

# **SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION**

## **Championship Host Responsibilities Checklist - Soccer**

### **Before the Event**

- \_\_\_ book the appropriate facilities
- \_\_\_ contact the other school(s) to arrange date/time
- \_\_\_ contact the district president to ensure the medals are forthcoming
- \_\_\_ assign an individual to ensure results are recorded and emailed immediately after the event
- \_\_\_ contact district officials commissioner well in advance to assist you in booking officials, use officials within SCDA A if possible
- \_\_\_ train and supervise minor officials (do not require competing team to officiate)
- \_\_\_ arrange a concession
- \_\_\_ assign dressing rooms
- \_\_\_ arrange gate workers

### **During the Event**

- \_\_\_ ensure gate integrity! SCDA A daily 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
- \_\_\_ 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

## After the Event

- \_\_\_ distribute the medals to the winning team and return extra medals to the district at the next most opportune time
- \_\_\_ pay the officials, (complete an expense voucher form for reimbursement – part of commissioners report)
- \_\_\_ give regional/provincial information to the winning coaches
- \_\_\_ email the results to the district president so the district website can be updated immediately with the results, copy the email to the Leader Post so that they will enter the results in the high school sports section.
- \_\_\_ fax the results to SHSAA immediately to declare district champions of senior events
- \_\_\_ notify the local media of the results including the Leader Post
- \_\_\_ IMMEDIATELY complete the commissioner's report form on the district website. [www.shsaa.ca/sc](http://www.shsaa.ca/sc)
- \_\_\_ Send a cheque to the district president for 50% of the gate, the district treasurer will then reimburse you for expenses incurred
- \_\_\_ discuss the report at the next district meeting (or have an informed representative discuss it for you).

## Contacts

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