

2023-24



CONVENOR MANUAL





Mission

To enrich all individuals in the school community by providing opportunities for overall health, personal growth, and education through school sport.

Vision

OFSAA is recognized as the leader in providing opportunities for education through school sport.

Values

Leadership, Equity, Diversity, Inclusivity, Integrity, Respect

Who We Are

OFSAA is a federation of 18 regional school athletic associations geographically spread across the province. We are comprised of student-athletes, teacher-coaches, principals, and sport administrators all committed to the philosophy of education through school sport.

Our main priority is to work with volunteer teacher-coaches to provide 45 provincial championships and festivals for Ontario's student-athletes; however, we offer other programs and services that enhance school sport in the province. These include scholarships and awards, student leadership programs, coach development programs and resources, tournament sanctioning, and funding that is provided to support athletic programs at the school level. We also take a proactive role in dealing with issues that affect students, coaches, schools and communities.

Mailing Address

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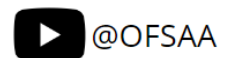
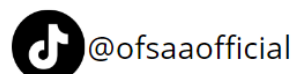
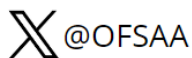
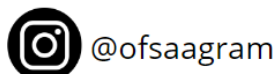


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OFSAA STAFF

Staff Liaison to assist with your championship/festival Logistics:

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Awards, Banners and Championship Financials

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Sport Coordinator

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Sport Coordinator

Baseball, Wrestling, Curling and Boys Golf

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OFSA CHAMPIONSHIPS/FESTIVALS

Goals of a championship/festival:

- To operate an event that effectively encompasses fair play, and is a valuable and rewarding experience for the competitors, coaches, spectators, and the volunteers who participate
- To be an event that encompasses all of the educational values integral to OFSAA
- To offer an event centered towards student-athletes
- To involve and enrich the school community

RESPONSIBILITIES IN CONDUCTING A CHAMPIONSHIP/FESTIVAL

Throughout this manual, you will find valuable information with regards to organizing your championship/festival. You will find suggestions for your organizing committee as well as a checklist to keep you on track. Please do not hesitate to reach out to the OFSAA office at any time should you have any questions.

Although an OFSAA event, it is important to note that you as the **convenor** are responsible for the entire organization including but not limited to; organizing and scheduling officials, eliciting sponsorship, booking facilities, and securing equipment. With that being said, by appointing a helpful organizing committee, you will undoubtedly run a successful event.

OFSA Office

- Convenor Manual
- List of association commitments attending championship/festival
- List of Association Representatives/Convenors
- Attendance by an OFSAA designated representative at the championship/festival
- Championship/festival information in the OFSAA Bulletin
- Ordering, payment, and delivery of OFSAA awards and medals for Championships
- Ordering and delivery of OFSAA awards and medals for festivals
- Distribution of OFSAA event banners (to be returned)
- Delivery of OFSAA host banner
- Website for the convenor to convey all championship/festival information
- Championship/Festival forms, program advertisements, and OFSAA logo formats

- The OFSAA HUB online registration tool
- Insurance for the host committee, volunteers, and facilities as required
- Sponsorship templates & resources
- Organize online coaches meetings (in consultation with convenor)
- Assistance with OFSAA policies and playing regulations
- Assistance in handling any major problems that may arise
- Consultation on any items related to the championship/festival

The OFSAA office will be in frequent communication with convenors prior to the event. Please reach out to your OFSAA staff liaison at any time for assistance and support.

Convenor

- Develop an organizing committee to assist during planning stages (see suggested roles below)
- Oversee the organizing committee roles and ensure deadlines are met
- Communicate with OFSAA staff liaison, Association Representatives/Convenors and teacher-coaches
- Ensure OFSAA Regulations and Policies are followed
- Oversee the coordination of all aspects of the championship/festival
- Determine committee meeting dates and locations
- Deal with unforeseen problems during the championship/festival
- Submit nominations for the Leadership in School Sport Award (to be presented at the banquet)
- Sit on the Protest Committee
- Connect with your school board and administration to ensure support as on-call coverage is not provided by OFSAA

The following suggestions have been forwarded by past OFSAA convenors:

- Check all details of permits for facilities carefully
- Have regular reporting by all sub-committees and an occasional meeting of the entire group so that everyone is aware of logistical expectations
- Have your school principal involved as she/he can be extremely helpful in securing people, facilities, etc
- Make use of your school staff members and students
- Keep your school office staff well informed of the championship/festival so that they will be able to field questions about the championship/festival for you
- Avoid assigning yourself any specific duties on the day of the championship/festival so that you are free to handle unforeseen problems

- Start sponsorship requests as soon as possible
- Designate volunteers who have experience to oversee specific areas of responsibility

ORGANIZING COMMITTEE & STUDENT VOLUNTEERS

Organizing Committee

As stated previously, you will develop a committee to assist you in the organization of your championship/festival. The important roles are **bolded** throughout the document and include more information on their responsibilities. A list of suggested roles can be found below:

Convenor	Media Relations	Website	Treasurer
Welcome Packages	First Aid	Security/Gate	Results
Facilities & Equipment	Officials	Accommodations	Registration
Seeding	Photography	Program	Sponsorship
Banquet	Schedule	Prizes	Site Managers
Concessions	Hospitality	Awards	Student Volunteers
Live Streaming	Social Media	Rowan's Law	Souvenir Clothing

As a convenor, you can add and/or eliminate responsibilities/roles as you please. It is what will work best for your event, school, and committee.

Student Volunteers

As stated previously, OFSAA encourages student participation at all events. This provides leadership opportunities for students and will promote lifelong skills and improve the hosting experience. Someone on your organizing committee should be responsible for the coordination of the **student volunteers**.

Some suggestions to take into consideration are as follows:

- Many schools have leadership or skill-specific programs for their senior students; get your school involved and recruit some of these students to adopt part of your duties (website, banquet, etc.)
- Approach fellow teachers to see if their students could work on a particular aspect of your championship/festival

- Business and technology classes often are very interested in getting hands-on experience, so keep them in mind for advertising, media, website, webcasting and photography opportunities

FINANCES

A preliminary budget must be produced early in the organization of the championship/festival and copies must be sent to OFSAA for approval. Some fees are pre-determined (entry, hosting, banquet, etc.)

The preliminary budget template will be sent to you by OFSAA staff, indicating the type of items that may be included under operating costs.

A preliminary budget consisting of operating and non-operating sections must be signed by yourself and the principal and then submitted to your Association Representative for signature. The Association Representative will then send it to the OFSAA office at least two months prior to the championship/festival date. When estimating costs, the proposed budget should show a profit or break-even result.

Managing a Championship/Festival Budget

OFSAA firmly believes entry fees and special event costs should be kept as low as possible for participants and teams. Entry fees should only cover the cost of officials, facilities, and other costs associated with the competition.

Gifts, mementos, and additional features of a championship/festival are important in making each OFSAA a unique experience. However, special items such as player gifts, and additional social functions should be provided at no additional cost to the teams and/or participants. It is recommended that team banners are provided to participating schools. The use of donations, sponsorships, souvenir sales, and value-in-kind relationships (i.e. trade merchandise for advertising) will allow convenors to prepare special features for their event at no cost to those involved.

The majority of equipment should already be available for use at the school prior to applying, and therefore any additional purchases should be kept to a minimum.

OFSAA encourages organizers to negotiate sponsorship agreements which benefit the student-athletes first and foremost. Likewise, committee “perks” negotiated with sponsors should be done while keeping in mind the best interests of the student-athletes and the overall event.

It is OFSAA's hope that each convenor will share these philosophies and prepare a first-rate championship/festival within the confines of their budget. If you have any questions, please do not hesitate to discuss them with your OFSAA staff liaison.

Operating Budget

The operating portion of your budget includes all expenses and revenues related directly to the conduct of the championship/festival. This section of the budget must operate at least on a break-even basis (i.e. monies received from entry fees, clothing revenue, and gate receipts must cover all operating costs). High-profile sports with good potential for gate revenue should attempt to generate a profit. Any profit will benefit the host association or school and is an indication of a well-run event.

Operating expenses include the following:

- Cost of officials
- Custodial services
- Publicity
- Photography
- Meals for officials and volunteers
- Facility cost
- Postage
- Committee planning meetings
- Committee and volunteer clothing
- Security
- Souvenirs
- Programs
- Medical assistance
- Tickets/Passes/Lanyards
- Equipment
- Office Supplies
- Participant certificates/banners

Standardized Entry Fee

The following standardized entry fees represent the maximum amount each championship/festival can charge participating teams and individuals.

Championship/Festival	Maximum Entry Fee	Championship/Festival	Maximum Entry Fee
Volleyball	\$475/team	Nordic Skiing	\$28/participant
A & AA Basketball	\$475/team	Alpine Skiing	\$80/participant \$200/team
AAA Basketball	\$450/team	Field Hockey	\$425/team
Football Bowls	\$250/team	Snowboarding	\$25/participant
Ultimate	\$350/team	Track and Field	\$10/participant \$25/relay
Hockey	\$1200/team	Cross Country	\$15/participant
Curling	\$275/team	Swimming	\$25/participant \$35/team \$30/relay
Badminton	\$25/participant	Wrestling	\$55/participant
Tennis	\$75/participant	Golf	\$125/participant
Rugby	\$450/team	Baseball	\$500/team
Field Lacrosse	\$450/team	Soccer	\$475/team
Slo-Pitch	\$475/team		

OFSA Hosting Fee

The following hosting fees will be invoiced one month prior to the start of each Championship or Festival (HST included). Organizing committees are responsible for submitting a cheque to OFSA no later than 30 days following the event.

Tier 1					
Football	\$1582	Alpine Skiing	\$1582	Badminton	\$1582
Track & Field	\$3390	Swimming	\$1582	Tennis	\$1582
Combined Hockey	\$1921				
Tier 2					
Combined Curling	\$1130	Nordic Skiing	\$1130	Boys' Hockey	\$1130
Boys' AAA Basketball	\$1130	Cross Country	\$1130	Girls' Hockey	\$1130
Girls' AAA Basketball	\$1130				
Tier 3					
Girls' Field Hockey	\$847.50	Wrestling	\$847.50	Boys' Baseball	\$847.50
Girls' A Basketball	\$847.50	Boys' Curling	\$847.50	Girls' Soccer	\$847.50
Girls' AA Basketball	\$847.50	Girls' Curling	\$847.50	Boys' Soccer	\$847.50
Snowboarding	\$847.50	Girls' Volleyball	\$847.50	Boys' AA Basketball	\$847.50
Girls' Rugby	\$847.50	Boys' Volleyball	\$847.50	Boys' A Basketball	\$847.50
Boys' Rugby	\$847.50				
Tier 4					
Boys' Golf	\$339.00	Girls' Golf	\$339.00	Field Lacrosse	\$339.00
Ultimate	\$339.00	Girls' Slo-Pitch	\$339.00		

Non-Operating Budget

Non-operating expenses are those costs related to the banquet and social events for the participants. Every championship must provide a banquet and/or social function. This portion of the budget should be a break-even situation. As high costs are making full-scale banquets impossible for many championships, other ideas are being utilized such as brunches, luncheons, and pizza parties.

More information regarding this can be found in the *BANQUET/SOCIAL FUNCTION* section.

Bank Account

If you are opening a bank account specifically for this OFSAA event, make sure it has the name of the OFSAA championship/festival. Please check with your school administration to determine if an area of your school account can be designated for the championship/festival, or if you will be required to create a separate account.

Many banks will not apply service charges on championship/festival accounts, so shop around. Two signing officers must be designated to this account. OFSAA may be required to write a letter to your bank supporting the committee's involvement in the championship/festival. Please request this letter from OFSAA staff if required.

Day of Championship/Festival Financial Considerations

- Change for gate, program and concession sales
- System for collecting these monies
- Cheques ready for officials (if necessary)
- Deposit of monies
- Collection of hosting and banquet fee cheques (payable to your event)
- Collection of participant fee cheques (payable to OFSAA)

Post-championship/festival Financial Considerations

- Prepare the final financial statement as outlined and submit to OFSAA and to Association Representatives within 30 days
- Pay all expenses incurred
- 100% of profits to be retained and determined by Association
- 100% of the deficit will be the responsibility of the Association

Gate/Security (where applicable)

As a convenor, you should appoint someone to be responsible for the **gate**. This individual should take the following information into consideration.

It is important to set an admission charge which will encourage people to attend the event. Special rates can be offered for students and often package deals can encourage local elementary schools to bring their students, especially to preliminary games. The cost of the printing of tickets can often be covered by a sponsor whose name is on the back of the ticket.

There should be separate admission charges for day passes and games, as well as tournament passes at a special price. Special rates should be considered for seniors, students, and children.

Maximum Admission Charges:

- Day Pass - \$10
- Tournament Pass - \$20
- Individual Game Pass - \$5

Note: Parking is out of the control of OFSAA convenors. Please discuss this with your facility contacts.

Financial Statements

The final financial statement should be signed by yourself and the principal and then received by the Association Representative for signature no later than 30 days following the championship/festival. The Representative will then sign and forward to the OFSAA office. This financial statement is required by our auditors, so please submit it as soon as possible.

OFSAA Championship/Festival Financial Statement Procedure

The following are procedures that all OFSAA convenors must follow when dealing with the finances of their championship/festival. These procedures will allow for accurate and timely reporting to the OFSAA office. Please note the potential penalty of non-compliance.

To better manage your finances, you should appoint a **treasurer** to deal with the financial aspects. They would:

- Handle all monies (receipts and disbursements)
- Open a bank account specifically for monies related to the event or use a school account

- Submit your preliminary budget to your Association Representative for signature, approval and/or adjustment 30 days prior to the championship/festival (discussion will take place between the convenor and OFSAA staff for approval to be granted)
- Keep all receipts and paid bills for items of \$100 or more (OFSAA may request these receipts up to one year after the event)
- Submit copies of all contracts that you sign (i.e. facility, accommodations, sponsorship, etc.)
- Submit your final financial statement with all the required signatures to your Association Representative and the OFSAA office within 30 days of the completion of your championship/festival
- Write cheques as required
- Send in participant fees and hosting fee to the OFSAA office

Strategies for Managing Your Budget

- Encourage sponsors/supporters to donate items, which will reduce operating and/or banquet costs (e.g. equipment, ID badges, tickets, desserts, pop, decorations)
- Hold banquets at school cafeterias or local recreation centers as hotels are usually the most expensive sites for holding a social event
- Elicit the help of local community services associations in preparing your championship and banquet meal

Awards

Championship medals, the 'Champions' banner, and the Leadership in School Sport Award have been purchased by the OFSAA office and they will be sent to you in time for the event, usually one week before the championship. You will not have to worry about ordering or paying for these.

Festivals will receive the 'Champions' banner and the Leadership in School Sport Award, but are required to purchase OFSAA medals and will be invoiced for the cost. No other awards or prizes may be given to the winners.

Please make sure to check all awards have been received and were not damaged during shipping. Remove medals one day in advance of the final matches and display them in a prominent place. Pre-plan how the medal ceremony will run.

It is important to note that OFSAA does not allow 'Most Valuable Player' or 'Player of the Game' awards to be handed out throughout the course of the championship/festival.

Someone on your organizing committee should be appointed to organize the **awards** and awards ceremony to ensure that medals are received and that there is an event representative present at the medal ceremony during the event.

SPONSORSHIP

There are many components of an OFSAA championship/festival. In terms of sponsors and supporters, it is important to look at a championship/festival as a series of elements or components that have the potential of being "supported" by corporations and donors. A person responsible for **sponsorship** should be appointed to ensure all expectations are met.

It is important to note that there are different levels of support offered at OFSAA championships/festivals. There are sponsors that are secured by the OFSAA office and those that are secured by the championship/festival organizing committee. The OFSAA staff liaison will outline the OFSAA sponsors for your specific sport. OFSAA also has sponsors who have a presence at each OFSAA championship/festival. The organizing committee is responsible for abiding by the existing sponsorship agreements as per the sponsorship summaries provided by the OFSAA staff liaison. The organizing committee is free to solicit any potential sponsors who are not in conflict with the OFSAA sponsors and that do not conflict with the educational goals. It is important that the OFSAA office approves all potential sponsors to avoid any possible conflicts. If you have any questions regarding sponsorship, please contact your staff liaison.

Securing Sponsors

The key to securing local sponsors for your event is an early start. It is difficult to secure donations and/or sponsorship money from a company when its budget has already been set. Therefore, it is important to assign one person, whose only task is to obtain sponsorship support. The person or people responsible for sponsorship must understand the structure, aims, and objectives of OFSAA. The OFSAA office would be pleased to provide any necessary information or guidance.

Be creative when looking at the various aspects of your championship/festival that may be sponsored. Brainstorm and make a checklist of the potential sponsorship opportunities. Ask other committee members for contact names that may lead to sponsorship dollars. Also, it may be advantageous to involve the students in your school,

such as those in the business department. These students may be interested in taking on this project.

The following are suggestions of areas that could be sponsored:

- Player packages and contents
- Posters and promotional material
- Distinctive committee and officials' clothing
- Program advertisement
- Printing of tournament tickets (advertisement on back)
- championship/festival promotions (radio, TV)
- Tournament pool or division titles
- Sale of banquet tables (service club may sponsor banquet for team(s))
- Donation of draw prizes
- Transportation (shuttle bus between venue and hotels)
- Accommodation (complimentary rooms for official and special guests)
- Opening ceremonies
- Special events
- Public relations (television station, radio, community outlets)
- Communications (walkie-talkies, intercoms, cellular phones, etc.)
- Signage
- ID badges for officials committee members, coaches, and athletes
- Medical services (i.e. St. John's ambulance may donate services)
- Security barriers and fencing
- Photography
- Meals for participants

Approach a number of different companies/organizations. The more companies you approach, the less you have to ask from each one. This increases the likelihood of obtaining some form of donation or sponsorship, whether it be cash or an in-kind contribution.

The following is a list of companies and organizations that have traditionally supported OFSAA Championships/Festivals and similar events:

- Schools
- Local teacher federations
- Service clubs & legions
- Municipal governments
- Athletic associations
- Boards of education

It is very difficult to go into an organization “cold”. Do some research before you approach the company. The biggest advantage is to have personal contact within the company. The companies/organizations listed below are further suggestions for potential supporters:

- Financial institutions
- Trust companies
- Oil and gas companies
- Insurance companies
- Foundations
- Merchandise outlets
- Communications industry
- Automotive industry
- Major mining and chemical companies
- Food industry
- Professionals and associations
- Legal office

Sponsorship Template

OFSAA has created a sponsorship template to help guide convenors to possible sponsorship opportunities. In the 'For Convenors' section of the OFSAA website, there are two documents to assist with approaching sponsors: the first is a sample letter to fill in with details of your championship/festival, and the second is a list of examples of sponsorable properties. You can create your own proposal or follow the OFSAA template.

Your proposal should include the following:

- Introduction/Statement of request
- Information on the event and OFSAA
- Details on the specific sponsorship opportunity
- The rationale for association with this specific company
- Service provided to the company in return for their support
- A specific contact person with school, fax and home numbers, and e-mail address

Treatment of Sponsors/Supporters

It is very important to recognize sponsors/supporters in various ways throughout the championship/festival. The degree of recognition will correspond with the level of support. In general, all sponsors/supporters should receive recognition through press releases, public address announcements, the program, and in any other information

that is being distributed. Minor supporters should receive thank you notes, whereas major supporters/sponsors may receive small plaques as a token of appreciation. It should be mentioned at some point (i.e. coaches' meeting) that the teams should make an effort to use the services of local supporters or sponsors. Major supporters/sponsors should be invited to the banquet and may be involved in the presentation of the OFSAA awards. Banners may be placed in the area of play, but the OFSAA Banner should always receive the prime location.

The following are a few suggestions for welcoming and recognizing major sponsors:

- Assign a committee member (or yourself) to welcome the sponsor
- Make the sponsor feel special - introduce them to other committee members and coaches
- Prominently display sponsor banners at the championship/festival site
- During breaks in play, make regular announcements over the P.A. system acknowledging the contribution of the sponsors
- Display sponsor banners at the banquet site
- Provide sponsors with championship/festival merchandise, clothing or material, and if possible acknowledge the contribution of sponsors during the banquet

Treating sponsors like "gold" will go a long way in maintaining and improving sponsorship agreements for future convenors.

Some general sponsorship situations to avoid are:

- The championship/festival cannot be called the "Pepsi/OFSAA Championship"
- The championship/festival can be called the OFSAA Girls' AA Volleyball Championship sponsored by Pepsi (for example)
- No alcohol or tobacco companies
- Avoid product areas that conflict with OFSAA sponsors (check with your staff liaison)
- Only OFSAA awards are to be presented
- The sponsor's logo cannot and will not appear anywhere in your championship/festival logo
- MVP awards or individual player awards are not permitted

If you have any questions about Sponsorship, please contact the OFSAA office.

SOUVENIR CLOTHING

OFSAA has an exclusive partner (Canuckstuff) for championship/festival souvenir sales. This partner is considered the “Exclusive Retailer of OFSAA”. This relationship benefits your event and pre-established terms have been negotiated. The expectation is that each organizing committee will refrain from soliciting partnerships for the purpose of selling “OFSAA Branded” merchandise at each event. In turn, you will receive quality souvenir sales without the added responsibility and risk of loss to your overall budget.



Canuckstuff “Exclusive Retailer” Responsibilities:

- Contact convenor and establish timelines for event souvenir sales
- Develop the championship/festival logo
- Create a supply list of merchandise sold in cooperation with your organizing committee and OFSAA
- On-site souvenir sales (two days for championships, one day for festivals)
- Provide each organizing committee a guaranteed sales commission pre-determined by OFSAA
- Provide volunteer apparel credit for organizing committee and student volunteers, pre-determined by OFSAA
- Provide staffing and equipment for established sale periods during the event
- Conduct pre and post order sales when required

A member of your organizing committee should oversee **souvenir clothing** and the logo, making them a ‘Canuckstuff’ contact.

Championship/Festival Organizing Committee Responsibilities:

- Communicate with retailer early to establish relationship
- Contribute ideas to assist with championship/festival logo development
- Coordinate souvenir sale locations within event venue(s)
- Provide adequate space for in-person sales (including all expenses related to permits)
- Communicate and advertise with qualifying participants and spectators (i.e. program, website & email communications)

Please contact the OFSAA liaison of your event or the OFSAA office if you have any questions.

PROGRAM PLANNING & ADVERTISING

Your **program** should be developed by your organizing committee and we highly suggest appointing someone to be responsible for the development of the program.

This person will:

- Consider posting a digital program on the championship/festival website
- Send a copy of the program to OFSAA for approval prior to printing/posting
- Decide on a general format for the program, estimated cost, the number of copies, etc.
- Determine whether the program is to be printed at a school or by a commercial company
- Cover the cost of printing the program through advertising-generated revenue
- Potential advertisers should be contacted as early as possible so they may budget for this commitment (advertisers' commitment should be in writing)
- Set a deadline for all submissions with enough time to look over all material. Maintain your printing deadline
- Have a conversation with whoever is printing and/or laying out your program regarding the timelines (e.g. receipt of program ads, registration information, participant information)
- Make specific arrangements for sale and distribution
- The program should be sold to spectators for a minimal amount (\$1-2) per copy
- Convenors are encouraged to provide each participant with a souvenir program free of charge
- Send copies of the program to all advertisers with a thank-you note

Possible Advertising Sources

- Local businesses and banks
- Sport equipment companies
- Local TV, radio, newspapers
- Trophy/award companies
- Clubs or camps related to sport
- Athletic departments of high schools
- Colleges or universities
- Travel and tourism boards
- Sport governing bodies

Be sure to avoid possible conflicts with existing OFSAA sponsors. Alcohol and tobacco sponsors are prohibited.

Suggested Advertising Rates

- Full page - \$100-250
- Half page \$ 50-150
- Acknowledgement as a supporter - \$50-100

Note: Rates vary according to the quality of the program, distribution numbers, and the location of the championship/festival.

Program Contents

Required Information:

- Team lists (including names of players, coaches, managers, Association, Twitter handle, school name, and name of city or town)
 - *Note: you may receive this information three-five days before the championship/festival, so please be prepared*
- Welcome messages from the OFSAA President, Convenor, Local Board of Education, Mayor
- List of committee members
- Acknowledgement of sponsors and supporters
- Sponsors/supporters as per agreements

Other Possibilities:

- Record of past OFSAA champions (team sports)
- List of past Leadership in School Sport Award winners (Championships only)
- Coaching creed
- Code of behaviour for spectators
- Map of OFSAA associations
- School records, invitational events attended, & or past appearances at OFSAA
- Player information (grade, height) or profile of competitors
- Photographs, school logos
- Solicited advertising to cover costs of the program

The OFSAA office provides convenors with a message from the President of OFSAA, map of member associations, coaching creed, code of behaviour for spectators, OFSAA logos and sponsor advertisements, past champions, and Leadership in School Sport Award winners. Most of these items can all be found in the 'For Convenors' section in the back end of the website.

If you have any questions about the program please contact the OFSAA office.

REGISTRATION/ENTRY PROCEDURE

The OFSAA HUB

All OFSAA events will use the OFSAA HUB online registration system. This ensures you will receive a standardized registration form with all the required details for your event. The OFSAA office will create convenor accounts on the hub for you. If you have multiple individuals reviewing registrations please send their e-mails to your OFSAA staff liaison. Registration will provide you with the following:

- Roster with names, heights, jersey numbers, and grades of players
- School and Coach contact information
- Detailed seeding information (if not provided Convenor must contact Coach)
- Number of banquet tickets required

Individual sports may also include varying methods of registration or use of third party online platforms, which should be discussed with OFSAA staff liaison and previous convenors. It is a good idea to have someone assist you with **registration** by gathering and organizing important information for you. Their responsibilities would include:

- Let OFSAA staff liaison know of any additional email addresses that need to be added to those receiving the OFSAA HUB online registrations
- Receive and carefully check/approve entries on the hub.
- Receive entry fees, special function/banquet fees, and OFSAA participation fees.

Team Participation Limits

Each team may register a maximum number of participants (see below); this information is also included in the Sport Specific Directives within the Playing Regulations. Participants may include any combination of players and team personnel (i.e. players, coaches, managers, trainers, and teacher-supervisors). Only registered participants may represent the school and/or attend Championship and Festival activities.

Sport	Participants	Sport	Participants
Field Hockey	25	Basketball	18
Volleyball	18	Hockey	25
Lacrosse	30	Soccer	24
Rugby	34	Baseball	22
Curling	7	Football	65
Ultimate	28	Slo-Pitch	22

Receipt of Registrations

Should you be missing entries following the entry deadline, contact the OFSAA office immediately and indicate which association(s) are missing. You may also follow up with the Association Convenor or your Association Representative to find out which school won and obtain the coach's contact information.

Please also check each registration to ensure all sections were completed and email the coach immediately asking them to complete any missing sections.

Each championship/festival will use the OFSAA HUB and does not accept registration by any other means. This ensures that all team information is given to you in the same format and that all seeding information is presented in an equal and standardized form. Please also note that no paperwork of any kind will be accepted via email, mail, or in person at the championship/festival. The only items you should receive are the entry fee and participant fee cheques.

Communication with Association Convenors & Representatives

In addition to your Association Representatives, OFSAA staff will provide you with a list of Association Convenors for your particular sport.

You should:

- Introduce yourself and provide your contact information
- Remind them of the entry deadline for your event
- Provide a list of accommodations and the deadlines for reservations if block booking rooms
- Request the date of their association championship/festival and remind them of the registration deadline
- Ask if they have any input towards the seeding/strength of the teams in their association
- Share any other information specific to your event (for example, if you want teams to submit pictures, let the convenor know so they can arrange for a picture at the association championship)
- Provide them with other important dates, locations & times (i.e. banquet, coaches meeting, etc.)

Determination of Team Entries

Your OFSAA staff liaison will inform you of the structure of your tournament (usually 12, 16, 18, or 20 teams) as soon as association commitments are received. The structure of your tournament is dependent on the number of associations committing to the event. Note that this is not flexible, so as a convenor, you must plan for all possible tournament sizes. You will also be provided with a list of the associations attending and the number of entries each association received.

Additional Entries

The host association is entitled to an additional entry for most events (please see Sport Specific Playing Regulations). Please consult with your Association Representative to determine how this entry is awarded in your specific association (some are given to the host school and others to the association runner-up).

If there are additional entries required to complete the tournament draw, OFSAA staff will contact previous years' medallists (going back two years) to offer an additional entry. No association will be awarded more than two (2) entries (unless extraordinary circumstances dictate otherwise). If further entries are required, selection will be done in the OFSAA office.

Coaches Meeting

The OFSAA staff liaison will provide you with the date, time, and link for your virtual coaches meeting. They will begin the meeting and address all OFSAA By-Laws, Regulations, and Policies pertaining to the event. As the convenor, you will be responsible for:

- Inviting the head official to attend
- Distributing the agenda and link (provided by OFSAA staff) to the teacher-coaches following the registration deadline
- Creating a presentation to share with the teacher-coaches that includes important information (i.e. directions, parking, schedule, first-aid, etc.)

BANQUET/SOCIAL FUNCTION

It is highly recommended to appoint an individual on the organizing committee to be responsible for the **banquet/social function**. More information on this role is highlighted below. You may choose to have a formal banquet or an informal meal. Funds available may dictate the function. The maximum amount the convenor can charge for the function is **\$45 per person**. The rest must come from donations.

Location

In terms of location, you will need to ensure that you have a facility that is large enough to hold teams, committees, and special guests. In order to keep costs down, you could consider using a school facility or inquiring about a special rate from the hotel used for headquarters. When choosing a location, it should be in close proximity to accommodations.

Meals

There must be a sufficient amount of food as well as a seating plan. You are encouraged to make use of local caterers, service clubs, or school food services.

If you are doing a buffet-style meal:

- Make sure that there is plenty of food available for all participants
- You must have several serving lines to ensure quick service and hot food
- Determine in advance the order that tables will go to the buffet line
- Head table(s) go to the buffet line first
- Have people serving main dishes (i.e. meats) to monitor supply
- Announce seconds when all have had a first helping
- Put drinks and desserts in a separate area from food tables
- If possible, have cutlery, serviettes, and bread/butter on tables where teams are sitting

If you are doing a sit-down meal:

- You must have a sufficient number of servers so that everyone receives their meals within a short period of time
- You may have desserts and drinks on a table for self-service

Recommended Format

- Length should be contained to 1.5 - 2 hours
- Arrange for a meeting area for all special guests to gather when they arrive at the function
- Make sure to have a master of ceremonies
- Provide an introduction of the head table and special guests
- Make sure to have a brief welcome/greeting by the convenor, OFSAA Representative and special guests.
- Have the meal
- Presentation of OFSAA Leadership Award (Championship only)
- Guest Speaker
- Team presentations and/or introductions
- Videos/films relevant to the sport
- Cooperative games
- Special entertainment
- Team identification centerpieces
- Place cards for head table guests
- Posters depicting home area of school and school activities

Guest Speaker

There are several things to keep in mind when selecting a speaker. You should find someone that students can relate to, is credible and provide a good message, brings a unique perspective, and has participated in an OFSAA event or school sport. The message should address values such as; leadership, commitment, respect, equity, growth, and development. The emphasis of this message should be placed on student well-being and highlight the importance of school sport and how it enriches education. As the convenor, you should ensure that the speaker is provided with a timeline of 15-20 minutes. They should be told to refrain from using the opportunity to promote or recruit student-athletes. As well, they should deliver an age-appropriate message while using appropriate references and language for a school setting.

Invitations

OFSAA Representatives:

An OFSAA staff member, a member of the Executive, or an OFSAA Representative will

attend for some time during the championship/festival. One of these individuals will attend the banquet to bring greetings from OFSAA and to introduce the OFSAA Leadership in School Sport Award at the events. The Chairperson of the OFSAA Sport Advisory Committee may also be in attendance to speak at the coaches' meeting, attend the banquet, and be part of all of the championships/festivals.

Association Representatives:

An Association Representative should be sent an invitation to attend the championship/festival and the banquet/social function. The president of the association should also be invited.

Sponsor Representatives:

Any corporate sponsor must be invited to send a representative to the banquet/social function and to present awards.

School Board Representatives:

To raise awareness within your board of education of what events are taking place in their jurisdiction, it is good public relations to invite the chairperson of the board and the director of education to the banquet/social function.

It is also a good idea to invite:

- Principal of host school(s)
- Chief official
- Convening Committee members

Special Guests:

It is recommended that you contact any special guests early in the organization process by written invitation, and request a reply. You may wish to confirm attendance at a closer date. Specify when you would like them to attend and what you would like them to do (bring greetings, presentations). Committee personnel should be ready to greet guests upon arrival and to take them to a specific area. Place cards at the head table should be prepared ahead of time. It is important that all guests are introduced by their correct title.

Banquet Admission

It is wise to have responsible individuals and strong adult representation at the door to ensure the collection of banquet fees and that only those listed on the roster are in attendance. Banquet fees should be communicated well in advance and posted on the website.

MEDIA RELATIONS

Proper media relations are essential to the success of all OFSAA Championships, and OFSAA programs, and advocating school sports in general. As Championship convenor, it is your responsibility to select a **media** chair who will handle all media relations for your Championship. This position should be designated to someone other than the Championship convenor.

OFSAA has developed relationships with media outlets across the province and it will be the responsibility of your media chair to disseminate pertinent championship information (schedules, seedings, and especially results) to print and electronic media before, during and after the event.

OFSAA will post media release templates on the back end of each Championship website.

CHAMPIONSHIP WEBSITES

All Championships are required to use the OFSAA-provided template Championship website (located at ofsaa.on.ca) for the purpose of making Championship information and results available to the general public. These Wordpress websites are standardized allowing convenors to have professional-looking websites, as well as aid visitors with navigation. Your website will allow you to upload files, link to pages, display photos, and much more. The OFSAA office will provide correspondence to access your website once it is available.

You should select someone on your committee to be the designated **website** person, and pass along all information to them. It would be helpful if your website chair has worked with websites before, or is generally computer savvy.

Website Templates

Each template website contains a number of pages generic to all Championships (registration, schedule and results, accommodations, sponsors, media, etc.). Each of these pages contains an outline of what information needs to be posted in order to aid you with providing the information. Convenors will also have access to all of the required forms, logos, media templates and contacts, and other information needed for the Championship on the back end of the template Championship website under the section "For Convenors". The section is only visible on the back end of the website after logging in. The OFSAA office also has access to this website to help convenors with any problems they may have or to post new or sport-specific information concerning the Championship as it draws nearer.

Updating the Results

The website is used as the primary source for results, so ensure results, scores, and misconduct are posted within 20 minutes of the conclusion of the game.

The OFSAA office receives numerous inquiries for results during championships, so be sure to make your results available as soon as possible so they may field these questions. Members of the media also have specific deadlines, so designating a website maintenance person is essential to ensure the results are available as soon as possible.

PHOTOGRAPHY & LIVE STREAMING

Someone from your organizing committee should be responsible for **photos** and **live streaming**.

Photography:

Your photographer will:

- Arrange to take all team pictures with OFSAA and sponsor banners as a background along with other pictures throughout the course of the event (competition, banquet, etc.)
- Submit high-quality photos of the gold medal-winning team and good action photos to OFSAA for the Bulletin magazine (photos sent to pat@ofsaa.on.ca in a Google Drive folder work well)
- Upload pictures of medallists to the event website
- Arrange videotaping/live streaming of championship/festival, if possible

Live Streaming:

Beginning in 2023, girls' and boys' volleyball, basketball, hockey and curling must be streamed by the on-site members of the championship committee at your venues. The video feeds will be live streamed via **live.ofsaa.on.ca** to accommodate our partnership with Vidflex.

Pat Park (pat@ofsaa.on.ca) will coordinate closely with convenors and the technical support staff at Vidflex in the weeks leading up to your championship.

Please keep in mind that live streaming is not mandatory outside of the indoor championship/festivals mentioned above, but it has come to be expected. Most realize that indoor sporting events



are easier to stream and are presented more efficiently to viewers. The delegation of the streaming operation to a team of volunteer students has been met with great results for the overall online presentation and as a valuable hands-on learning and leadership experience for the students.

Note: OFSAA does not have camera/video equipment to distribute. For general questions about live streaming, please contact Pat Park at pat@ofsaa.on.ca.

SOCIAL MEDIA

Many recent OFSAA Championship convenors have been successfully using Twitter (X) and Instagram to communicate Championship information, photos, and results to the public. Both are a free way to generate publicity and excitement about your event. Social media is ideal for posting results, and play-by-play game information, as you can post instantly from the Championship from any laptop, tablet, or smartphone. Most of the sports reporters in Ontario are on social media, and it is an easy way for them to keep up with your event. To distinguish the social media conversation for your Championship, when other Championships are running at the same time, use a hashtag such as #OFSAAWindsor2023, as an example.

If you are interested in having **social media** accounts, we suggest appointing someone to create and manage those accounts. Pat Park (pat@ofsaa.on.ca) will provide the password to access the existing Championship Twitter (X) account. In the event that you create social media pages on your own for Instagram, Facebook and TikTok, please forward all handles to Pat so that he can promote them on the website.

ACCOMMODATIONS

OFSAA has an accommodation agreement with InnVest Hotels (<https://innvesthotels.com/portfolio/>). All convenors should use an InnVest Hotels property, if possible. Ask your OFSAA staff liaison for more details.

To assist you in the organization of your event, you should appoint an individual to be responsible for **accommodations**. This individual should:

- Check with the local area to make sure there is no conflict with other functions (conventions, tournaments) which may have already booked hotels/motels
- Determine whether one major hotel can handle all participants or whether several will be required
- Make personal contacts at each accommodation site
- Block and book the required number of rooms, and ask for a late release date, as many people will not know who is attending until one week before

- Clarify payment method, date for finalizing room lists, and contact person with the accommodation sites
- Negotiate special rates (three to four/room), comp. rooms for official or committee members, or cash earn-back
- Arrange set-up if hotel site is to be used for registration
- Receive any agreement in writing
- Make sure that you read the hotel contract to ensure you are not responsible for unused rooms
- Do not give your credit card to secure rooms (this is the responsibility of the association or the teams)

SCHEDULE & SEEDING

Championship/Festival Schedule

It is important to note that the structure must comply with the OFSAA regulations which can be found in the *Sport Specific Directives within the Playing Regulations*. In order to assist you with the organization of your event, you should appoint someone to be responsible for the **schedule**. This individual will:

- Ensure the structure must comply with the OFSAA Regulations
- Create a draft schedule and send it to the OFSAA staff liaison for approval
- If changes are required, they must gain approval from the SAC Chairperson and OFSAA staff liaison
- Upload schedule to website
- Use registration entries to create final schedule
- Post final schedule to website and ensure it is provided to all coaches and presented at the coaches meeting

Seeding

Seeding processes are sport specific. Please refer to the OFSAA Playing Regulations for the seeding format. Individuals involved in any way with the competitors/teams in the championship must not be part of the seeding process. With that being said, we highly suggest appointing someone from your organizing committee to take care of **seeding** and establishing a seeding committee. This individual will:

- Develop a seeding committee and ensure there is no conflict of interest
- Organize seeding meeting following registrations
- Complete seeding according to the Sport Specific Directives in the Playing Regulations
- Send seeding to OFSAA staff following the initial meeting

- Gain approval from OFSAA staff and SAC Chairperson prior to posting on the website and/or forwarding the media (OFSAA sanctions may be imposed on teams/schools that omit seeding information or provide inaccurate information)

FACILITIES & EQUIPMENT

In order to assist you, someone in charge of **facilities and equipment** should sit on your organizing committee. This individual should take the information below into consideration.

Facilities

Regulation Size and Safe Conditions:

Make sure all courts, fields, tracks, etc. are of the required size with sufficient space surrounding the competitive area to provide safe playing conditions.

- Check the regulatory body's guide for your sport as to safety checks
- Any concerns should be directed to the OFSAA SAC Chairperson and staff as soon as possible
- Remember to check the OFSAA Playing Regulations

Permits and Costs:

Ensure that you secure permits for the gymnasium/fields/arenas/spectator areas, dressing rooms, officials' meeting room, coaches' room, and cafeteria/concession booth. Make sure the duration of the permit is sufficient to allow for warm-up periods as well as set-up and tear-down. Any costs and responsibilities should be listed in writing (i.e. rental fee, custodial services, clean-up, parking, etc.)

Equipment

Game balls are provided at no cost for many of the team sports, please check this with the OFSAA office. If transportation of large equipment to the site is required, this should be arranged early on in the planning/organization. You may be able to secure this as part of your board's support of the event. Have a trained crew to set up and tear down all equipment. An outline of equipment placement should be drawn up well before the event.

Keep in mind:

- Competition equipment
- Tables, chairs, and benches
- Spectator seating
- Audio-visual equipment
- Office supplies and equipment

FIRST AID & SAFETY

You should appoint someone on your committee to be responsible for **first aid and safety** in order to organize the following information and details for your event.

First Aid

- On-site first aid must be made available at all competitive sites (refer to sport specific first- aid requirements in playing regulations)
- Please make early written requests with the first aid personnel for their services (sports defined as "High Risk" should consider having qualified medical personnel at each site)
- Make sure that you obtain early written confirmation from the first aid personnel of their attendance at the event
- Provide the first aid personnel with a reminder by telephone prior to the event
- The local hospital should be notified of the event and, if possible, the name of an on-call doctor should be obtained
- Injury report forms should be on-hand for any injuries that may occur
- Injury report forms must be filled out by first aid personnel and submitted electronically on the back end of the website under the 'For Convenors' section after the completion of the championship/festival
- Communicate to volunteers and coaches where first aid will be located, as well as a method of communicating with them (cell/radio)

Safety

All competitive sites should be checked out carefully from a safety viewpoint prior to deciding on the location(s) and just prior to the actual competition.

Areas of Consideration:

- Competitive surface
- Lighting
- Total space available around the competitive area to allow for a good crowd
- Structures close to competitive areas which could create safety hazards
- Condition of equipment/facility should be checked carefully just prior to competition for outdoor activities (extra precautions for inclement weather)
- Fire code and building capacity

Emergency Action Plan (E.A.P.)

An E.A.P. that includes specific event details and emergency contacts should be created and uploaded to each championship/festival website.

CONCUSSION PROTOCOLS - ROWAN'S LAW

In accordance with the requirements set out in **Rowan's Law** and its associated regulation, the convenor of each OFSAA event shall designate a person(s) to have specific responsibilities under the Removal-from-Sport and Return-to-Sport protocols. The responsibilities of the designated person(s) may be shared between one or more individuals. If there is more than one designated person, each must understand their responsibilities under the Removal-from-Sport protocol and Return-to-Sport protocol.

OFSAA Removal-From-Sport & Return-To-Sport Protocols

Ontario Federation of Athletic Associations (OFSAA) is committed to the long-term health and safety of its participants. The purpose of this policy is to provide information for concussion removal-from-sport, and return-to-sport requirements.

Responsibilities:

Under OFSAA's Removal-from-Sport protocol, the designated person(s) is/are responsible for ensuring:

- A student-athlete is immediately removed from further training, practice or competition if the student-athlete has sustained a concussion or is suspected of having sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with OFSAA;
- If in the opinion of the designated person(s), there is an emergency and/or any red flag signs and/or red flag symptoms appear – including those resulting from a suspected concussion, call 911;
- Removal of the student-athlete from further training, practice or competition; and if the student-athlete is under 18 years of age, the parent or guardian is informed of the removal;
- The student-athlete, or the parent or guardian if the student-athlete is under 18 years of age, is advised that the student-athlete is required to undergo a medical assessment by a physician or nurse practitioner before the student-athlete will be permitted to return to training, practice or competition according to OFSAA's Return-to-Sport protocol;
- A student-athlete or, if the student-athlete is under 18 years of age, the student-athlete's parent or guardian receives OFSAA's Removal-from-Sport and Return-to-Sport protocols as soon as possible after the student-athlete's removal;
- Once removed, the student-athlete is not permitted to return to training, practice or competition, except in accordance with OFSAA's Return-to-Sport protocol

The designated person(s) are responsible for following OFSAA's Return-to-Sport protocol. This will be sent to you prior to the Championship and can also be found on the OFSAA website. If you have any questions, please contact the OFSAA office.

Rowan's Law Code of Conduct forms completed by Student-Athletes, Parents, Coaches, and Trainers will be completed and uploaded to the OFSAA HUB prior to participating in the championship/festival.

OFFICIALS

Major Officials

It is often a good idea to ask the head official to be on the organizing committee. Contact the chairperson of the local board of officials for your sport as soon as the dates for your OFSAA championship/festival are finalized (June of the school year prior to your event). Discuss the schedule with this individual and try to work out a special rate agreement of fees. Get all details in writing. Find out if there will be an assigner's fee or honorarium. Please refer to the playing regulations for specific rules on officials.

Note: Please contact the OFSAA office to determine whether there is an existing contract for officials.

Minor Officials

Minor officials consist of scorers and lines people. Usually, these are volunteers from high schools, colleges, and/or universities in the area. You should conduct a small clinic to familiarize minor officials with their duties and responsibilities.

On your organizing committee, someone should be responsible for the coordination of **officials**. Their responsibilities are as follows:

- Negotiate with the assigner what compensation will be made for meals, accommodation, and mileage (consult with office staff)
- Once the schedule is drawn up, give a copy to the designated officials' assigner as soon as possible
- Make appropriate arrangement for payment of officials
- During the tournament, arrange for a room for the officials to meet
- Any special game regulations or warm-up procedures should be relayed and posted where the officials can see them
- Recruit volunteers to be minor officials
- Conduct a small clinic to familiarize minor officials with their duties and responsibilities
- Outline an appropriate dress code for officials

- Provide each minor official with an outline of their job, a schedule, and a map to the competitive sites
- Double check with all minor officials just prior to the event with respect to their attendance and always have standbys ready should anyone not show up as scheduled
- Assign one committee member the responsibility of being in charge of this group (if two sites are being used, have a committee member at each site)
- Make the major official aware of the role of the minor official and introduce them prior to the event
- Arrange for meals and refreshments if minor officials are at a site for a prolonged period of time
- Designate an area for officials to meet and relax
- Stress that the minor official must concentrate on their job at all times and avoid talking with friends while on duty

Note: Refer to the playing regulations for sport-specific information.

FINAL REMINDERS

As you plan your event, it is crucial to follow all policies, procedures, and protocols set out by OFSAA. This information is easily accessible on the OFSAA website. If you have any questions, please be sure to connect with your OFSAA staff liaison. It is important that you connect with them while organizing your championship/festival to ensure all expectations are being met. They are there to support and assist in any way they can. As a convenor, it's recommended to also review OFSAA's regulations and policies.

Remember that all registration will take place through the OFSAA HUB. The only things you should receive from teams/participants at the events are cheques for your banquet, entry fee, and participation fees.

GOOD LUCK ORGANIZING YOUR CHAMPIONSHIP!

Below you will find a checklist to help you and your organizing committee in meeting deadlines for your Championship. If you would like an electronic copy, please contact your OFSAA staff liaison. In addition, please do not hesitate to reach out at any time if you have any questions or concerns. See the front of this manual for OFSAA contact information.

CONVENOR & ORGANIZING COMMITTEE CHECKLIST

This checklist should act as a tool for convenors and their organizing committees to use and edit as they wish to assist in the organization of their championship/festival.

Facilities

	Responsible	Deadline	✓
Competition Site(s)		One year prior	
Banquet Site		One year prior	
Coaches' Meeting Site			
Plan and/or diagram set up of areas			
Organize set up and take down			
Accommodations		One year prior	
Decide entrances/exits to be used for spectators			
Arrange back-up facility/fields			

Officials

	Responsible	Deadline	✓
Initial Contact		One year prior	
Costs of officials secured in writing (Agreement)		Six months prior	
Secure Assignor			
Schedule Major Officials		One month prior	
Schedule/Train Minor Officials		One month prior	
Schedule Head Official to speak at Coaches Meeting			
Provide schedule to officials			

Finances

	Responsible	Deadline	✓
Open Bank Account			
Determine and Contact Potential Sponsors			
Execute Additional Fundraising			
Preliminary Budget (due 60 days prior)		Two months prior	
Ensure hosting fee invoice is received			
Determine admission costs, if necessary, and print tickets or passes			

Registration/Seeding

	Responsible	Deadline	✓
Send out initial info to Association Convenors			
Receive/Check Registration from the HUB			
Create Seeding (1 day after registration)			
Seeding meeting to finalize schedule			
Get Seeding Approval from SAC Chair & OFSAA			
Schedule submitted and approved by OFSAA Staff			
Contact teams re: seeding			
Post seeding on website			
Send out schedule			
Post information on seeding and schedule to website and social media			
Receive fees (see Finances)			

Website/Media

	Responsible	Deadline	✓
Prepare Media Templates			
Review list of media outlets and deadlines			
Prepare Contact List			
Update initial information			
Update 'For Coaches' section with information			
Update participant information			
Update scores			
Arrange to take team pictures with OFSAA and sponsor banners as a background		Two months prior	
Arrange to take pictures throughout event		Two months prior	
Post picture of medalists		Following event	

Personnel/Guests

	Responsible	Deadline	✓
Keynote Speaker/Entertainment		Six months prior	
Invitation to VIP (Sponsors, Board of Education, City or Town council)		One month prior	
Leadership in School Sport Award Winner			
Book trainers or medical personnel for each site		Six months prior	

Coaches' Meeting

	Responsible	Deadline	✓
Include time and location of the meeting on website			
Draft agenda in consultation with OFSAA staff		One week prior	
Send out agenda to coaches following registration			
Invite head official (See officials section)			
Create Powerpoint/Presentation			
Emergency Action Plan & Emergency Information			

Logo & Apparel (Canuckstuff)

	Responsible	Deadline	✓
Complete Google Form		90 days prior	
Established Logo (submit to office 60 days prior)		60 days prior	
Communicate locations (banquet and facilities) dates and times (establish selling area, etc.)		30 days prior	

Awards

	Responsible	Deadline	✓
Receipt of awards from OFSAA			
Nominations for Leadership in School Sport Award		One month prior	
Secure speaker for presentation			

Equipment/Materials

	Responsible	Deadline	✓
Book Equipment			
Scorepads/Gamesheets		Two months prior	
Ensure equipment being sent by OFSAA is going to the correct address (as per agreements)			
Coordinate other supplies necessary			
Receipt of OFSAA banners and medals			
Tell OFSAA Staff how many banners you would like		Two months prior	
Prepare result charts		One month prior	
Perform equipment inventory for all sites		One month prior	
Prepare signage		One month prior	
Order Participation Banners			

Program

	Responsible	Deadline	✓
Decide Virtual or Paper		One year prior	
Secure Printer			
Determine Layout		Six months prior	
Solicitation of advertising in program		One year prior	
Collect required advertisements for program (on OFSAA site)			
Get OFSAA Ads/President Letter			
Add Team/Individual Participant Info			

Day of Event

	Responsible	Deadline	✓
Set up registration area			
Set up competitive areas			
Make sure all equipment is ready			
Make press packages available			
Make sure change is in cash boxes (if applicable)			
Post up-to-date result charts in highly visible areas			
Send results to the media and to OFSAA			
Post and update results on the event website			
Decorate for special functions and set up rooms.			

Post-Event

	Responsible	Deadline	✓
Send out Championship Participant Feedback Survey to Coaches		Within one week	
Submit Sanctions to OFSAA		Within five days	
Select Team Sportsmanship Award		Within one week	
Send in Hosting Fees			
Send in OFSAA Participant Fees		Within one week	
Submit Injury Report Forms (original copies)		Within one week	
Return OFSAA Banners		Within one week	
Send Photos to OFSAA			
Submit Convenor Evaluation		Within 30 days	
Submit Final Budget		Within 90 days	