

**Alberta Schools' Athletic Association
3A**

**Boys and Girls Volleyball Provincial
Championships**



**R.F. Staples Secondary School
Westlock, Alberta
November 25-27, 2021**

Welcome to the ASAA 3A Boys and Girls Provincial Championships.

**We hope you enjoy your weekend of great volleyball, team play, and sportsmanship
on and off the court!**

Contact Information/Tournament Co-Chairs:

Mr. Wade Hicks

Phone: 780-213-0969

Email: wade.hicks@pembinahills.ca

Mrs. Kendall Ducharme

Phone: 780-307-1744

Email: kendall.ducharme@pembinahills.ca

Venue Locations:

RF Staples Secondary School – Practice & Game Venue

10015-104 street

Westlock AB

Phone: 780-349-4454

Westlock Rotary Spirit Centre-Game Venue

9603-100 street

Westlock AB

Phone:780-349-6654

Online Registration Details:

Registration will occur on the host championship website, that can be found on ASAA.ca.

Entry Fee: \$500.00 per team-please make cheque payable To R.F. Staples Secondary School

Pay It Forward Loonie will be added to the invoice for each school.

****DEADLINE FOR REGISTRATION IS November 22, 2021 by 12 p.m.****

Required Items:

- Team Roster – player name, number, height, position, grade
- Team Picture – a 5x7 team photo of high resolution for printing in the program. This would be a minimum of 2100 by 1500 pixels.
- School Logo – If possible send the school logo as a transparent vector file. Alternatively, a transparent image with a minimum of 300 x 300 pixels would suffice. (The larger the better).
- Team history/season summary (brief).

Tournament at a Glance:

Games will be played at R.F. Staples Secondary School and Westlock Rotary Spirit Centre

WEDNESDAY, NOVEMBER 24th

TIME

LOCATION

Coaches' meeting

8:00 p.m.

Google Meet-TBA

THURSDAY, NOVEMBER 25th

Games

9:00 a.m. - 7:00 p.m.

R.F. Staples Secondary/Spirit Centre

FRIDAY, NOVEMBER 26th

Games

9:00 a.m. - 7:00 p.m.

R.F. Staples Secondary/Spirit Centre

SATURDAY, NOVEMBER 27th

Play-off Games

9:00 a.m. - 12:00p.m.

R.F. Staples Secondary/Spirit Centre

Girls Bronze Medal Game

1:00p.m.

R.F. Staples

Boys Bronze Medal Game

3:00 p.m.

R.F. Staples

Girls Gold Medal Game

5:00 p.m.

R.F. Staples

Boys Gold Medal Game

7:00 p.m.

R.F. Staples

Tournament Details

Registration

Due to ASAA modifications requiring no team practices or photos on Wednesday, information package and athlete ID lanyards will be made available at your first game of the tournament.

Mandatory Acknowledgement Form submission:

A form acknowledging the risk of attending/participating in the ASAA Provincials form **MUST** be signed by the parent/guardian of every student and every coach/volunteer. Any student, coach or volunteer who appears without a signed form will not be permitted to participate.

General COVID Protocols

Face masks must be worn by all individuals: athletes, coaches, officials, volunteers, others, at all times except athletes when they are competing. Athletes must wear masks while on the bench. The Libero must have their mask on if they are not on the court and are within 2 meters of other athletes. Athletes can take their mask off when they are going to the substitution zone.

Hand sanitizer will be provided at entry and exit points as well as in player areas. The score table, benches, referee stands and game equipment will be cleaned and disinfected between each match.

Players, coaches and officials will not shake hands before or after the games. Teams will remain on their side of the court for the duration of the match.

Each school will have a designated team area at both facilities. When not competing, a team must be at their designated spot or leave the school or spirit center.

Spectators:

Teams are able to submit a list of **40** identified spectators to kendall.ducharme@pembinahills.ca by 9a.m. on Wednesday Nov 24th.. Identified spectators will be given a colored wrist band that is specific to their team. No spectators whose name is not on the school provided list can enter the gym. Spectators must only sit in the area designated for their team.

Unfortunately, games taking place in the R.F.Staples small gym (RF #2) will be limited to **30** spectators per team.

Gyms must be cleared of all spectators in between matches for cleaning.

The admission cost for the tournament is: \$15.00

For this price, identified spectators will get their team specific wristband and they may watch all or one of their teams' matches. Admission will be **cash** only.

Programs can be purchased for \$5.00

Covid Protocols - Spirit Center Specific

We are using a community site that is following the Restrictions Exemption Program. Athletes and school team staff do not need to show proof of vaccine (POV).

Athletes and teams use **north doors. The fieldhouse and spectator area is our user group bubble.**

Inside that bubble, athletes and coaches that are employees of the school are not required to show proof of vaccine (POV). Spectators are invited guests and **may** enter that bubble, but must enter through the main doors, check in with the front desk, and will be asked to show POV if over age 12. Volunteer drivers, bus drivers, community coaches, managers, referees and volunteers will also need to check in at the main entrance to show POV.

Athletes should stay within the fieldhouse and spectator area. Exceptions are for bathroom use and concession, which is operated like a take-out restaurant. POV is not required for athletes in these situations.

Accommodations:

Rooms have been blocked off at the following hotels under 3A Volleyball Provincials. Reserved rooms are for players and coaches only. .

Ramada by Wyndham
11311 100 Street
Westlock AB
780-349-2245

Price quoted: \$121 + tax
Includes bagged or in person breakfast
Adults required to share POV

Westlock Inn
10411 100 Street
Westlock AB
780-349-4483

Price quoted: \$99.95 + tax
Includes 2 free breakfast
Needs to show POV for restaurant but can order take out

Quality Inn
105200 100 Street
Westlock AB
780-349-4102

Price quoted: \$105 + tax
Includes 4 free breakfasts grab and go style
POV not required

Coaches Meeting:

Wednesday November 24th -Google Meet at 8:00pm. Link for the google meet will be sent to the teams directly beforehand.

Items to be discussed will include:

- 1) ASAA Regulations and Officials
- 2) Tournament Draw & Format
- 3) Facilities
 - Parking, changerooms, washrooms, protocols

- 4) Officials, score keepers and linesmen
- 5) Grievance Committee & Appeal Procedures
- 6) Coaches Lounge
- 7) Clothing
- 8) Questions

Captain's Meeting:

Wednesday November 24th -Google Meet at approximately 8:20pm. Link for the google meet will be sent to the teams directly beforehand.

Tournament Apparel:

Elite Promotional Marketing will be providing the tournament apparel for players, coaches, and fans to purchase **online only** due to COVID precautions. Samples will be set up at the R.F. Staples Secondary from Thursday to Saturday with information on how to order online.

Change Rooms:

R.F. Staples Secondary and Westlock Rotary Spirit Centre will have change rooms available for team use. Please be advised that either venue is NOT responsible for lost or stolen articles. Please ensure all items are safely stored. Team rooms will not be provided. Change rooms can be used immediately prior to and following games. Again, personal items should NOT be left in the change rooms. Access to change rooms will not be granted until the end of the first set of the previous game.

Coaches & Officials Room:

Due to restrictions, there will only be a hospitality room for refs. We apologize for any inconvenience.

Medical & First Aid:

Athletic assistance is the responsibility of each individual team. If there is a major injury or incident, emergency services will be called. All coaches can find the Emergency Action Plan in the back of this information package. Teams must bring their own medical supplies and do their own taping. First Aid Kits will be on location at R.F. Staples Secondary School in the Physical Education office as well as at the registration desk at Spirit Centre.

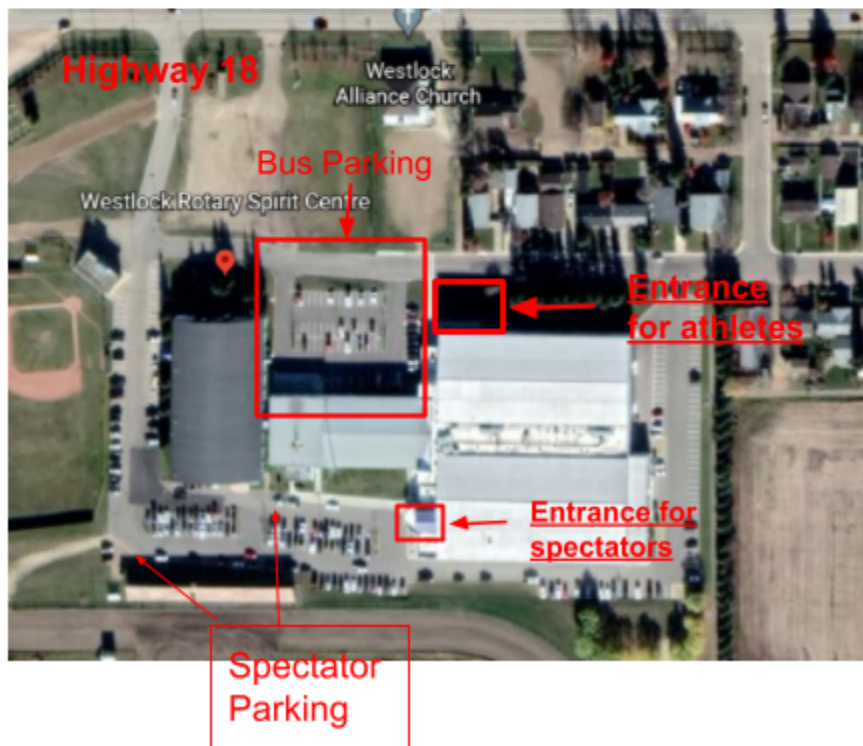
Concession:

Concession will be available at the Spirit Centre all day.

RF Staples will have concession available until 2:00 p.m. each day

Parking:

Please be aware that R.F. Staples Secondary School will have classes in session on Wednesday & Thursday.
Please park all busses on the south side of the school in the student parking lot.



No Smoking Policy:

All facilities are smoke-free facilities. Smoking by athletes, parents, and spectators is prohibited anywhere at R.F. Staples Secondary School or Westlock Rotary Spirit Center.

School Rules:

During Thursday and Friday, please be advised that classes will be in session during the day. Please be courteous and respectful during this time and for the duration of the tournament. Please be sure to wear only your gym footwear and use practice balls when in the gymnasium(s). Absolutely no warming up or playing with balls outside of the gymnasiums.

Live Streaming:

Games will be streamed live for people to access on the ASAA Youtube channel. A direct link will be available on the host website.

GAME RULES AND INFORMATION

Game Ball:

Tachikara SV5W Gold-SWB

Practice Balls:

Teams are to bring their own practice balls that are clearly marked with their school logo or initials. Practice balls are to only be used on the court during warm-ups.

Venue Rules/Policy & Expectations:

It is incumbent upon all coaches and participants to be aware of ASAA policy. Specifically for this event: Player Eligibility (pg. 37-38); Supervision Policy; **“Every school team must be coached or supervised by a teacher of the school jurisdiction to which the school belongs.** More details are outlined on page 50 of the ASAA policy book. “All competitions must be conducted with a high standard of courtesy, fair play, and sportsmanship. All those involved share this responsibility.” (pg. 27, ASAA Policy Handbook).

Referees:

All referees are supplied and assigned by the Alberta Volleyball Officials Association. There will be a representative at the coaches meeting.

Minor Officials:

Minor Officials will be provided. Please treat these individuals with respect. If you have a concern with the scorekeeping please address it through the Officials and/or Site Supervisor. Do not direct comments to the minor officials.

Grievance Committee:

The grievance committee will sit to deal with matters that occur during competition, including discipline/conduct issues or appeals that may arise from ejections. The committee will handle any other matters that arise requiring dispute resolution. Members of the committee will include the tournament chair, an official and an experienced member of our organizing committee. We will also try to include one other impartial coach and/or official in the committee. Please see the ASAA policy handbook for procedures in issuing a grievance or appeal. Any grievance committee members' potential conflict of interest will be taken into account wherever possible.

Discipline & Misconduct:

Breaches of the ASAA Code of Ethics are treated seriously, and as host, [we] are required to report any breaches to the ASAA office where action may occur. A portion of the ASAA Code of Ethics states, "Any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA will not be tolerated."

Alberta Schools Athletic Association Code of Ethics:

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guidelines.

Sportsmanship:

Criteria for team/individual sportsmanship awards will be included in coach's packages as well as given to the committee at the beginning of Provincials. Coaches are asked to fill out nomination papers prior to the end of the Championship. Awards will be announced throughout the tournament as well as within one week of the event.

Sportsmanship Pin Award:

Sportsmanship pins may be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. Sportsmanship pins may be given to players, coaches, parents and spectators.

Recipients of sportsmanship pins should show some or many of the following characteristics:

Players should:

- ✓ Conduct themselves in a positive nature/manner before, during and after the game
- ✓ Offer positive comments to opponents during the game
- ✓ Shake hands before and after the game

- ✓ Be courteous, polite and friendly
- ✓ Show good sportsmanship during the game
- ✓ Show concern, respect or empathy for an opponent

Spectators should:

- ✓ Consistently give positive feedback to players and others
- ✓ Welcome opponents
- ✓ Present positive comments before, during and after the game
- ✓ Be helpful to others (i.e. willingly offer information about the game, score, scheduling, venue location, etc. to onlookers)

Fair Play and Sportsmanship:

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

1. Coaches - The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behavior. **A reminder that a coach or player disqualified will receive a one game suspension. If it is the teacher sponsor that is disqualified, and no other teacher sponsor is available for that team, the team will not be allowed to participate in their following game.**
2. Athletes - Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates.
3. Cheerleaders - Cheerleaders must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control.
4. Spectators - Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cowbells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.
5. Administrators and Teachers Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

EMERGENCY ACTION PLAN (EAP)

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP).

While R.F. Staples Secondary School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at R.F. Staples Secondary School events.

Person in Charge:

- * Administrator in Charge -Mr. Wayne Rufiange-780-232-8276
- * Tournament Chair - Mrs. Kendall Ducharme-780-307-1744
 -Mr. Wade Hicks (780) 213-0969
- * Teacher Supervisors -Mrs. Leanne Huppertz-780-349-0276
 -Mr. Kyle Beattie-780-206-5953

First person on scene of accident:

- * Assess injury status of a player (particularly head and/or spinal injuries).
- * Contact Person in Charge as soon as possible.
- If an ambulance and paramedics are required the Person in Charge will call 911 if he/she deems it necessary and it hasn't been done yet.

R.F. Staples Secondary School

10015-104 Street
Westlock AB
780-349-4454

Westlock Rotary Spirit Centre

9603 100 Street
Westlock AB
780-349-6654

- * Person in Charge will take control of an emergency situation until a medical authority arrives.
- * Document the events of the accident and file a written report if necessary.

Calling Person in Charge:

- * Call Person in Charge (Administrator or Teacher supervisor or Teacher at score table) is responsible for making the 911 telephone call. Teacher supervisors and Teacher at score table are required to have a cell phone on their person while attending an athletic event while at R.F. Staples or Spirit Centre.
- * Stay in constant communication with the medical provider and the Person in Charge.
- * Contact Tournament Chair. Tournament Chair is responsible for having his/her cell phone number available to the call Person in Charge.
- * Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- * The Teacher supervisor and/or other Teachers at the score table are responsible for controlling the crowd and other participants.
- * After the area is secured and controlled, the Teacher supervisor will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim.
- * Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- * In consultation with the Person in Charge, Tournament Chair (if necessary) and game Officials the continuation of play will be determined.

Location of Medical Facilities

Westlock Healthcare Centre
10220 93 street
Westlock AB
Phone: 780-349-3301

Fire Drills and Building Evacuation

General Information

- a. Fire drills are compulsory. We are obligated to hold at least three in the fall and three in the spring, under a variety of conditions.
- a. When an alarm sounds, you cannot be certain if it is a drill, a real fire or a different emergency in some part of the school; therefore, for safety you are to leave whatever you are doing and exit the building quickly and quietly.

Informing Students of Procedures and Regulations

Teachers are to ensure that students are aware of procedures and regulations in regards to fire drills and evacuations.

Procedures and evacuation routes should be posted in each classroom.

Responsibilities of Staff and Students

Staff

1. Staff shall advise all classes of evacuation routes and procedures, and ensure that these are posted in all rooms.
2. When the fire alarm sounds, staff members in charge of a class, at the time will, direct students to stop working and have them exit according to the evacuation route. As students are leaving the room, the teacher will take the class attendance sheet for a student count. The teacher will make certain that all windows and doors are shut. **Doors should not be locked! Lights should be left on!**
3. When the alarm sounds, the teacher must check to see if the evacuation route is safe. Once the teacher has decided upon a safe route, students evacuate the building while the teacher closes the door and follows the class.
4. When the students are outside the building in the designated area, the teacher will take attendance and remain with the class until re-entry is permitted. Any students not present for attendance are to be reported. A runner will report attendance to the secretaries, who will be located across from the **Bus entrance doors**.
5. When an all clear is indicated with 3 bells, the teacher will accompany students back to the classroom for resumption of instruction.

Students

1. Students are not to pick up any possessions from lockers when leaving classrooms and the building.
2. Students will proceed as quickly and quietly as possible, without running or undue conversation.

3. When at the designated evacuation stations, students will assist in roll call. Students are to remain with their teacher at the station. Students are not to re-enter the building or leave the school grounds without the teacher's consent.

4. Students re-enter the building as directed by the teacher.

Other Stations

1. Any students in washrooms are to exit through the nearest exit and rejoin classes as indicated below.