

SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION

Championship Host Responsibilities Checklist – Bantam Basketball

Before the Event

- ___ book the appropriate facilities
- ___ the athletic commissioner will create a draw
- ___ contact the athletic commissioner to ensure the medals are forthcoming
- ___ ensure a supply of scoresheets are available
- ___ contact district officials commissioner well in advance if you require assistance in booking officials, use officials within SCDA A if possible
- ___ contact the local media of the details for the event
- ___ train and supervise minor officials (do not require competing team to officiate)
- ___ arrange a concession
- ___ assign dressing rooms
- ___ arrange gate workers
- ___ you may choose to make a program with team information and any relevant SHSAA/SCD information

During the Event

- ___ ensure gate integrity! SCDA A rates – adults \$3, students Gr 7-12 \$2, children - free, coaches, athletes, and officials – free, have a stamp for people leaving the event and returning
- ___ arrive early and ensure facility is set up properly
- ___ if possible, provide a secure area for valuables
- ___ be available at all times (or arrange for someone to be available) for troubleshooting, the commissioner is a member of the district executive during the running of the event
- ___ ensure SHSAA rules are followed – refer to SHSAA handbook
- ___ provide and update a master draw sheet at a central location
- ___ provide a lounge area where officials can get away from the gym

After the Event

- ___ distribute the medals to the winning team and return extra medals to the athletic commissioner at the next most opportune time
- ___ submit an expense voucher for reimbursement for officials
- ___ IMMEDIATELY complete the commissioner's report form and fax it to Roger Morgan
- ___ Send a cheque to the district treasurer for 50% of the gate.
- ___ discuss the report at the next district meeting (or have an informed representative discuss it for you).

Contacts

- **SCDAA President** Troy Wist (Central Butte) :
phone: 796-2124; fax: 796-2020
E-mail: wist.troy@prairiesouth.ca
- **Athletic Commissioner** Roger Morgan (Kincaid):
office & cell 264-7499 school 264-3955; fax 264-3695;
E-mail: morgan.roger@prairiesouth.ca
- **Athletic Commissioner** Larry Segall (Moose Jaw):
phone 691-1354; fax 694-4686;
E-mail: segall.larry@prairiesouth.ca
- **SCDAA Treasurer** Karla Silbernagel (Mankota):
Box 300 Mankota, SK S0H 2W0
E-mail: silbernagel.karla@prairiesouth.ca
- **Moose Jaw Times Herald:**
Fax 692-2101
E-Mail: sports@mjtimes.sk.ca
- **Regina Leader Post**
Fax 565 2588
E-Mail: sportsresults@leaderpost.canwest.com