

ASAA 3A Girls Basketball Provincial Championships Information Package

March 20th - 22nd, 2025

HJ Cody High School, Sylvan Lake



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Competition Locations

[Ecole H.J. Cody High School](#)

4520 50th Street
Sylvan Lake, AB T4S 1A4

[Fox Run School](#)

2 Falcon Ridge Drive
Sylvan Lake, AB T4S 2H1

Schedule of Events

Monday, March 17th

- Team Registration is due by Athletic Directors through the SRS @ 12:00 pm

Tuesday, March 18th

- Mandatory online coaches and captains meeting at 7:30 pm
- Meeting link sent out prior

Wednesday, March 19th

- 1 hour practice times at both competition locations
- Team photos - bookable slots will be shared in advance
- Team arrivals

Thursday, March 20th

- Opening Ceremonies at Ecole HJ Cody High School @ 9 am (teams to arrive around 8:30)
- Games begin at Ecole HJ Cody High School and Fox Fun School

Friday, March 21st

- Games continue, only at Ecole HJ Cody High School

Saturday, March 22nd

- Final placement games
- Championship games

Registration

****Deadline to register is Monday, March 17th, at 12 pm.****

Team registration is to be completed by the Athletic Director through the SRS. School specific questions may be directed to Ecole HJ Cody's Athletic Director: @aszymanek@cesd73.ca

If you have any ASAA related questions, please contact the ASAA office:

ASAA Contact: Dave Saengsathit

ASAA Email: dave@asaa.ca

Fees:

Entry Fee: \$560 per team

Loonie Fee: \$1 per athlete

According to ASAA Policy (page 44):

"Pay it Forward Loonie Fee: Each provincial championship will charge an additional \$1 for each participating student and will remit those funds to the ASAA office after the championship. 100% of the funds will be directed into an ASAA scholarship fund to recognize student-athletes who give back to their communities by either coaching or officiating in school or community sport.

Payment:

Payment can be made to Ecole HJ Cody High School via phone:

Contact: Krista Fellows @ (403) 887-2412

Accommodations

Best Western Plus Chateau Inn Sylvan Lake

Phone Number: 403-887-7788

Address: 5072 Lakeshore Dr. Sylvan Lake, AB T4S 1R3

Room Type: (72) Two Queen/King Room, Pet Friendly, Accessible Queen Room


Room Rate: From \$147 plus applicable fees and taxes

F&B Notes: Includes complimentary hot breakfast

To Book: Call the hotel directly and refer to **HJ Cody High School Girls Basketball Provincials**

Note: In the heart of downtown near shops, pubs, restaurants, the beach, and gym & pool onsite.

Rooms will be released back to the hotel **March 16th, 2025.**

Hotel Package Information:  Basketball Provincials HJ Cody .pdf

Prairie Moon Inn Sylvan Lake

Phone Number: 403-887-7884

Address: 13 Beju Industrial Dr. Sylvan Lake, AB T4S 2J4

Room Type: (30) Double Queens / (4) Family Suites

Room Rate: From \$127 plus applicable fees and taxes

F&B Notes: Include complimentary hot breakfast

To Book: Call the hotel directly and refer to **HJ Cody High School Girls Basketball Provincials**

Notes: Rooms will be released back to the hotel the week of **March 5th, 2025**.

Coaches Information

Coaches and Captains Meeting

- Tuesday, March 18th, @ 7:30 pm via Zoom
- **As per the ASAA Official Handbook:** "Any team that attends provincials as the zone/regional representatives and fails to attend or send a team representative to the mandatory coaches meeting will be fined a fee of \$250 for failing to send a representative to the coaches meeting. This fee will be collected by the ASAA office and split between the host of the championship and the ASAA; the latter of which will be earmarked for the ASAA subsidy account to help offset costs to ASAA provincial hosts. The executive will have the sole discretion to waive the penalty based on the rationale provided by the school for failure to attend coach's meetings."

Social Media

- Please take pictures using #ASAAProvs
- Instagram: @asaaprovs
- Twitter: @ASAA

Live Streaming

- All Live streaming will be done through the asaasportsnetwork.com using HUDL technology and equipment.
- Viewing packages will vary in price based on the viewers' needs and number of days streaming.
- For more information on streaming please go to ASAA.ca.
- No secondary Live Streaming is allowed or permitted at this event. Failure to comply may lead to disciplinary action from ASAA and hosts.

Opening Ceremonies

- For opening ceremonies, we ask that you utilize the parking lot North of the Nexsource Centre, 49 ave. Please share the following with your fans:

- As school is in session, **no parking is permitted in the staff parking lot at the front of Ecole HJ Cody High School**. Vehicles without a staff parking permit are subject to fines.
- A complementary shuttling service will be provided for opening ceremonies on Thursday, March 20th, from the Public Parking Lot North of the Nexsource Centre, 49 ave, to Ecole HJ Cody High School.
- Schedule for shuttles:
 - Shuttle will run from 7:45 am - 8:30 am to Ecole HJ Cody High School
 - Shuttles will return to the Public Parking Lot, 49 ave, from 9:45 am- 10:30 am
- The Championship opening ceremonies are to celebrate and recognize the athletes, so please have your team dress in their team gear prior.
- Order of Events:
 - Procession of teams to their designated areas
 - Land Acknowledgement - HJ Cody Student Representative
 - O'Canada - HJ Cody Student Vocalist
 - Welcome Address - Alexandra Lambert, HJ Cody Principal
 - Message from ASAA
 - ASAA Student Athletes Oath
 - Greetings - Megan Hanson, Mayor of Sylvan Lake
 - Indigenous Dance Presentation
 - Closing Remarks

Ecole HJ Cody High School Team / Bus Drop Off

- On Thursday March 20, during school hours at Ecole HJ Cody High School, parking in the staff parking lot will not be permitted or in the bus loop. Buses are to park/drop-off along the road. Avoid using the bus loop. (Map below)
- No school on Friday March 21, so parking lots will be available on a first come basis.
- Outside of school hours on Thursday, buses may drop athletes off in the bus loop on the east side of Ecole HJ Cody High School (right off of 50th street). Friday & Saturday, parking lots and loops will be open. (Map below)
- The bus loop entrance is on the South side of the staff parking lot, and the exit is on the North side.

Parking: Thursday

HJ Cody School



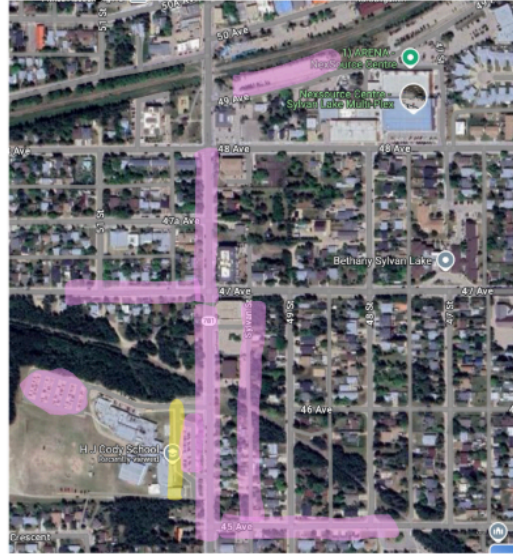
Team drop/pick up: 7:45-8:30am

Spectator parking

No parking: 7:30-4pm

Parking: Friday/Saturday

HJ Cody School



Team drop/pick up

Spectator parking

Fox Run School Team / Bus Drop Off

- Buses can pull into the Mother Theresa entry (Old Boomer Road - west facing entry) , loop through, drop off in front of gymnasium doors and pull through Fox Run parking lot.
- Parking will be road side on Falcon Ridge Dr. or Old Boomer Road (Map below)
- On Thursday March 20, during school hours at Fox Run School, parking in the staff parking lot will not be permitted or in the bus loop.

Parking: Thursday

Fox Run School



Team drop/pick up

Spectator parking

No parking: 7:30-4pm

Changerooms

- Please do not bring valuables into Ecole HJ Cody High School and/or Fox Run School. We will not be responsible for lost, damaged or stolen items. Changerooms will not be locked during the tournament. We ask that all athletes and coaches respect the changerrooms. It is expected that the room will be left the way it was found. We appreciate your cooperation in this matter.
- The Change Rooms are located inside the gymnasium at both Ecole HJ Cody High School and Fox Run School.
- Signage on all Change rooms at both locations will indicate Home & Away.

Team Photos

- Bookable Team Photo will take place:
 - Wednesday March 19th 6:00 - 9:00 pm OR
 - Thursday March 20th 10:00 - 10:45 am / 12:30 - 1:00 pm / 3:00 - 4:30 pm
- Team photos will be taken at Ecole HJ Cody High School Learning Commons.
- Please come in uniform or event specific attire for your team, each team will be designated a team photo timeslot.

Hospitality Spaces

- Coaches, Volunteers and Referee's will have access to the hospitality room(s) for lunch, supper, light snacks and beverages throughout the event at Ecole H.J. Cody High School.
- Space on Thursday, will be located in Room 124A
- Space on Friday & Saturday will be in the Staff Lunch Room
- Hospitality for Referee's will be located in the Indigenous Learning Room available at Ecole H.J. Cody High School throughout the tournament
- Your team host can help you identify these spaces

Championship Apparel

- Ecole HJ Cody High School will have ASAA Provincial Championship apparel for purchase on-site.
- If you are not able to purchase your apparel at the event due to a shortage of stock, you will have the opportunity to make a team order after the event. For more information on how to place a post-event online order see the Championship Website.
- Location: Merch area will be location in the common area of Ecole HJ Cody High School
- Hours of Operation:
 - Thursday, March 20, 2025 4:00pm - 7:00pm
 - Friday, March 21, 2025 9:00am - 7:00pm
 - Saturday, March 22, 2025: 9:00am - 3:00pm

First Aid/Athletic Therapy

- Standard First Aid Attendant's onsite throughout the provincial event.

- The First Aid Room is located in the Athletic Office inside the gymnasium.
- Teams are expected to bring their own First Aid supplies, although ice, ice packs, tape, and bandages, will be available upon request
- Physiotherapist onsite Friday afternoon and throughout Saturday for the event.
- AED is located:
 - Ecole HJ Cody High School - At the top of the stairs outside of the gymnasium
 - Fox Run School - Outside the gymnasium doors
- A massage therapist will be available throughout the event, located in the Common Area

Grievance and Discipline

- There are two key focuses of the Grievance/Discipline Committee at ASAA provincials.
 - The first focus is to deal with matters that occur during competition, typically discipline/conduct issues, and appeals that may arise from ejections.
 - The second focus is to handle any other matters that arise that require dispute resolution. Grievances need to be brought up to the Grievance Chair (Amy Szymanek) first and will then be discussed and concluded by the committee that is made up of three representatives of HJ Cody High School and an Official from ABOA.
- Grievance Committee Chair: Amy Szymanek @aszzymanek@cesd73.ca

Awards Information

Provincial Awards

- Perpetual plaques will be awarded to the milestone finishers
- Game MVPs will be handed out, courtesy of HJ Cody High School
- Championship banner, medals, t-shirts
- Sportsmanship banner will be sent approx. 1 week after the event

Sportsmanship

- One sportsmanship banner will be given to one team at the ASAA Provincial Championship. The team receiving this award will represent the true spirit of sportsmanship, integrity, ethics and fair play
- At the end of each match, officials will choose two recipients of a ASAA sportsmanship keychain
- Throughout the facilities, there will be a QR code that is available for spectators to scan, to nominate anybody that has demonstrated key aspects of sportsmanship throughout the event
- These nominations will be regularly reviewed by the committee throughout the event, and keychains will be distributed to celebrate certain individuals
- These nominations will also aid in the sportsmanship committees selection of the team sportsmanship recipient

- Sportsmanship Chairs: Christie Becker @christi3becker@gmail.com and Amy Szymanek @aszzymanek@cesd73.ca

Officiating Information

Officials

- The Alberta Basketball Officials Association (ABOA) is recognized to provide officials for provincial competitions. Arrangements for officials at all provincial competitions shall be made by the Executive Director and/or appointees of the ASAA Executive in cooperation with the ABOA.

Minor Officials

- Minor officials (scorekeepers) are students/staff/parents from Ecole HJ Cody High School. Please treat them with respect and understanding; they are volunteering to help make the event run as smoothly as possible. Each scorekeeping table will be supervised by the facility managers
- If you or the team has any concerns with the scorekeeping, a member of the coaching staff or teacher supervisor will address it through the Officials and/or Facility Managers. Do not direct comments to the minor officials. Spectators will not address any officials/minor officials at any time, or they will be asked to leave the facility promptly.

Spectator Information

Admission

- Wristbands will be available for purchase at both school locations throughout the tournament.
- Wristbands are only available for purchase in person at the event.
- You must have a wristband to enter any school location to watch the game in person.
- Cash, Credit and Debit will all be available and are accepted forms of payment at each venue.
 - Weekend Pass:
 - General Admission - \$30.03
 - Day Pass:
 - General Admission - \$12.20

Parking

- Parking will be on a first come basis.
- On Thursday March 20 at Ecole HJ Cody, parking road side, 49 ave or on adjacent streets.

- Friday March 21 & Saturday March 22, spectators are welcome to use the staff parking lot, roadside and student parking to the west will be available.
- At Fox Run School, roadside parking only on Thursday March 20.
- On Thursday March 20, during school hours at Ecole HJ Cody High School & Fox Run School, parking in the staff parking lot will not be permitted or in the bus loop.
- No school on Friday March 21, so parking lots will be available on a first come basis.
- Maps are on page 6

Food and Beverage

- Concession will be located in the common space at Ecole H.J. Cody High School throughout the event.
- Water refill stations are located at both Ecole H.J. Cody High School and Fox Run School

Emergency Action Plan

Location:

Ecole HJ Cody School, 4520 50 St, Sylvan Lake, AB T4S 1A4

Fox Run School, 2 Falcon Ridge Dr, Sylvan Lake, AB T4S 2H1

Sylvan Lake Fire Department: 403-864-5090 / 9-1-1

Sylvan Lake RCMP: 403-858-7200 / 9-1-1

Associated Ambulance: 780-786-2223 / 9-1-1

Emergency Plan:

Both school locations have Emergency Exit Signs posted in every room in the unlikely event of a fire or other emergency.

Only front entrances will be open for entry into the building.

Gymnasiums have emergency exit doors which will be utilized if necessary. Upon exiting the building, all coaches are responsible to ensure their team members are kept in a group and need to report any athletes unaccounted for to a member of the organizing committee.

The Muster Point for:

- Ecole HJ Cody High School is located North of the school main entry, lining the tree line of the parking lot.
- Fox Run School is out the main entry across the bus loop in green space. Further instructions in emergency situations will be dealt with as instructed by the Sylvan Lake Emergency Services personnel.

Emergency Action Details:

- There will be several certified Standard First Aid staff members onsite throughout the Provincial Championships.
- First aid kit and ice in the Athletic Office in the gymnasium.
- AED is located:
 - Ecole HJ Cody High School: located at the top of the stairs in the common area / leading to the gymnasium
 - Fox Run School: located on the wall adjacent to the gymnasium doors
- Cell phone at the score table with the game supervisor. Land line in the Athletic Office in the gymnasium.
- First aid will be administered as required.
- 9-1-1 will be initiated when needed.
- Emergency Crew Entrance:
 - HJ Cody High School: crew enters through the main east entry doors of the highschool. Gymnasium is located through the common area, up the stairs, and down the hallway.
 - Fox Run School: through the main west doors of Fox Run School gymnasium. Large Gym is directly ahead upon entering.

When an Injury Occurs

1. Take control of the situation. Exercise universal precautions related to blood/body fluids.
2. Do not move the athlete if they cannot move themselves. Do not remove uniforms unless deemed necessary.
3. Assess and evaluate the severity of the situation and decide if further assistance is required.
4. If an ambulance is required; then determine the action required to remove the athlete from the playing surface.
5. If an ambulance is called: Direct one person to call the ambulance and give the pertinent information to them. Include the location, address, and extent of injury.
6. Ask the person to report back with ETA.
7. Remain with injured athlete and address and concerns they have while awaiting medical attention.
8. Do not give food or drink to injured athlete unless required because of existing medical conditions.
9. Stay calm and reassuring.
10. Once an ambulance arrives, explain the situation and what has been done for the injured athlete.
11. Designate an adult to accompany the injured athlete to the Ambulatory Care.
12. Parents /guardians of the injured athlete must be contacted as soon as possible following the injury.
13. Complete the incident/accident report form available from the score table and return it to the tournament organizers/administrators

PERSONAL SAFETY

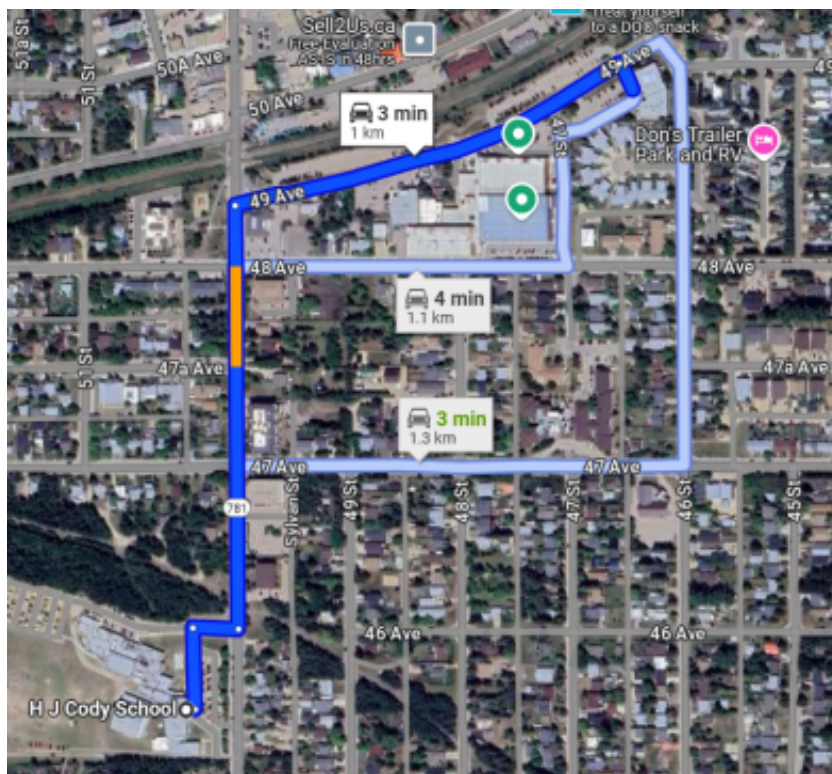
- If a person in attendance presents a danger to the event, athletes or others, 9-1-1 (Sylvan Lake RCMP) will be called to remove them from the premises.

NEAREST MEDICAL FACILITIES

- Sylvan Lake Community Health Centre (Advanced Ambulatory Care), 4602-49 ave, Sylvan Lake, AB T4S 1M7
- Phone: 403-887-2241

- From Ecole HJ Cody High School: 3 min (1.0 km)

<https://maps.app.goo.gl/K8g6qgaD9D4mwGXS9>



- From Fox Run School: 5min (2.2km)

<https://maps.app.goo.gl/m2ZFnfTRSyBYgztQA>

