

SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION

Championship Host Responsibilities Checklist – Bantam Volleyball

Before the Event

- ___ book the appropriate facilities
- ___ ensure you have a draw from the athletic commissioner. For the district championship, you will have to wait until the Tuesday prior to the event to receive the draw.
- ___ contact the athletic commissioner to ensure the medals are forthcoming
- ___ ensure a supply of scoresheets are available
- ___ book the officials, if you have any questions, or can't find officials; contact the athletic commissioner for assistance.
- ___ train and supervise minor officials for a DISTRICT championship (try not require competing team to officiate if possible, although it is an option)
- ___ arrange a concession
- ___ assign dressing rooms
- ___ ensure net heights are set to 2.24m for boys, 2.10m for girls
- ___ no gate needs to be collected for section championships. District championships require a gate to be collected, arrange for a gate worker.
- ___ assign an individual to ensure results (including all games scores) are recorded and emailed to the athletic commissioner by the Monday following the event.

During the Event

- ___ (*only for DISTRICT championships) ensure gate integrity! SCDA event 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
- ___ if necessary apply tiebreaker rules (p.117 (c) in SHSAA handbook)

After the Event

- ___ take a photo of the winning team
- ___ complete a write-up and send it to any local media with the photo
- ___ distribute the medals to the winning team and return extra medals to the athletic commissioner through interoffice mail.
- ___ if your section is hosting districts, give the DISTRICT medals to the winning school to distribute next week.
- ___ email or fax the results of all games to the athletic commissioner so the district website can be updated with the results.
- ___ if you are hosting a DISTRICT championship, complete the commissioner's report form on the district website in the FORMS section. www.shsaa.ca/sc
- ___ if you host a DISTRICT championship, 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

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Media Contacts

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