

CHECKLIST FOR EOSSAA CONVENORS

Updated September 2010

TWO MONTHS PRIOR TO THE CHAMPIONSHIP:

- ❑ Secure facilities (ie. Gym, fields, track, rinks, ski hills, etc)
- ❑ Book officials and get an estimated cost for the tournament

ONE MONTH PRIOR TO THE TOURNAMENT:

- ❑ Send out information packages to each Local Association convenor and follow it up with a phone call within a week to confirm receipt of package.

This package could include the following:

1. General information sheet including:
 - Date and location of championship
 - Convenor's name, school, phone and fax number, home number
 - Entry fee
 - Awards
 - Possible Accomodation Information
 2. EOSSAA Entry Form
 3. EOSSAA Letter of Intent for Senior/Open Teams
 4. EOSSAA Playing Regulations specific to sport
 5. Seeding Information Sheet
 6. Appendices II to XI
- ❑ Prepare a budget to include the cost of officials, phone calls, postage, photocopying, officials and minor officials lunch, plaques and medallions (see next point), miscellaneous costs, entry fee.
 - ❑ Order Medals from Trohpy Craft (contact info can be found in the convenor's manual on the website). **Note: medals MUST be ordered from Trophy Craft as they have a specific medal and ribbon for EOSSAA Champions.**
 - ❑ Submit a copy of this budget to the EOSSAA Championship Coordinator.
 - ❑ Find the previous year's winner and contact the school to get the circulating trophy to your school.
 - ❑ Order (if necessary) appropriate scoresheets and recommended Game Balls.

TWO WEEKS PRIOR TO THE CHAMPIONSHIP:

- ❑ Arrange for competent minor officials (ie. Scorekeepers, line judges, timers, etc.)

ONE WEEK PRIOR TO THE CHAMPIONSHIP:

- ❑ Confirm your officials
- ❑ If you haven't received the Local Associations' Champion, call the communication officer to get info and seeding info.
- ❑ Complete EOSSAA Participation Certificates
- ❑ 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
- ❑ Make a schedule according to Playing Regulation's Tournament Format

OPTIONAL:

- Design a program
- Arrange for hosts/hostesses
- Arrange for a canteen
- Arrange for a microphone and sound system

ONE DAY PRIOR TO THE CHAMPIONSHIP:

- ❑ Set up equipment, table, etc.
- ❑ Display schedule, result charts, rules of behavior, directional signs, etc. in highly visible locations
- ❑ Arrange for a coaches' and officials' room

THE DAY OF THE CHAMPIONSHIP:

- ❑ 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 Forms, and Letters of Intent from all coaches before their first game
- ❑ IF COACHING – GOOD LUCK! Arrange for another staff member to take charge while you are coaching

DAYS AFTER THE CHAMPIONSHIP:

- ❑ Complete a convenors report and send a copy to the Championship Coordinator
- ❑ Send a copy of the tournament results to each team that participated
- ❑ Pay outstanding bills and **if a balance exists, send a cheque payable to “EOSSAA” to the EOSSAA treasurer.** *EOSSAA Championship are to be NON PROFIT events.* Please ensure that a balance remains to help EOSSAA reduce its debt load
- ❑ Tidy up the convenor’s handbook and send it to the EOSSAA Championship Coordinator along with any unused EOSSAA certificates