

EOSSAA
CHAMPIONSHIP CONVENORS
MANUAL

Updated: September 2010

Thank you for volunteering to convene an EOSSAA Championship!

Please fax your preparatory budget (before the championship) as well as your convenors report (after the championship) to the appropriate championship co-ordinator.

Boys Championship Co-ordinator
& some Co-ed Sports

Bryan English
Sharbot Lake High School
General Delivery
Sharbot Lake, Ontario
K0H 2P0
(613) 279-2131 (w)
(613) 279-3326 (fax)
(613) 374-3493 (h)

Girls Championship Co-ordinator
& some Co-ed Sports

Deb Walden
Mackenzie High School
Blockhouse Way
Deep River, Ontario
K0J 1P0
(613) 584-3361 (w)
(613) 584-1706 (fax)
(613) 584-4903 (h)

Below is a checklist of items that should be taken care of at the appropriate times if you are to host an EOSSAA Championship. All of the information that you need can also be found at our website www.eossaa.ca. Thank you for your dedication and all that you do for our students.

If you have any information letters specific to your own championship please email them to our EOSSAA Website Coordinator David Loken at lokend@limestone.on.ca.

GOOD LUCK!

CHECKLIST FOR EOSSAA CONVENORS

TWO MONTHS PRIOR TO THE CHAMPIONSHIP:

- Secure facilities (ie. gym, fields, track, rinks, ski hills. etc).
- Secure accomodations requirements for your championship with a local hotel if you are running a two day championship.
- Book officials and get an estimated cost for the tournament.
- Go to www.eossaa.ca to make sure that the date, time, location, fax number and phone number of your championship is correct. Contact the championship coordinators if changes need to be made.

ONE MONTH PRIOR TO THE CHAMPIONSHIP:

- Call and email** Local Communications Officers (see link at www.eossaa.ca/documents.php) to get contact information for their local convenor of the sport championship that you are involved with.
- Call and email** Local Convenors of the sport championship that you are associated with to let them know that all of the information for their coaches to attend your EOSSAA championship is at www.eossaa.ca. All of the forms that coaches need to download, fill out and fax back to you are at this website. These forms are:
 - Entry / Registration Form
 - Behaviour Signature Form
 - Seeding Information Form
 - Letter of Intent Form to attend OFSAA Championship. (Junior team sports **do not** attend OFSAA Championships)
 - Photo Release Form

Other Information that coaches must read but not submit to you include:

- Playing Regulations
 - Transfer Policy
 - Uniform Policy
 - EOSSAA Coaches Code of Ethics
 - EOSSAA Policy for Blood and Body Fluids
 - EOSSAA Code of Conduct for Spectators
- Fill out preparatory budget (see Appendix A). Include the cost of officials, phone calls, postage, photocopying, officials and minor officials lunch, plaques, medallions and miscellaneous costs. Set an appropriate Entry Fee.
 - Fax this budget to the appropriate EOSSAA championship coordinator.
 - Each convenor must **call and fax** their order of medals that they require and have them sent to your

school. They have medals in stock at Trophy Craft in Toronto. Each comes with a 1 inch red ribbon. You must pay for them, so include these costs in your budget and entry fee. Order medals from:

Trophy Craft Limited
1750 Bonhill Road
Mississauga, Ontario
L5T 1C8
800-595-9386
905-795-1790
Fax: 905-795-1794

Note: Medals MUST be ordered from Trophy Craft as they have a specific medal and ribbon for EOSSAA Champions.

- Find the previous years' winner and contact the school to get the circulating trophy to your school.
- Arrange for competent minor officials (ie. scorekeepers, line judges, timers, etc.).
- Assure that you have enough appropriate scoresheets and gameball(s).

ONE WEEK PRIOR TO THE CHAMPIONSHIP:

- Confirm your officials.
- Call Local Association convenors to get the name of their entry and if possible seeding information.
- Complete championship draw and fax it to your officials ASAP. Make arrangements to pay officials at this time.
- 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.

OPTIONAL:

- Design a program.
- Arrange for hosts/hostesses.
- Arrange for a canteen.
- Arrange for a microphone and sound system.
- Fax an electronic copy of the draw to lokend@limestone.on.ca (EOSSAA Website Coordinator).

ONE DAY PRIOR TO THE CHAMPIONSHIP:

- Set up equipment, tables, etc.
- Display schedule, result charts, rules of behaviour, directional signs, etc. in highly visible locations.
- Arrange for a coaches' and officials room or area which is close to the facility.
- IF YOU ARE COACHING - GOOD LUCK! Arrange for another staff member to take charge while you are coaching.

THE DAY OF THE CHAMPIONSHIP:

- Coordinate the coaches' meeting with the chief official prior to the first game.
- 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 Form, and Letters of Intent from all coaches before their first game.
- IF NOT COACHING - be visible and ready to trouble shoot. Otherwise the championship should run on its own with little or no problems.

DAYS AFTER THE CHAMPIONSHIP:

- Complete a Convenors Report (see Appendix B) and fax a copy to the Championship Coordinator. This should include as many of the results as possible.
- Fax / Email a copy of the tournament results to each teams that participated as well as to our EOSSAA Website Coordinator at lokend@limestone.on.ca Fax #: (613) 544-8795.
- Pay outstanding bills and if a balance exists, send a cheque payable to "EOSSAA" to the EOSSAA Treasurer. Please ensure that a balance remains to help EOSSAA reduce its debt load.
- If you are convening a senior championship ensure that the team representing EOSSAA at OFSAA registers for the OFSAA championship by the due date.

Appendix A

EOSSAA CHAMPIONSHIP
PREPARATORY BUDGET

NOTE: This is the guide to be used when filing your preparatory with the EOSSAA Boys/Girls Championship Coordinators. Please file this report and fax or email it to the appropriate championship coordinator one month prior your championship.

**Boys' Championship Coordinator
and some Co-ed Championships**

Bryan English
School: (613) 279-2131
Fax: (613) 279-3326
englishb@limestone.on.ca

**Girls' Championship Coordinator
and some Co-ed Championships**

Deb Walden
School: (613) 584-3361
Fax: (613) 584 – 1706
waldend@fc.renfrew.edu.on.ca

CHAMPIONSHIP: _____

DATE: _____

CONVENOR(s): _____

Estimated Income	Description	Amount
Entry Fees		_____
Gate Receipts		_____
Other		_____
Total Estimated Income		

Estimated Expenses	Description	Amount
Officials Fees		_____
Awards		_____
Refreshments		_____
Students/Secretary		_____
Telephone/Fax/Supplies		_____
Honourarium		_____
Other		_____
Total Estimated Expenses		

Estimated Balance	
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Note: Your estimated balance should be a modest profit.

Appendix B

EOSSAA CHAMPIONSHIP REPORT

NOTE: This is the guide to be used when filing your report with the EOSSAA Boys/Girls Championship Coordinators. Please file this report and fax or email it to the appropriate championship coordinator as soon as possible following your championship.

CHAMPIONSHIP: _____ DATE: _____

CONVENOR(s): _____

Girls' Championship Coordinator

Deb Walden

School: (613) 584-3361

Fax: (613) 584 – 1706

waldend@fc.renfrew.edu.on.ca

Boys' Championship Coordinator

Bryan English

School: (613) 279-2131

Fax: (613) 279-3326

englishb@limestone.on.ca

*Any profit should be forwarded on to the
EOSSAA Treasurer.*

EOSSAA Treasurer

Leanne Watt

Perth DCI

13 Victoria St.

Perth, ON

K7H 2H3

Income	Description	Amount
Entry Fees		_____
Gate Receipts		_____
Other		_____
Total Income		_____

Expenses	Description	Amount
Officials Fees		_____
Awards		_____
Refreshments		_____
Students/Secretary		_____
Telephone/Fax/Supplies		_____
Honourarium		_____
Other		_____
Total Expenses		_____

Balance	_____
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Results:

Semi Final #1 _____ vs. _____ Score: _____

Semi Final #2 _____ vs. _____ Score: _____

Bronze _____ vs. _____ Score: _____

Final _____ vs. _____ Score: _____

Final Standings: 1st: _____

2nd: _____

3rd: _____