

# **EOSSAA Championship Convenor Protocol**

## **September**

Check EOSSAA Website to confirm the date for your championship and book necessary facilities (gym, field, rink, ski hill, track). If you need to change a date, you must contact the appropriate Championship Coordinator before our first Executive meeting in September.

## **Two Months Prior to Championship**

1. Familiarize yourself with the Convenor Manual posted on the EOSSAA website.
2. Form a committee of 2 or 3 people and delegate certain tasks to these people
3. Double check the date of your Championship on the EOSSAA website and assure your facilities are booked for that day(s) (Be sure to make this date public within your school so that everyone is aware)
4. Book officials for the day and get an estimate of the cost

## **One Month Prior to Championship**

5. Contact the Local Convenor for your sport from all 6 associations to determine if they will be sending a rep or not (convenor contact info can be found on website).
6. Check wildcard policy for your sport in case an association does not send a representative
7. Send preparatory budget to Championship Coordinator
8. Order medals through Trophy Craft (contact info in Convenors Manual)

## One Week Prior to Championship

9.
  - a. Contact all coaches requesting paper work be sent in to you asap (all forms can be downloaded if you follow your sports link on the webpage). You may need to contact Local Convenors again to get contact info for each coach.
  - b. Inform coaches of local accommodations in case of inclement weather
10. Complete Championship Draw/Schedule and send to officials and coaches.

## One Day After Championship

11. Send results and photos to Dave Loken to be posted on website. Complete Convenor's Report and send to Championship Coordinators.

*The most important thing is communication. Be sure to contact local convenors and coaches to assure you know who will be attending the Championship. If issues do arise please contact the appropriate Championship Coordinator.*