

# **SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION**

## **Championship Host Responsibilities Checklist - Volleyball**

### **Before the Event**

- \_\_\_ book the appropriate facilities
- \_\_\_ construct a draw in accordance with guidelines in SCDA constitution, when possible, take travel time into account, distribute it to all participating school divisions well before the competition, also send a copy to the district president (see attached for a 6 team draw). The host school gets one berth, each school division will receive an additional berth for up to six teams.
- \_\_\_ bring the following to the district meeting preceding your event (contact name, date, time, draw, food services, deadline for entry etc)
- \_\_\_ contact the district president to ensure the medals are forthcoming
- \_\_\_ ensure a supply of scoresheets are available
- \_\_\_ contact district officials commissioner well in advance to assist you in booking officials, use officials within SCDA if possible
- \_\_\_ contact the local media of the details for the event
- \_\_\_ train and supervise minor officials (do not require competing team to officiate)
- \_\_\_ assign an individual to ensure results are recorded and emailed immediately after the event
- \_\_\_ 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 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
- \_\_\_ 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 people can get away from the gym

- \_\_\_ if necessary apply tiebreaker rules (p.113 (c) in SHSAA handbook)
- \_\_\_ provide snacks/drinks for the officials

### **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 for senior events
- \_\_\_ email the results of all games 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 or email the results to SHSAA immediately to declare district champion and runner up who will advance to regionals
- \_\_\_ notify the local media of the results including the Leader Post
- \_\_\_ IMMEDIATELY complete the commissioner's report form on the district website in the forms section. [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**

- **SCD President District Roger Morgan (Kincaid):**  
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- **Officials Commissioner Jody Lehmann (Gravelbourg):**  
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- **SHSAA Office (Regina):**  
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E-mail: shsaa@shsaa.ca
- **Regina Leader Post:**  
Fax 565-2588  
E-Mail: sportsresults@leaderpost.com

## **Creating the schedule**

Follow the district constitution in creating a draw...if you have a six team draw, use the following guideline.

- Do not seed the pools, use geography to create the pools
- Create two pools of three (Pool A and Pool B)
- The teams are to be divided following these guidelines.
- Start time is 10:00

A1 = host

A2 = closest geographically (unless the closest is in the same division as the host)

B1 = next closest geographically (or the 2<sup>nd</sup> team from the host division)

B2 = next closest geographically

A3 = next closest geographically

B3 = furthest geographically

Draw

Game 1 A1 v A2

Game 2 B1 v B2

Game 3 A1 v A3

Game 4 B1 v B3

Game 5 A2 v A3

Game 6 B2 v B3

Game 7 Pool A #1 v Pool B #2

Game 8 Pool A #2 v Pool B #1

Game 9 Final