENTRAL	Brad McCarthy	Fitzgerald Academy	888-3426	bradmccarthy@nlesd.ca
CENTRAL WEST	Stephen Boone	MSB Regional	252-2905	stephenboone@nlesd.ca
WESTERN	Michaela Alexander	Bayview Academy	647-3381	michaelaalexander@nlesd.ca
NORTHERN PEN	Rhonda Martin	Cloud River Academy	457-2430	rhondaleemartin@nlesd.ca
SOUTHERN LAB	Tom Flynn	Bayside Academy	960-0252	tomflynn@nlesd.ca
NORTHERN	Gwen Byrne	Menihek High School	944-7731	gwenbyrne@nlesd.ca

SSNL VARSITY TOURNAMENTS

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 good will 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.

TOURNAMENT NAMING

It is crucial to the SSNL brand that all SSNL Varsity Tournaments show consistency regardless of 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.

Provincial

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

Qualifier

SSNL (Classification) (Gender) Varsity (Sport) (Region) Qualifier.
e.g.: "SSNL 3A Girls Varsity Soccer Central West Qualifier"

Zone

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

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

SSNL LOGOS

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

- Visit our web site at www.schoolsportsnl.ca and click on the Varsity page and then “Resources & Forms.” Under the “Tournaments” section find the logos and download the pdf. Follow the brand standards rules of use listed.
- PDF version of the logo can be used for any paper or apparel printing. If your apparel provider has trouble using the pdf then contact Diana Fisher dfisher@schoolsportsnl.ca for a vector copy.

PROVINCIAL TOURNAMENTS

SSNL RESPONSIBILITIES

The SSNL office provides the following:

- Tournament Convenor Guide.
- Dedicated SSNL staff member to offer advice, guidance and assistance.
- Tournament page on SSNL web site.
- Whenever possible, attendance by SSNL staff member, Varsity Council or Board member, or SSNL designated representative
- Tournament Seedings
- Tournament awards package (see technical standards in this guide for what is offered for each sport).
- Sponsor signage (when possible)
- Milk from School Milk / Dairy Farmers of NL (refer to FREE milk guidelines)
- Nutrition Grant

SSNL REPRESENTATION

When a member of the SSNL Board of Directors, Varsity Council, staff or designate can attend a provincial tournament, they shall assume the following duties:

- A. SSNL representative at coaches’ meeting (if possible).
- B. Bring greetings on behalf of SSNL at the opening ceremonies, banquet, awards presentation, or other as requested by the convenor.
- C. Present some awards at the end of the tournament.
- D. Ensure all policies, technical standards, and guidelines of SSNL are followed.

E. Ensure requirement regarding sponsorship are followed.

HOST RESPONSIBILITIES

It is highly recommended that you set up a volunteer committee and delegate duties for an SSNL Provincial tournament. The role of the SSNL Provincial 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 a 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 Provincial are:

Tournament Convenor

- Oversee the coordination of all aspects of the provincials.
- Liaise with SSNL office.
- Ensure SSNL website requirements are carried out with posting schedule and updating scores.
- Select committee heads and determine meeting dates and locations.
- Set timelines for completion of tasks.
- Creation of tournament information package for teams.
- Coordination of coaches meeting to review and clarify all events.
- Deal with unforeseen problems during tournament.
- Sit on protest and discipline committees.
- Establishes tournament schedule (in conjunction with SSNL office and/or Varsity Council).
- Oversee and coordinate the collection and compilation of final reports.
- Responsible for advocating and enforcement of SSNL Rules & Regulations.
- Submission of final reports and fees by the deadline set out by SSNL.

Assistant Convenor

- Assist tournament Convenor in organizing and planning of provincials.
- Assume the role of the tournament Convenor if the Convenor is coaching or must leave due to emergency.
- Assume a role in the organization of volunteer sub-committees.
- Assist in collecting and compiling of final reports.
- Take on any tasks that free up the Convenor to focus on technical and management duties.

Finance/Treasurer

- Prepare a preliminary budget based on committee requirements.
- Write cheques as required.
- Handle all monies (receipts and disbursements).

Team Registration and Information Packages

SSNL Provincials hosts should create an information package that can be available to all participating schools. Feel free to be creative in designing your own kit but be sure to include the information below. **This package should be provided to qualified schools immediately after their registration.**

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 process (schools MUST register through the SSNL website unless noted otherwise by SSNL, but fees are paid to host school).
- Coaches meeting time and location.
- Opening Ceremonies Information
- Information on Tournament Committees and protest/appeals process.
- Breakfast/Banquet/Team Function location, time, cost and cheque payable to instructions.
- Special events planned (guest speaker, magician, skills competition).
- 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).
- Team Sportsmanship Nomination information.
- Concession and/or restaurant facilities.
- Availability of First Aid.
- Emergency Action Plan
- Souvenir Tournament Programs
- **Note: Schedule or draw can be provided separate since schedule cannot be made and approved until a couple of days after registration deadline when wildcards are awarded (in sports with wildcards and just after reg deadline for sports without).**

Signage/Sponsorship

- Products or advertising from conflicting sponsors are not permitted at SSNL tournaments or in tournament programs. Always check with the SSNL office and you will be notified of any new sponsors added during the year.

Coaches' Meeting

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

- 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 all coaches cannot attend then it is your duty to make sure that coach received the same information given to all coaches prior to the first game. This usually means meeting with that coach briefly before their first game to go over the coaches meeting details.
- Whenever possible invite the head official and the SSNL representative.
- This meeting should be no longer than one hour in duration.

General Outline should include but is not limited to:

1. Welcome comments on behalf of host school and SSNL.
2. Introductions of tournament committee members and SSNL representative, if attending.
3. Review pertinent information: sport specific rules, competition procedure, schedule, teacher-sponsor role, code of ethics) and allow officials and SSNL rep an opportunity to speak.
4. Review banquet/team function and opening ceremonies procedure.
5. Review rules of local facility and/or other housekeeping items.
6. Review sportsmanship criteria and expectations.

Hospitality

- Book rooms at all sites for coaches, officials, dignitaries and committees. These rooms should be available during the entire competition.
- Include a regularly replenished supply of beverages and snacks. You are not expected to provide meals, but hospitality rooms are much appreciated.
- Ensure signage is clearly marked and visible.
- Computer/internet access should be made available, whenever possible.
- Team hosts should be provided to each team to provide information and directions. This volunteer acts as a facilitator and carries school sign during opening ceremony. This is an excellent job for students and creates great school community.

Tournament Scheduling

- It is the responsibility of the convenor to create the tournament schedule, which must be approved by the SSNL office and/or Varsity Council. **NOTE:** You must contact all travelling school teams before creating the schedule so 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 from schedule changes.
- SSNL **Provincial Tournaments** are permitted to start no earlier than Thursday 5pm and end on Saturday. Any exception to this time frame must be approved by the

SSNL office and in the case where instructional time is affected, by the school administration of all participating schools. All individual school travel must be pre-approved by the school principal with a view to minimize the loss of instructional time.

- SSNL will provide convenors with tournament seeding for those that have divisions. This is how seeding works: In all sports with seeding (except basketball) teams will be seeded based on the results of the previous year's Provincial Tournament unless a seeded region from the previous year's Provincial tournament is defeated at the current year's Qualifier by an unseeded region from the previous year's Provincial tournament. In this case the unseeded team will assume the seeded position. Only the top 4 teams will be seeded.
 - In situations where there is more than 1 Qualification Tournament within a region, each tournament is eligible for a seeded position.
 - When two teams from the same region each win their qualifier tournament and belong to a seeded region from the previous year's Provincial Tournament the awarding of the seed(s) is determined by the SAC.
 - Regions that had teams finish #1 and #4 in the previous year's Provincial will be placed in 1 division, and #2 and #3 in the other division.
 - The 3rd and 4th seeds will be determined by the tie-breaker procedure for that sport. (See technical standards for tie-breaking procedures for each sport).
 - If no Provincial Tournament was held in the previous year, in-year ranking will be used to determine seeding. The SAC of the sport in question will determine seeding.
- All other teams will be placed in divisions in order of competitive fairness to the best of our knowledge unless there are other rules listed below that affect which division a non-seeded team might end up.
 - When teams from the same Qualification tournament compete in the Provincial tournament we shall ensure that those teams are placed in different divisions, where possible.
- For Basketball, all tournament coaches will be contacted by the SSNL office and will rank the teams in the tournament and submit them to the office. The rankings will be reviewed by the SSNL Basketball SAC to see if there needs to be any changes in the results. Final seedings will then be passed on to the convenor to create the schedule. Ranking of teams will place the resulting ranks into these division combos: 1,4,5, & 8 in one and 2,3,6, & 7 in the other.

Facilities/Equipment

- Book all competition support facilities (coaches room, officials room).
- Check competition area to ensure safety regulations are met.
- Determine and prepare the equipment required.
- Organize volunteers to set up and take down equipment & 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 gate.

Accommodations

It is recommended to block book rooms in as many hotels as required as far in advance as possible (these rooms are reserved for athletes and coaches, not fans) and it is suggested you ask hotels to limit rooms per team to what would be necessary based on typical coaching staff and max players.

- Try to obtain special group rates and be sure to try and arrange flexibility on release date of block booking.
- Arrange with hotel flexibility in check out time.
- Accommodations information should be included in host information package and sent to schools.
- Schools must book their own rooms. Host only coordinates block booking.
- You are required to provide billets for participants if there are no accommodations for hire within 55 km.

Officials (major and minor)

Host committees are responsible for securing and payment to all officials.

- Major:
- Invite head official for coaches meeting.
 - Make sure all Officials are reminded to review SSNL Technical Standards for any specific rule modifications.
 - Make sure all Officials are certified wherever possible.
 - Book accommodations, if requested or supply information.
 - Provide area for officials to change.
 - Provide access to hospitality room.
 - Provide officials with special passes or place on guest list for entrance to facility.
- 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.
 - Arrange for hospitality area (snacks and refreshments) [why is this different from hospitality above?]

IMPORTANT: Electronic devices including but not limited to iPods/MP3's, cell phones, or similar devices are not permitted to be used by minor officials at scorer's table. There should be no one at or around the scorer's table other than the officials, scorers, and/or convenor/tournament rep.

Photography

- Arrange to have a tournament photographer(s). This can be done by a professional photographer, school staff member, or a student. This year SSNL is piloting an Official Photographer's program for each Provincial tournament. Details will follow when program begins.
- At the minimum, please have your photographer takes these photos below (minimum 500kb) and submit to SSNL through either our twitter @schoolsportsnl or to dfisher@schoolsportsnl.ca
 - Winning team with Gold Medals and full SSNL Provincial Championship banner visible.
 - Silver Medal winning team picture.
 - Championship game officials.
 - Individual Medal winners (in sports that are applicable).
 - Team Sportsmanship Winner with SSNL Team Sportsmanship Banner fully visible.
 - Individual Sportsmanship medal winners.
 - Pic next to Platinum Sponsor signage or using sponsor product if applicable.
- Any other photos (action shots, all team photos, volunteers, fans, etc.) are greatly appreciated as well.
- When emailing/posting photos, please make sure they are identified with the SSNL tag and classification, sport, tournament, and team or individual(s) so we can properly promote. Eg. SSNL 3A Girls Volleyball Provincials, Botwood Collegiate.

First Aid/Medical

- Book trainers or medical personnel for each site.
- Provide each coach with an EAP (Emergency Action Plan)
- Notify nearest hospital and/or EMS of event and number of participants.

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 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.

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. is coaching in the tournament or directly part of an protest or disciplinary complaint).
- 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 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 regular 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.

TIMELINES

The Provincial Tournament Bid Process for the following school year begins in April of the current school year and hosts are generally finalized between May and June of the current school year.

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

Upon being awarded a Provincial Tournament

- Book all facilities (this should actually be booked when bid is sent in).
- Accommodations in area should be contacted and rooms block booked if possible.
- Conduct an initial committee meeting & designate areas of responsibility.
- Set subsequent and regular meeting dates for your committee.
- Make sure provincial/local sponsors don't conflict. Contact SSNL for clarification if needed.
- Start approaching any local companies to see if they will help support (see above point first).

3 months prior to Provincial Tournament

- Review committee responsibilities and set timelines for completion of tasks.
- Confirm facility bookings.
- Invitation to guest speakers, if applicable.
- Committees should be submitting cost estimates.
- Start to get your staff involved and start recruiting student volunteers.
- Begin communication with your principal and get their support.
- Start to prepare tournament information package for teams.
- Plan minor official training, if applicable.

2 months prior to event

- Arrange for first aid trainers and medical personnel.
- Arrange for photographer(s).
- Start to prepare tournament program layout.
- Send requests out to special dignitaries for program letters of welcome.
- Invitations sent to special guests and dignitaries to opening ceremonies and/or banquet/team function.

- Arrange for game Officials.

1 month prior to event

- Confirmation of officials.
- Confirm receipt of all SSNL tournament package items (banners, medals, and game balls, where applicable).
- Confirm student assistants and arrange for another meeting to train as minor officials and team hosts/hostesses.
- Confirm committee members and task timelines.
- Confirm hotel block bookings.
- Confirm guest speakers.
- Final layout of program should be ready and with only team info needed once teams qualify.
- Perform all inventory checks and equipment inventory at all sites.
- Confirm medical personnel.
- Review preparation of coaches meeting agenda.

2 weeks prior to event

- Teams begin to register through SSNL website.
- When teams have all registered, submit schedule online to SSNL for approval.
- Website registration should be complete and program information should be input and programs printed.
- Meet with committee members to confirm all tasks completed.
- Meet with student assistants to review schedules, team assignments & responsibilities.
- Confirmation of banquet/team function numbers.
- Assign team change rooms (if necessary).
- Prepare team registration kits/coaches packages.
- Prepare signs for team hosts/hostesses for opening ceremonies.
- Cash boxes for doors and concessions.
- Reconfirm with officials, guest speakers and special dignitaries.
- 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.
- Awards display table should be set up in a prominent location to showcase all SSNL awards (sort all medals).
- Obtain microphone and podium for opening ceremonies and verify in good working order.

- 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.
- Final check on all banquet/team function requirements
- Receipt of programs and placement at appropriate areas.
- Keep your school office staff well informed of the provincials. event so that they can field questions for you.

Day(s) of event

- Set up of registration area.
- Set up of competitive area(s).
- Make sure all equipment is ready.
- Make sure change is in cash box and programs are available at gate.
- Be sure to fill the stands with students for opening ceremonies.
- Be sure opening ceremonies set up is done (section designated for special guests and dignitaries).
- Appoint an individual to greet and host dignitaries.
- Post photos to @schoolsportsnl if using social media.
- **Post and update results on on SSNL website regularly.**

Post event

- **Post and update all final results on the SSNL website and send in requested photos if emailing.**
- Host post event committee meeting for feedback and recommendations.
- Prepare and submit final reports to SSNL (all reports need to be filled out and sent to SSNL no later than 2 weeks after tournament)
- Return SSNL and sponsor banners to SSNL office (or to next host as directed by SSNL office).
- Send out thank you cards to appropriate people.

Final Report Submission

- Complete the Tournament Evaluation Survey sent to Convenors by the SSNL office. no later than 2 weeks after the Provincial tournament.
- Provincial Tournament remittance form forwarded to SSNL office.
- Submit participation fee to SSNL.
- Return any excess medals and return provided tournament signage (or forward on where applicable).

SSNL WEBSITE REQUIREMENTS – www.schoolsportsnl.ca

All teams are required to register online through the SSNL website. All provincial hosts are required to use the SSNL website for scheduling and results. This website is standardized to allow hosts a professional looking website, as well as, aid website visitors with easy navigation to obtain relevant information pertaining to each Provincial Tournament.

Specific tournament information can be posted on this page for all participants to view. The following is a “how to” guide for uploading schedules and results. This “How-To” can also be found on our web site under “Resources & Forms.” **Please do not use another web site to post scores or the schedule.**

SSNL Online Tournament “How-To”

All registrations, schedules, standings, and results must be completed online. The following guide will assist you in working through the SSNL site.

Before the Tournament Starts

- The first step in this process is the SSNL office creates a tournament (e.g. SSNL 3A Girls Varsity Basketball Provincials).
- As convenors, your email is entered in the back end of our site so when teams register for your tournament you will be sent a link each time. This link is the **ONLY** way you can access the site to setup the schedule, divisions, and enter the scores. **DO NOT LOSE** this email link. Note: (Some sports will not have an online schedule setup due to nature of the sport).
- The tournament registration forms of the qualified teams will be emailed to you when they have registered online and been approved.
- Once all the qualified teams are in place and appear on the tournament page, the Varsity Coordinator (Sean Connolly) will notify you that all qualified teams are confirmed. You can then create the divisions and the tournament schedule. **Note:** Some sports will not have an online schedule to set up due to nature of the sport. For those you will just need to fill in the winners after the event. **Note:** Don't forget to click “Save” on any section to which changes are made including when you first create the schedule.

- After you complete the schedule click “Save” and then “Submit” and it will automatically be sent to the Varsity Coordinator for approval.
- If changes need to be made, the Varsity Coordinator will contact you directly and you would make the change online and hit “Save” and “Submit” again.
- Once the schedule is approved, you and all participating teams will receive a notice saying the schedule is approved and provided with a link to the live tournament page.

When the Tournament Starts

- We recommend that once the tournament starts that you delegate someone else to enter the scores. It is important that scores are updated after each game so the public and media are provided with results in a timely manner. Anyone with that email link can access your tournament page to enter scores so it could be a volunteer or student entering scores.
- For those sports with online schedules, make sure you assign which team Won, Lost, or Tied (i.e. make sure you click the W, L, or T circles for BOTH teams) for EACH game and hit “Save” at the bottom of schedule section each time. Both team results and points will automatically tabulate in the standings tables above the schedule after you save the section and refresh the page.
- When the tournament is over you will assign the placement of top 4 teams at the bottom of the page, enter the Individual Sportsmanship Winners, and finally the Team Sportsmanship Winner.

When the Tournament Ends

If you have filled out your tournament online then you no longer have to fill out and send in a tournament report (the remittance form and fees will still be required) as all the information required can now be taken from the online tournament page.

SPONSORSHIP

SSNL Partner Program Fulfillment Requirements

Each year SSNL has sponsors that are integral to our provision of quality programs, fantastic rewards, professional development, nutritional choices, and scholarships. It is imperative that we recognize these valuable partners.

- At the beginning of the school year you will be made aware of SSNL Sponsors.
- Please acknowledge Platinum sponsors at all SSNL tournaments in your opening ceremonies, closing awards ceremony, in the tournament programs, &/or at the banquet/team function.
- Please acknowledge any other SSNL level sponsors if pertinent (i.e. Molten at Basketball tournaments for example).
- Where provided display sponsor signage/logos in your gym/venue and in the tournament program. Sponsor logos can be found under “Resources & Forms” on our web site.
- 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 @schoolssportsnl or email to dfisher@schoolssportsnl.ca.

Note: Products or advertising from conflicting sponsors are not permitted at SSNL events. Always check the SSNL sponsor list provided by the office. You will be notified via the office of any new sponsors added during the year.

Our 2018-19 SSNL Varsity Sponsors are:

School Milk Foundation of NL / Dairy Farmers of NL (**Platinum Sponsor**)

Molten

Skyline Athletics

Newfoundland & Labrador Teachers' Association

Primary Funder is: Govt. of NL. – Dept. of Children, Seniors, and Social Development

Banners and Signage

SSNL provides all banners, ads and logos that are needed for the Provincials. Only SSNL

sponsors can be recognized at the tournament through signage unless approved by the SSNL office.

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 a cost of approximately \$300/banner.

Announcements

SSNL provides all hosts with Public Announcements for our sponsors to be read over the PA system during your event. Please read during breaks in action or stoppages in play.

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.

Some suggestions from previous hosts on how to get local sponsorship involved:

- Keep your Provincial Tournament information in the public eye.
- Do a letter blitz to local businesses with your Provincial Tournament information, reminding them that they can only be acknowledged if they are a non-conflicting sponsor/supporter.
- Take out a one page ad in your local newspaper the week leading up to the Provincial Tournament and an ad the week after the event thanking all that were involved.
- Cash donations are always good, but remember that the incidental items are also good to get donated (e.g. ice packs, supplies for coaches’ rooms, first aid supplies...)
- Recognize them throughout the year and at all other tournaments.

Sponsor Presence

In this case where an SSNL sponsor will be physically attending the tournament, SSNL will act as a liaison between the sponsor and the host school. Platinum sponsors will be given the option to say a few words during opening ceremonies and/or banquet/team function, 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 Provincials.

IF YOU HAVE ANY QUESTIONS REGARDING SPONSORSHIP, PLEASE CONTACT THE SSNL OFFICE AT dfisher@schoolsportsnl.ca or 709-729-0971

PROVINCIALS' SOUVENIR EVENT PROGRAMS

It is recommended that a souvenir program be offered at each Provincials.

Program Contents

- Athlete's Oath (found in the back of this manual)
- Pertinent information about the competitors and coaches (rosters, team history, town/city of each participating team, school name, etc.).
- Photographs of each participating team.
- Background information on the event/competition.
- Welcome letter from SSNL (found on SSNL website under "Resources & Forms")
- Sponsor ads (contact dfisher@schoolsportsnl.ca)

Note: *Sponsor ads are not to be cropped. If you must alter their size to fit your program they must maintain a uniform look i.e. not stretched or squat and clearly recognizable. Ads conflicting with our Platinum Sponsors are not permitted. Platinum Sponsors are to be showcased and identifiable as a higher level sponsorship than local ads. (Based on size and positioning of ads)*

Other 'Filler' Items Suggestions

- Maps
- Welcome comments from special dignitaries (principal, mayor, premier, superintendents...)
- List of committee members
- Special thanks to volunteers
- Record of past SSNL champions
- Code of ethics/behavior
- Spectator code of conduct
- Sport related trivia/games
- Referee signals

FINANCES

A preliminary budget must be produced early in the planning stages of the provincials. There should be a committee position that is designated as the Finance Chair. This position is responsible for paying bills and collecting all revenue related to the event. It is important to keep accurate accounting records. The finance chair is also responsible for the development of the preliminary budget and the final budget.

Gate & Cash Handling Guidelines

It is encouraged by SSNL to have some cash handling policies set in place for your Provincials. 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, and it is always recommended to have a separate admission price for tournament passes. 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 Provincials 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 Finance Chair 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 always encouraged to recruit and train volunteers working the concession and to follow the same cash handling guidelines as listed above.
- **It is expected that nutritious food choices are available throughout the competition.**

OPENING CEREMONIES (where applicable)

Every SSNL provincial should commence with an official opening ceremony where all teams and officials and tournament organizers that can be there are introduced. The ceremonies should conclude with teams mixing and shaking hands with one another.

It is expected that all teams attend the Opening Ceremonies of an SSNL Provincial Tournament.

Opening Ceremonies usually take place on the first day of the competition prior to the first game of the provincials or preceding the host team's first game. Please be sure to clearly indicate the time and location of opening ceremonies during the Coaches Meeting. Note: Outdoor sports can forgo the opening ceremonies for bad weather, but if the playing venue is next to the school then efforts should be made to hold it there.

The ceremony should include (but is not limited to):

- A march of teams led by a band/music (please put some thought into the parade of athletes—where they will sit, order of march, location of speakers to athletes, direction should be given to team host/hostess guiding them in, etc.).
- Introduction of teams and dignitaries.
- National Anthem.
- A short address by some or all of the following—school principal, school board trustee, school board superintendent, mayor, MHA, SSNL representative, Platinum Sponsors
- Athlete's Oath (not mandatory)
- School choir and/or band

It is strongly suggested to check availability of podium and microphone for opening ceremonies. The opening ceremonies should be impressive, enjoyable and reasonably short (20-30 minutes).

You should make every effort to have the gym full of students and other spectators.

Opening Ceremonies provide you, as the host school, with an opportunity to be creative and positive. This will allow you to set the tone for the whole provincials and therefore try to make it something unique, entertaining and memorable for all athletes, coaches and

spectators. The SSNL office will advise you of any SSNL or SSNL sponsor representatives that will be attending the opening ceremonies. Please be aware of their attendance and try your best to have someone greet them and feel welcomed.

BANQUET/TEAM FUNCTION

A meal-based function (breakfast, brunch, lunch or dinner) is **strongly recommended** to be held at each provincial. All teams are expected to attend.

IMPORTANT: Please look at factors like whether teams are staying close to your school or driving longer distances or even going home each day when deciding what type of team function you will hold. Also consider the schedule and when the most teams are playing when picking a time to hold your team function so some teams are not waiting around too long to attend or cannot get to their hotel and back in time.

To enhance your banquet try to include team introductions, some form of entertainment (magician, hypnotist...), videos or slide presentation, team identification centerpieces, decoration, recognition of graduating student athletes or other fun and social activities.

Location

- Facility should be large enough to hold athletes, coaches, special guests and any attending volunteer committee members.
- It is encouraged to use school facilities (gymnasium, cafeteria, etc.) as this will promote the school community and keep the cost down.
- If using a location other than school, it should be in close proximity to the host school and/or tournament venue.

Meals

- SSNL is a strong advocate for healthy eating. You must select a menu that keeps the athletes nutrition and health in mind.
- Make sure there will be a sufficient amount of food.
- Where available, make use of local/community volunteers/caterers or school food services.
- It is suggested to create a designated seating plan for all teams and special guests.
- If having a buffet, determine **in advance** the order that tables will go to the buffet line and remember that any special guests should go first.
- Eat Great & Participate has provided a great resource in this Manual for banquets, canteen and snack choices for optimal nutrition for athletes. Banquet/Team function food should follow School Food Guidelines
- School Milk Foundation provides milk free of charge for all banquets. This will be ordered and sent to your school by the SSNL office.

Prices

- The maximum banquet fee that can be charged is \$10 per person.

Speakers

- Be sure to have a Master of Ceremonies.
- If possible, arrange for a guest speaker from your local area (a former athlete or local personality), someone who will add value to the banquet.
- Please be sure to inform any guest speakers to keep their address to a reasonable time limit.
- Present the Team Sportsmanship Award during the banquet.

Invitations

- Please invite all or some of the following people to the banquet as your guests: school board officials, MHA's, and other special guests.
- Please ensure that all special guests/dignitaries are acknowledged verbally and thanked for their attendance and support.

The banquet/team function should be designed with the athletes in mind and should promote interaction between teams.

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 Provincials to open your tournament package.

Only SSNL awards will be presented at SSNL events.

Award Presentation Protocol

- 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 banner on display throughout the tournament; medals and banners must be assembled and sorted prior to awards ceremony.
- A recommendation for the presentation of medals is to have the ribbons already hanging on a dowel or something similar so the presenter can simply slide the medal off.
- 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 dignitaries and/or special guests to be involved in presentation of awards.
- Your MC needs to know the names of the sponsors that are in attendance (if applicable), the names of the presenters, and the SSNL rep in attendance (if applicable).
- 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.

SPORTSMANSHIP

The Sportsmanship Program consists of both team and individual awards. Every SSNL Provincial will receive sportsmanship medals for each team to award. Team Sportsmanship Banners will be awarded in Slo-Pitch, Outdoor Soccer, Indoor Soccer, Volleyball, Basketball, Ball Hockey, Table Tennis, and Badminton.

Individual Sportsmanship Awards

The coach of each team is responsible for selecting their **Sportsmanship Medal** winner from their team. Following are some suggested criteria for the Sportsmanship Medal,

although other points of merit may be considered. Academy Canada is to be recognized as the sponsor of this award.

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

These awards should be presented at the Tournament Banquet/Team Function. If your team function is early in the event like a Saturday breakfast then award them to any team that is leaving and then the rest before or after the playoffs.

Team Sportsmanship Award

This banner should be awarded to the team who exhibits outstanding displays of integrity, fair play and good sportsmanship throughout the Provincial tournament. These teams should be recognized for bringing positive presence to the Provincials and demonstrating consistent and exemplary sportsmanlike behavior. The chart in this manual will provide guidelines for selection.

Banner Ranking & Awarding Process

- Each team will rank the top 3 teams (1st = 5pts, 2nd = 3pts, and 3rd = 1 pt) for the **Team Sportsmanship Award**. This should be done as a team effort involving coaches and athletes and should be done after the team's last tournament game.
- The team amassing the most total points will be awarded the Team Sportsmanship Banner.
- In the event of a tie, the tournament officials will cast one collective vote to decide between the tied teams only.
- The Team Sportsmanship Award will be awarded during the Awards Ceremony at the conclusion of the tournament.
- In the event the winning team has left to travel home, the banner will be sent to the school to be presented at an appropriate time.

CRITERIA FOR TEAM/INDIVIDUAL SPORTSMANSHIP AWARDS

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 friends on team. 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>

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

PROTESTS

In-Game Protests

- A. It is expected that all tournament game related protest 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.

- B. 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 help with the ruling. You CAN NOT protest discretionary calls by the referee. **Protests must still be accompanied in game by a \$50 protest fee or they will not be considered.**
- C. 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

If the subject of a post game 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).

GRIEVANCE/DISCIPLINE

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, and respect the code of ethics and 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. Some infractions that carry a heavily penalty are:

- A. Participants found to using alcohol or illegal drugs in an SSNL tournament will be expelled from the tournament immediately and may face a 1 year SSNL suspension.
- B. Participants involved in fighting will be expelled from the tournament and may face a 1 year suspension.
- C. Participants in breach of the Code of Conduct or displaying poor sportsmanship will be reported to SSNL and may face further 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.

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 (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) 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 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 Committee 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 within 48 hours of the hearing 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.
- I. The ruling of the SSNL Appeals Committee is final.

General 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. 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.
- 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.

MEDIA RELATIONS

Please note that it is important that when dealing with the media that the event is promoted as an "SSNL Varsity Provincial Tournament."

Each Provincial Tournament event should have a Media Chair that is responsible for handling all media relations for your tournament. This position should be designated to someone other than the Convenor. Have them liaise with the SSNL Marketing Communication Coordinator, Diana Fisher: 729-0971 / dfisher@schoolsportsnl.ca.

It is advised that you create your own media contact list so you can inform media of all tournament information including schedules, seedings, and results.

SSNL will send a news release to all provincial media agencies prior to the Provincial Tournament to promote your event. This general media release will include dates, locations, # of participating teams, link to online tournament page, previous years' results and the Media Chair's contact information. This will be sent approximately 7 days prior to tournament.

Once the tournament starts, it is the responsibility of the host to keep scores updated online through the SSNL website. In cases where scores and/or results are unable to be posted through the tournament page schedule template we ask you send results at the end of each day so they can be posted as a pdf.

Responsibility of Media Chair

- Identify yourself to the SSNL Marketing and Communications Coordinator (dfisher@schoolsportsnl.ca) since you will be identified as the media contact for the event.
- Have a good plan in place for the media before and during the event.
- Have tournament passes readily available for media.

- If media is unavailable to attend but would like to have results, make arrangements to provide information either directly to them at day's end or direct them to the tournament page on our web site where the designated person at your event has updated scores.
- Ensure all tournament results are up to date.
- 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 over the last couple of years 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 help us maintain this approach by using social media for the following:

Twitter

- Our twitter account is [@SchoolSportsNL](https://twitter.com/SchoolSportsNL)
- Tournament tweets we would love to see are:
 - Team & Action Photos.
 - Photos next to SSNL signage and SSNL sponsor signage.
 - Team Gold and Silver medal winners and Provincial Team Championship and Sportsmanship Banner winners.
 - Individual Sportsmanship Medal Winners.
 - Students drinking milk or holding/eating nutritious snacks.
 - Any positive messages from your event like, "Fantastic Round Robin game happening here now..." or "Wonderful sportsmanship shown today by....etc."

Facebook

- Our Facebook account is facebook.com/SchoolSportsNL
- Send in tournament photos to dfisher@schoolsportsnl.ca or share directly from your Facebook accounts to ours.

- Share any positive stories or feedback from your event.
- See Twitter list above for pics we would love to see.

PHOTOS

Photos of teams/sports/activities are a great way to showcase your school and SSNL programs. Social media provides an excellent platform for photo sharing and participants and supporters alike benefit from this promotion. Team and sports/activity photos are some of the best, so we want to promote your schools, students, and our events as much as possible. Some tips to help you share your story:

- SSNL defers to the school policy on photographing students and assumes that any photos sent to SSNL from an SSNL event were obtained by following those guidelines.
- As mentioned earlier in this document, arrange to have a tournament photographer(s). This can be done by a professional photographer, school staff member, or a student. This year SSNL is piloting an Official Photographer's program for each Provincial tournament. Details will follow when program begins.
- At the minimum, please have your photographer take these photos below and submit to SSNL through either our twitter [@schoolsportsnl](https://twitter.com/schoolsportsnl) or to dfisher@schoolsportsnl.ca (minimum 500kb)
 - Winning team with Gold Medals and full SSNL Provincial Championship banner visible.
 - Silver Medal winning team picture.
 - Championship game officials.
 - Individual Medal winners (in sports that are applicable).
 - Team Sportsmanship Winner with SSNL Team Sportsmanship Banner fully visible.
 - Individual Sportsmanship medal winners.
 - Pic next to Platinum Sponsor signage or using sponsor product if applicable (eg. School Milk product, Molten Basketball, etc.).
- Any other photo (action shots, team photos, volunteers, fans, silly photos, a banquet/team function picture, opening ceremonies, etc.) are greatly appreciated as well.

- When emailing/posting photos, please make sure they are identified with the SSNL tag and classification, sport, tournament, and team or individual(s) so we can properly promote. Eg. SSNL 3A Girls Volleyball Provincials, Botwood Collegiate.

FIRST AID & SAFETY

First Aid

- Every effort should be made to have on-site first aid available at all competitive sites or readily accessible by phone.
- Please make early written requests with first aid personnel for their services.
- Make sure you obtain early written confirmation from first aid personnel of their attendance at the event.
- Be sure to provide first aid personnel reminders prior to event.
- Local hospital and EMS should also be notified of the event.

Safety

All competitive sites should be checked carefully from a safety viewpoint prior to deciding on the location(s) of the Provincials and just prior to the actual competition. Consider the following areas when doing a safety check:

- Competitive surface
- Lighting
- Total space available around 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.

Each Provincial is required to 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 Provincials and in each venue.

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

Minimum Provincial Safety Requirements

- Venue coordinators to have a cell phone and emergency phone list posted/available.
- Trained first aid personnel.
- Access to ice, bandages and training room.
- Transportation services (quad, golf cart) for outdoor activities (i.e. X-Country Running/Skiing).
- At least one coach from each team competing **MUST** have completed Concussion Education through schoolcoach.ca.

For all Provincials events, it is recommended that local EMS and hospitals are notified and on alert and have all relevant information (date, times, location, # of participants)

Healthy Food and Beverage Ideas for Canteens and Banquets

Children and youth of all ages enjoy being active and having fun. Healthy food and beverages give them the energy to be active and helps them feel good about themselves. However, what children and youth choose to eat depends largely on what choices are available. School sporting events provide unique opportunities for young athletes and student spectators to choose healthy food and beverages. Let's make a difference by making sure school sporting events are junk-food free and offer only healthy choices.

Taking Steps to Offering Healthy Choices

Changing the types of food and beverages offered in a canteen or at events can be more successful with a planned approach. Be flexible and remember timing is everything:

Step 1: Gather a Team – involve key people that can help make it easier to introduce more healthy food and beverage choices. Consider coaches, parents, teachers, students, school administration, and other interested community members.

Step 2: Where Are We Now? - It's important to look at your current menu before deciding what changes you want to make.

Step 3: Where Do We Want To Go? – Think about small, simple changes you can make that are easy wins! For example, offer at least one fruit or vegetable at every event, or only provide water as a beverage.

Menu Ideas

Are you short on time? Try:

- Fruit cups (packed in water or juice).
- Fruit sauce.
- Clementines, mandarins or bananas.
- Pretzels or whole wheat crackers done up in individual bags.
- Boxes of raisins.
- Whole wheat bagels served with cream cheese.
- Whole grain granola bars (not chocolate covered).
- Cheese strings.
- Yogurt tubes (can be served frozen).
- Individual milk cartons.
- Bottled water (Recycling bottles can be a team or school fundraiser).

Do you have some time to prepare? Try:

- Fruit smoothies (made with frozen berries, yogurt and milk).
- Fruit and yogurt parfaits (add frozen berries and vanilla yogurt to plastic cups. Can be made the day before).
- Homemade blueberry muffins.
- Homemade soup or chili (leftovers can be frozen).
- Whole wheat mac and cheese (leftovers can be frozen).
- Whole wheat wraps made with lean meat, lettuce, and cheese.
- Tortilla roll-ups (mix cream cheese, salsa and shredded cheese in bowl. Spread mixture on whole wheat tortilla and roll-up. Cut into 1-inch pieces).
- Quick pasta salad - toss whole grain pasta with assorted vegetables and a small amount of Italian dressing (can be made the day before).
- Grilled cheeses (made with whole wheat bread and hard cheese).

Meal Combos for Tournaments or Events

Consider including a menu of healthy meal combos in your tournament or event packages so people are aware healthy choices will be available before they arrive. Try these ideas:

- Chicken & cheese quesadillas, Banana & Water
- Chili, Whole wheat roll, Apple & Milk
- Chicken & vegetable wrap, Yogurt, 100% Juice

Tip: Approaching a local grocery store or business for food donations or sponsorships can help offset the cost of some menu items. Businesses are keen to support healthy eating initiatives for youth in their community.

For more healthy eating ideas, contact Eat Great and Participates' Registered Dietitian at stephanieobrien@gov.nl.ca or (709) 729-4432.

HOW DO I GET FREE MILK FOR MY SSNL TOURNAMENT???

SSNL supports the School Nutrition Guidelines and encourages host schools to remember these guidelines when hosting a provincial 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 which will provide the student-athletes involved in SSNL events with **FREE MILK**. Follow these simple steps to avail of free milk for the participants in the provincial SSNL tournament your school is hosting.

1. Milk is available for your tournament for the players (up to the pre-approved amount, and for the banquet/team function as well.) If a banquet/team function is held, it is **EXPECTED** that milk will be served. No other beverage is to be provided free for the students.
2. Milk will be allocated to each tournament by the SSNL office, depending on the number of students involved and the length of the tournament. You will be notified of the amount and when it is ordered.
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. (e.g. Opening ceremonies, banquet/team function, closing remarks).
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.

EMERGENCY ACTION PLAN (EAP) TEMPLATE

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 the 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 facility e.g. gym, pool, field.
- 5) Directions and best access routes to 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 ambulance arrives, describe 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 all telephones 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 location of casualty.

4. Tell them the nature of injury.

5. Report back to teacher/coach/committee member.

6. Meet ambulance.

Other Emergency Numbers

Hospital _____

Police _____

Fire Department _____

Poison Control Centre _____

ATHLETE'S OATH

I promise to take part in this provincial tournament respecting and abiding by the rules which govern sports and schools, in the true spirit of sportsmanship, for the glory of sport and the honor of myself and my team.