

# **EOSSAA CHAMPIONSHIP CONVENORS** **MANUAL**

Updated: February 2014

**Thank you for volunteering to convene an EOSSAA Championship!**

Please submit your preparatory budget (before the championship) as well as your convenor's report (after the championship) to the appropriate championship co-ordinator. You can complete both of these on the EOSSAA website ([www.eossaa.ca](http://www.eossaa.ca)).

## **Boys Championship Co-ordinator & some Co-ed Sports**

**Bryan English**

Sydenham High School

2860 Rutledge Rd

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## **Girls Championship Co-ordinator & some Co-ed Sports**

**Deb Walden**

Mackenzie High School

Blockhouse Way

Deep River, Ontario

K0J 1P0

(613) 584-3361 (w)

(613) 584-1706 (fax)

(613) 584-4903 (h)

Below is a checklist of items that should be taken care of at the appropriate times if you are to host an EOSSAA Championship. All of the information that you need can also be found at our website [www.eossaa.ca](http://www.eossaa.ca). Thank you for your dedication and all that you do for our students.

If you have any information letters specific to your own championship please email them to our EOSSAA Website Coordinator David Loken at [lokend@limestone.on.ca](mailto:lokend@limestone.on.ca).

**PLEASE READ MOTION BELOW PASSED AT AGM JUNE 2013:**

**Reference:** Section 4, B-Law 3

**Whereas**, the EOSSAA Board of Directors has encountered EOSSAA championships run by convenors who are not teachers or school staff members

And whereas, it is imperative to have a convenor or co-convenor that is currently teaching or working at an EOSSAA school to serve as the main contact for the Championship

**Be it Resolved That**, members of the College of Teachers and/or a school staff member from the convening school must be a co-convenor and main contact for an EOSSAA Championship. This does not preclude community coaches from being co-convenors.

**GOOD LUCK!**

### ***CHECKLIST FOR EOSSAA CONVENORS***

#### **TWO MONTHS PRIOR TO THE CHAMPIONSHIP:**

- Secure facilities (ie. gym, fields, track, rinks, ski hills. etc).
- Secure accomodations requirements for your championship with a local hotel if you are running a two day championship.
- Book officials and get an estimated cost for the tournament.
- Go to [www.eossaa.ca](http://www.eossaa.ca) to make sure that the date, time, location, fax number and phone number of your championship is correct. Contact the championship coordinators if changes need to be made.

#### **ONE MONTH PRIOR TO THE CHAMPIONSHIP:**

- Call and email** Local Communications Officers (see link at [www.eossaa.ca/documents.php](http://www.eossaa.ca/documents.php)) to get contact information for their local convenor of the sport championship that you are involved with.
- Call and email** Local Convenors of the sport championship that you are associated with to let them know that all of the information for their coaches to attend your EOSSAA championship is at [www.eossaa.ca](http://www.eossaa.ca). All of the forms that coaches need to download, fill out and fax back to you are at this website. These forms are:
  - Entry / Registration Form
  - Behaviour Signature Form
  - Seeding Information Form
  - Letter of Intent Form to attend OFSAA Championship. (Junior team sports **do not** attend OFSAA Championships)
  - Photo Release Form

Other Information that coaches must read but not submit to you include:

- Playing Regulations
- Transfer Policy
- Uniform Policy
- EOSSAA Coaches Code of Ethics
- EOSSAA Policy for Blood and Body Fluids
- EOSSAA Code of Conduct for Spectators

- Fill out preparatory budget (see Appendix A). Include the cost of officials, phone calls, postage, photocopying, officials and minor officials lunch, plaques, medallions and miscellaneous costs. Set an appropriate Entry Fee.
- Fax this budget to the appropriate EOSSAA championship coordinator.
  
- Each convenor must **call and fax** their order of medals that they require and have them sent to your school. They have medals in stock at Trophy Craft in Toronto. Each comes with a 1 inch red ribbon. You must pay for them, so include these costs in your budget and entry fee. Order medals from:

Trophy Craft Limited  
 1750 Bonhill Road  
 Mississauga, Ontario  
 L5T 1C8  
 800-595-9386  
 905-795-1790  
 Fax: 905-795-1794

**Note: Medals MUST be ordered from Trophy Craft as they have a specific medal and ribbon for EOSSAA Champions.**

- Find the previous years' winner and contact the school to get the circulating trophy to your school.
- Arrange for competent minor officials (ie. scorekeepers, line judges, timers, etc.).
- Assure that you have enough appropriate scoresheets and gameball(s).

**ONE WEEK PRIOR TO THE CHAMPIONSHIP:**

- Confirm your officials.
- Call Local Association convenors to get the name of their entry and if possible seeding information.
- Complete championship draw and fax it to your officials ASAP. Make arrangements to pay officials at this time.
- Complete an equipment inventory - double check for all small items you may need.
- Arrange for a committee to set up equipment.
- Draw up schedule for minor officials.

**OPTIONAL:**

- Design a program.
- Arrange for hosts/hostesses.

- Arrange for a canteen.
- Arrange for a microphone and sound system.
- Fax an electronic copy of the draw to [lokend@limestone.on.ca](mailto:lokend@limestone.on.ca) (EOSSAA Website Coordinator).

### **ONE DAY PRIOR TO THE CHAMPIONSHIP:**

- Set up equipment, tables, etc.
- Display schedule, result charts, rules of behaviour, directional signs, etc. in highly visible locations.
- Arrange for a coaches' and officials room or area which is close to the facility.
- IF YOU ARE COACHING - GOOD LUCK! Arrange for another staff member to take charge while you are coaching.

### **THE DAY OF THE CHAMPIONSHIP:**

- Coordinate the coaches' meeting with the chief official prior to the first game.
- Arrange for a competent student or staff member to record all scores on the results chart.
- Make arrangements to pay officials.
- Receive entry fee, Entry Form, Signed Behaviour Form, and Letters of Intent from all coaches before their first game.
- IF NOT COACHING - be visible and ready to trouble shoot. Otherwise the championship should run on its own with little or no problems.

### **DAYS AFTER THE CHAMPIONSHIP:**

- Complete a Convenors Report (see Appendix B) and fax a copy to the Championship Coordinator. This should include as many of the results as possible.
- Fax / Email a copy of the tournament results to each teams that participated as well as to our EOSSAA Website Coordinator at [lokend@limestone.on.ca](mailto:lokend@limestone.on.ca) Fax #: (613) 544-8795.
- Pay outstanding bills and if a balance exists, send a cheque payable to "EOSSAA" to the EOSSAA Treasurer. Please ensure that a balance remains to help EOSSAA reduce its debt load.

- If you are convening a senior championship ensure that the team representing EOSSAA at OFSAA registers for the OFSAA championship by the due date.

Appendix A

EOSSAA CHAMPIONSHIP  
PREPATORY BUDGET

**NOTE:** This is the guide to be used when filing your prepatory with the EOSSAA Boys/Girls Championship Coordinators. Please file this report and fax or email it to the appropriate championship coordinator one month prior your championship.

BOYS' CHAMPIONSHIP COORDINATOR  
AND SOME CO-ED CHAMPIONSHIPS  
BRYAN ENGLISH  
SCHOOL: (613) 376-3612  
FAX: (613) 376-3442  
[ENGLISHB@LIMESTONE.ON.CA](mailto:ENGLISHB@LIMESTONE.ON.CA)

GIRLS' CHAMPIONSHIP COORDINATOR  
AND SOME CO-ED CHAMPIONSHIPS  
DEB WALDEN  
SCHOOL: (613) 584-3361  
FAX: (613) 584 - 1706  
[WALDEND@FC.RENFREW.EDU.ON.CA](mailto:WALDEND@FC.RENFREW.EDU.ON.CA)

CHAMPIONSHIP: \_\_\_\_\_

DATE: \_\_\_\_\_

CONVENOR(S): \_\_\_\_\_

ESTIMATED INCOME	DESCRIPTION	AMOUNT
ENTRY FEES		_____
GATE RECEIPTS		_____
OTHER		_____
<b>TOTAL ESTIMATED INCOME</b>		

ESTIMATED EXPENSES	DESCRIPTION	AMOUNT
OFFICIALS FEES		_____
AWARDS		_____
REFRESHMENTS		_____
STUDENTS/SECRETARY		_____
TELEPHONE/FAX/SUPPLIES		_____
HONOURARIUM		_____
OTHER		_____

TOTAL ESTIMATED EXPENSES
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ESTIMATED BALANCE
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*Note: Your estimated balance should be a modest profit.*

Appendix B

## EOSSAA CHAMPIONSHIP REPORT

**NOTE:** This is the guide to be used when filing your report with the EOSSAA Boys/Girls Championship Coordinators. Please file this report and fax or email it to the appropriate championship coordinator as soon as possible following your championship.

CHAMPIONSHIP: \_\_\_\_\_

DATE: \_\_\_\_\_

CONVENOR(S): \_\_\_\_\_

**GIRLS' CHAMPIONSHIP COORDINATOR**  
 DEB WALDEN  
 SCHOOL: (613) 584-3361  
 FAX: (613) 584 - 1706  
[WALDEND@FC.RENFREW.EDU.ON.CA](mailto:WALDEND@FC.RENFREW.EDU.ON.CA)

**BOYS' CHAMPIONSHIP COORDINATOR**  
 BRYAN ENGLISH  
 SCHOOL: (613) 376-3612  
 FAX: (613) 376-3442  
[ENGLISHB@LIMESTONE.ON.CA](mailto:ENGLISHB@LIMESTONE.ON.CA)

*ANY PROFIT SHOULD BE FORWARDED ON TO THE  
 EOSSAA TREASURER.*

**EOSSAA TREASURER**  
 LEANNE WATT  
 PERTH DCI  
 13 VICTORIA ST.  
 PERTH, ON  
 K7H 2H3

COME	DESCRIPTION	AMOUNT
ENTRY FEES	_____	_____
TRIP RECEIPTS	_____	_____
OTHER	_____	_____
<b>TOTAL INCOME</b>		_____

EXPENSES	DESCRIPTION	AMOUNT
OFFICIALS FEES	_____	_____
AWARDS	_____	_____
REFRESHMENTS	_____	_____
JUDGES/SECRETARY	_____	_____
TELEPHONE/FAX/SUPPLIES	_____	_____
CONTOURARIUM	_____	_____
OTHER	_____	_____
<b>TOTAL EXPENSES</b>		_____

<b>BALANCE</b>	
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**RESULTS:**

SEMI FINAL #1 \_\_\_\_\_ VS. \_\_\_\_\_ SCORE: \_\_\_\_\_

SEMI FINAL #2 \_\_\_\_\_ VS. \_\_\_\_\_ SCORE: \_\_\_\_\_

BRONZE \_\_\_\_\_ VS. \_\_\_\_\_ SCORE: \_\_\_\_\_

FINAL \_\_\_\_\_ VS. \_\_\_\_\_ SCORE: \_\_\_\_\_

**FINAL STANDINGS:** 1<sup>ST</sup>: \_\_\_\_\_

2<sup>ND</sup>: \_\_\_\_\_

3<sup>RD</sup>: \_\_\_\_\_