



# **SASKATCHEWAN GAMES HANDBOOK**

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## Table of Contents

Saskatchewan Games History.....	3
Purpose and Goals of the Saskatchewan Games .....	7
Awards .....	8
Roles & Responsibilities of the Participating Partners	
Saskatchewan Games Council.....	9
Provincial Sport Governing Bodies.....	12
Districts.....	16
Government of Saskatchewan.....	18
Sask Sport Inc.....	19
Saskatchewan High School Athletic Association.....	20
Host Community.....	21
Sport	
Sport Advisory Panel.....	22
Eligible Sports.....	23
Sport Selection Criteria.....	24
Sport Technical Packages.....	26
Protests.....	29
Games Jury.....	30
Bidding & Selection Procedures	
Invitation to Bid.....	31
Site Selection.....	33
Bid/Selection Timelines.....	35
Supporting Organizations.....	36
Hosting Guidelines	
Organizational & Administrative Guidelines.....	37
Sport Technical Guidelines.....	40
Financial Guidelines.....	41
Policies & General Governing Rules	
Athlete Eligibility.....	42
District Names and Colours.....	44
District Registration.....	45
Games Scoring Procedure.....	46
Host Corporation.....	48
Ceremonies.....	50
District Boundaries.....	51
Code of Conduct.....	54
Harassment & Abuse Policy.....	60
Criminal Record Checks .....	63
Sport Fill Policy.....	64
Appendices	
APPENDIX A – Joe Griffith Award – History.....	66
APPENDIX B – Games Flag Award – History.....	70
APPENDIX C – Code of Conduct – Procedure for Reviewing a Complaint.....	74
APPENDIX D – Code of Conduct - Imposing Disciplinary Sanctions.....	75
APPENDIX E – Code of Conduct – Appeal Procedures.....	76
APPENDIX F – Code of Conduct – Role of the Investigator.....	77
APPENDIX G – District Contact Information.....	78
APPENDIX H – Sport Technical – Explanation of Terms (Technical Package).....	79
APPENDIX I – Sport Technical – Sport Application Criteria.....	83
APPENDIX J – Districts Advisory Team .....	84
APPENDIX K – Suggested Host Committee Organization Chart .....	85

## SASKATCHEWAN GAMES HANDBOOK

### HISTORY

In 1972 Attorney-General Roy Romanow, then Minister in charge of the Saskatchewan Youth Agency attended the first Sask Sport annual meeting. His announcement to the delegates fulfilled a dream for many people working in amateur sport in Saskatchewan - there would be Saskatchewan Games! If Saskatchewan was to maintain a respectable position in sport competitions, it was necessary to provide an incentive and competitive development program for its athletes.

The province was divided into eight games zones with Saskatoon and Regina each considered individual zones. Each zone would hold play downs to select a team to represent them. Expectations were that approximately 1,500 athletes would attend the games with over 10,000 participants involved in the zone competitions leading to the games.

Areas of responsibility were outlined. Zones would be responsible for selecting their teams and bringing them to the games site. Provincial sport governing bodies would determine the class and rules governing the competition. The department of Culture and Youth would work with the various zone committees, sport organizations and with the host community in the planning and operation of the games.

To encourage a province-wide involvement in hosting the Saskatchewan Games, the cities of Regina and Saskatoon were declared ineligible to host the games, as these centres have the ability to host other major games.

Four Saskatchewan cities submitted invitations to host the 1972 Saskatchewan Games. Moose Jaw was selected and formed an organization to prepare for the event. The 16 sports for the first Saskatchewan Games held August 31 to September 3, 1972 included: baseball, canoeing, cycling, diving, field hockey, lacrosse, lawn bowling, rowing, shooting, soccer, softball, swimming, tennis, track and field, water polo and water skiing.

The games were a success and set the stage for the first Saskatchewan Winter Games. Three cities bid for the games. The Site Selection Committee recommended North Battleford. The 1974 Games were held March 4-9 and involved 14 sports: badminton, fencing, figure skating, gymnastics, handgun, hockey, judo, skiing, speed skating, synchronized swimming, table tennis, volleyball, weightlifting and wrestling.

The concept of the games had proven successful. One cycle had been completed with biennial games staged alternately in summer and winter.

The majority of sports had participants from every zone. As well, the number of participants in each sport increased as a result of the games. The cycle began again with the 1976 Saskatchewan Summer Games being awarded to Swift Current. The opening ceremonies indicated the strong community support given the games as 5,000 people filled the Exhibition Grandstand. 1,532 athletes, coaches and managers participated at Swift Current after being selected from many more competitions in the zone level playdowns.

The 18 sports held at the 1976 Saskatchewan Summer Games August 10-15 included: archery, baseball, canoeing, cycling, diving, equestrian, field hockey, golf, lacrosse, sailing, soccer, softball, swimming, tennis, track and field, trapshooting, water polo and water skiing.

The second cycle was completed when Moose Jaw again hosted the Saskatchewan Winter Games. The event was staged February 16-29, 1978 with 18 sport competitions in the following: alpine ski badminton, basketball, 5 pin bowling, boxing, cross country skiing, curling, figure skating, gymnastics, hockey, judo, speed skating, synchronized swimming, table tennis, team handball, volleyball, weightlifting, and wrestling.

The growth of the games program has been slow but steady. Constant evaluation from all partners has ensured that each stage of the cycle will be more successful than its predecessors.

Zone committees and the host community, Estevan, prepared for the Summer Games held July 21-26, 1980. The Summer Games included 16 sports: archery, baseball, diving, equestrian, field hockey, golf, lacrosse, sailing, soccer, softball, swimming, tennis, track and field, trapshooting, water polo and water skiing.

The 1982 Saskatchewan Games were held in Prince Albert, Saskatchewan's most northerly city, which has 35,000 people. For the first time, the games were held in conjunction with a cultural event--the Prince Albert Trappers' Festival. Prince Albert hosted the games February 20-27 and the calendar of events included the following sports: alpine skiing, badminton, basketball, 5 pin bowling, boxing, broomball, cross country skiing, curling, figure skating, gymnastics, hockey, judo, ringette, synchronized swimming, table tennis, team handball, volleyball and Olympic wrestling.

For the second time since the games cycle began, the city of North Battleford hosted the 1984 Saskatchewan Summer Games. These games incorporated Special Olympics athletes as part of the track and field events. Points accumulated by the Special "O" athletes contributed towards the overall point standings. Sports included in the 1984 Games Calendar included: archery, baseball, canoeing, golfing, horseshoes, lawn bowling, sailing, soccer, softball, shooting, swimming, tennis, track and field and water polo.

The newly reorganized Zone Sport Councils and the host city of Yorkton conducted a very successful 1986 Saskatchewan Winter Games. This first time opportunity for Zone 4 to host a Games proved very beneficial to overall sport development. The Winter Games included 16 sports: badminton, basketball, biathlon skiing, 5 pin bowling, boxing, curling, figure skating, gymnastics, hockey, judo, ringette, speed skating, synchro swimming, team handball, volleyball and weightlifting.

Saskatchewan's newest incorporated city Melfort, hosted the 1988 Saskatchewan Summer Games. The construction of new facilities in softball, baseball, tennis, shooting, track and field, and soccer contributed to a high standard of competition. Sports included in the 1988 Saskatchewan Summer Games were: cycling, shooting, tennis, track and field, water skiing, canoeing, golf, soccer, equestrian, swimming, baseball and softball.

The smallest Saskatchewan city, Melville, hosted the 1990 Saskatchewan Winter Games. The 1500 enthusiastic, innovative and dedicated volunteers successfully hosted over 1800 athletes in 15 sports: badminton, basketball, 5 pin bowling, boxing, curling, figure skating, gymnastics, hockey, judo, ringette, speed skating, team handball, volleyball, karate and cross-country skiing.

Prince Albert, also a second-time games host was awarded the 1992 Summer Games which were held August 9 -15, 1992. These highly successful games left the City of Prince Albert with a legacy of major capital improvements including an all weather track and a new baseball diamond. The enthusiasm and cooperation generated by over 1,500 volunteers created a provincial impact for the City of Prince Albert. Baseball, cycling, synchronized swimming, soccer, softball, tennis, waterskiing, canoeing, golf, equestrian, rifle shooting and track field (including SO) were on the sport calendar.

Kindersley, the first town to host a Saskatchewan Games program, hosted the 1994 Saskatchewan Winter Games, February 13 -19, 1994. The local community spirit and inter-community cooperation with the Towns of Rosetown and Stranraer created a warm and hospitable feeling throughout the province. A legacy of facilities and equipment have been left in the communities which will enhance sport development throughout the zone. Athletes in gymnastics, ringette, figure skating, volleyball, wrestling, cross country skiing (including SO), curling, badminton, bowling (including SO), hockey, karate, speed skating (including SO) and alpine skiing participated.

Moose Jaw became the first community to host the Saskatchewan Games for the third time when they hosted the 1996 Saskatchewan Summer Games from August 4 – 10, 1996. The city's first facilities, centralized athlete services, strong community and corporate support proved once again that this community is able to put on a very 'classy' event. Moose Jaw hosted athletes participating in archery, athletics (including SO), baseball, basketball, canoeing, cycling, field hockey, golf, equestrian, horseshoe, lawn bowling, rowing, rugby, soccer, softball, shooting, swimming (including SO), synchronized swimming, tennis, trapshooting, waterskiing and waterpolo.

Nipawin, the second town to host a Saskatchewan Games program, hosted the 1998 Saskatchewan Winter Games from February 22 - 28, 1998. The smallest community to ever host the games, the host committee involved the entire community in all aspects of planning and organizing. The village atmosphere created a friendly, hospitable environment which left all participants with fond memories of Nipawin. The 1998 Saskatchewan Winter Games included 13 sports: biathlon, cross-country skiing, curling, figure skating, judo, ringette, volleyball, air pistol, alpine skiing, hockey, speed skating, table tennis and weightlifting.

Yorkton, having previously hosted the 1986 Saskatchewan Winter Games, played host the 2000 Saskatchewan Summer Games, July 23 – 29, 2000. The first games of the new millennium generated over 2000 volunteers and 1800 athletes, coaches and managers. Sports included in the 2000 Saskatchewan Summer Games were: athletics, baseball, basketball, canoeing, equestrian, golf, inter-lacrosse, soccer, softball, speed swimming, synchronized swimming, tennis and demonstration sport, beach volleyball. Zone 9 made their first appearance at the 2000 Saskatchewan Summer Games participating in athletics, canoe/kayak, soccer and softball.

Humboldt played host the 2002 Saskatchewan Winter Games, February 17 – 23, 2002. Sports taking part in the 2002 Saskatchewan Winter Games included: volleyball, figure skating, wrestling, speed skating, hockey, table tennis, badminton, curling, cross-country skiing, bowling, biathlon, weightlifting, gymnastics as well as Special Olympic bowling and cross-country skiing.

Weyburn hosted the 2004 Saskatchewan Summer Games, August 8 – 14, 2004. Sports included: athletics, baseball, basketball, golf, soccer, softball, speed swimming, synchronized swimming, tennis, cycling and archery. A new athletics track was built adjacent to the Comprehensive high school leaving Weyburn and surrounding communities with a facility that will

draw athletics events to Weyburn.

Melfort, second time hosts of the Saskatchewan Games hosted the 2006 Saskatchewan Winter Games February 12 – 18, 2006. Sport included alpine skiing, curling (M & F), Curling (including SO), figure skating, hockey (M & F), table tennis, volleyball (M & F), weightlifting, air pistol, badminton, bowling (including SO), cross country skiing, judo and speed skating. A well organized and enthusiastic Host Community did an excellent job in embracing the entire community, ensuring a legacy of facilities, equipment and a core of community leaders were left for years to come.

Lloydminster, the border city, hosted the 2008 Saskatchewan Summer Games, August 2 – 9, 2008. Sports included: athletics (including SO), cycling, golf, soccer, synchronized swimming, archery, baseball, canoe/kayak, lacrosse, softball, swimming (including SO) and triathlon that made its Saskatchewan Games debut. Lloydminster and the surrounding area provided excellent facilities. Lakeland College was designated at the athletes village and also provided accommodation for the mission staff teams. The 2008 Saskatchewan Summer Games would be the last games in which the teams were identified as zones. The success of the games in Lloydminster was recognized by Tourism Saskatchewan as the recipient of an award for excellence in the area of Promotional/Marketing Campaigns for 2008.

## SASKATCHEWAN GAMES HANDBOOK

### PURPOSE & GOALS

#### **Purpose**

To provide an opportunity for the provinces developing athletes, coaches and officials to participate in a multi sport event in preparation for a higher level of competition.

#### **Goals**

- To provide an athlete-centered multi sport experience that compliments provincial sport governing bodies, long term athlete and coach developmental plans, generally in the LTAD 'Train to Train' stage of development.
- To identify Saskatchewan participants with the potential to advance to higher levels of competition.(Provincial Team, National Competitions, Canada Games, Western Canada Summer Games, North American Indigenous Games).
- To enhance community development through a sport legacy of upgraded equipment, facilities, experienced officials, cultural understanding and appreciation, and a corps of volunteers.
- To motivate participants to achieve higher level of sport skill and physical well being.
- To promote athlete, coach and official development programs within all Districts in the province.
- To provide a provincial showcase which increases public awareness and support for amateur sport in Saskatchewan.
- To generate economic and tourism benefits within the host community and surrounding area.

## SASKATCHEWAN GAMES HANDBOOK

### AWARDS

#### **Joe Griffith Trophy**

The Joe Griffith Trophy is awarded to the district showing the most improvement from their final standing at previous Saskatchewan Games. Comparison is made on a winter-to- winter and summer-to-summer basis.

Joe Griffith was born in Wales in 1885 and emigrated to Canada at the age of 18. Following the First World War, he became the entire Department of Physical Education at the University of Saskatchewan. It was in the next 32 years, while at the University, that E.W. "Joe" Griffith had his great impact upon athletics. He excelled as a coach to such an extent that he was a Canadian Olympic team coach in two separate Olympics. E.W. "Joe" Griffith has earned many honours. He was installed in the Saskatchewan Hall of Fame on May 22, 1967. With great respect this Games award is named to honour him.

The Joe Griffith Award was designed and created by Douglas Bentham, one of Canada's most promising sculptors. Mr. Bentham was born in Rosetown in 1947. He graduated with an advanced degree in Fine Arts from the University of Saskatchewan in 1968. He has completed a number of public commissions including a major outdoor sculpture at the National Science Library in Ottawa. Mr. Bentham lives a few miles south of Saskatoon and makes sculpture a full time occupation.

Listing of Joe Griffith award and rankings APPENDIX A, page 65

#### **Games Flag**

The Games Flag Winners are determined by the aggregate sport points, (ie. the district that accumulates the most sports points during competition week wins the Games flag.) the games flag winners, and runners up.

Listing of Games Flag winners and rankings APPENDIX B, page 69

**SASKATCHEWAN GAMES HANDBOOK**  
**ROLES & RESPONSIBILITIES OF THE PARTICIPATING**  
**GAMES PARTNERS**

**Saskatchewan Games Council**

The Saskatchewan Games Council

The Saskatchewan Games Council is the permanent regulatory body of the Saskatchewan Games program. Membership in the Council is comprised of representatives acting on behalf of the organizations who have agreed to accept the responsibilities of the council and include:

- Council Chairperson
- Ministry of Tourism, Parks, Culture & Sport
- Sask Sport Inc.
- Saskatchewan High Schools Athletic Association
- Five (5) Members at Large

**The Saskatchewan Games Council shall have the following roles and responsibilities in the organization of the Saskatchewan Games:**

- a. The Council shall establish the Summer and Winter Games sport calendar.
  - The Council shall invite applications from all eligible Provincial Sport Governing Bodies (PSGBs) to request inclusion and participation in each games program calendar. The application shall outline their sports long term athlete development plans and how the Saskatchewan Games play a role in those plans. Other information required includes meeting the minimum requirements for a sport to be eligible, age classification, events and the number of athletes, coaches and managers for competition in each sport.
  - The Council will ensure that the sports selected to the sport calendar have appropriate age divisions/classifications for competition in each district.
- b. The Council will prepare the Invitation to Bid and invite communities to bid for the Saskatchewan Games.
  - The Council will review, evaluate and select an appropriate site for the Saskatchewan Games. Three communities will be selected for a site evaluation from the bids received for each games.
- c. The Council will develop the Multi Party Agreement and work with the contributing partners in finalizing the agreement for signing.
- d. The Council shall provide a hosting grant to the Host Community.
- e. The Council will assign staff to provide specific consulting services to the parties involved in the Saskatchewan Games Program. (ie. Host

Host Community, Districts and PSGB's)

- f. The Council shall provide guidance to the Host Community to ensure that the proper protocol is utilized in the conduct of the games.
- g. The Council shall develop the general rules of the Games and shall act as the guardian and interpreter of those rules.
- h. The Council shall monitor all games-related functions to be performed by the partners represented on the Council.
- i. The Council shall ensure a continuous appraisal and evaluation of the Saskatchewan Games program. To ensure inclusion in future games the Council will closely monitor and evaluate the performance of the PSGBs prior to and during the games.
- j. The Council shall require the host community to provide a comprehensive report following each set of games and shall distribute this report to the appropriate parties and individuals.
- k. The Council shall appoint a Sport Technical Ad Hoc Committee, and a Games Jury for each games.
- l. The Council requests each PSGB to appoint a Provincial Technical Liaison (PTL) and a sport contact for each of the nine Districts.
- m. Sport Technical Information
  - The Council shall distribute the proposed age classes to the Districts within six (6) months after the announcement of the next host community as well as the sports selected for these games.
  - The Council shall ensure that the technical package is complete, has been approved by each participating PSGB, and is ratified by the Games Council at least 15 months prior to the start of the games.
  - The Council shall be responsible for updating and distributing the sport technical packages.
  - The Council shall post the sport technical packages on the Saskatchewan Games website. [www.saskgames.ca](http://www.saskgames.ca)
  - Changes or revisions to the sport technical packages must be approved by the Saskatchewan Games Council.
  - The Council shall require each PSGB to provide the host community with the number of major and minor officials required for the games.
  - The Council shall require each participating sport to provide the appropriate sanctions from the PSGB.

- The Council shall require a commitment from the PSGBs that they will not sanction another provincial championship or other major event in the same classification as the Saskatchewan Games for five (5) days preceding, during, or five (5) days following the Saskatchewan Games. Changes to this policy must receive approval from the Saskatchewan Games Council.
  - The Council shall approve the type of draw or schedule to be used for each Games.
- o. The Council shall develop policies and regulations regarding district athlete eligibility. (Athlete eligibility, pg. 42)
  - p. The Council shall approve all components of the sport technical packages as outlined under 'sport technical packages' (pg. 26).
  - q. The Council shall approve and regulate the use of all official symbols, flags, medals, walkout uniform logos / advertising, insignia and other symbols of the Games.
  - r. The Council shall provide the flag, trophies, plaques and pins in respect to the Games Flag and Joe Griffiths awards.
  - s. The Council shall provide the host community with a detailed Saskatchewan Games Planning Guide.
  - t. The Council shall endeavour to secure corporate funding partners. This will facilitate a centralized and coordinated approach to servicing the needs of the corporate funding partners as well as supporting the financial needs of the Host Community.
  - u. The Council is responsible for establishing the athlete participation fee.
  - v. The Council receives funding to off-set the cost of team uniforms and transportation.
  - w. The Council, in coordination with the Districts will establish the walkout uniform pieces for each Saskatchewan Games.
  - x. The Council will provide the Host Community with the rights to use of the logo(s) and website established for the Saskatchewan Games program. The website includes the registration program for all games participants, volunteers and the sports results.

**SASKATCHEWAN GAMES HANDBOOK**  
**ROLES & RESPONSIBILITIES OF THE PARTICIPATING**  
**GAMES PARTNERS**

**Provincial Sport Governing Bodies**

Provincial Sport Governing Bodies (PSGBs)

The Saskatchewan Games program is an integral part of the PSGB's, long term athlete and coach developmental plans, generally in the LTAD 'Train to Train' stage of development for athletes.

**Sport Development and Promotion**

- a) Position and promote the Saskatchewan Games as an integral component within the sport's overall long term athlete and coach development plans by providing a key opportunity for enhancing sport development, training, coach certification and official's development.
- b) The PSGB is responsible for the sport development initiatives leading up to the games which will ensure maximum District representation at the Saskatchewan Games.
- c) Apply for inclusion and participation in the Saskatchewan Games sport calendar.
- d) All competitions in the Saskatchewan Games (District and the Provincial event) must be sanctioned by each participating PSGB.

**Sport Technical**

- a) Provide appropriate procedures for the District team selection (playdowns) and the competitions at the Host Community.
- b) Develop the Sport Technical Package. When special needs groups (ie. Special Olympics) are involved, the PSGB will consult with the appropriate special needs group to develop that portion of the technical package.
- c) Provide the commitment that the PSGB will not sanction another provincial championship or other major event of the same classification as the Saskatchewan Games for five (5) days proceeding, during, or five (5) days after the Saskatchewan Games. Changes to this policy MUST receive approval from the Saskatchewan Games Council.
- d) The PSGB will identify the number of major and minor officials required to conduct the competition. The designated head official will work with the Host for daily schedule assignments. The PSGB is responsible for all costs incurred for the training and development of major officials. In conjunction with the PSGB, the Host will train the number of required minor officials. The Host Community is responsible for the costs of the major

officials including mileage, meals and accommodation.

- e) Ensure the appropriate individuals and processes are in place for dealing with disputes, protests or issues which may arise on the field of play. This process should follow the rules and regulations as defined in the NSO/PSO rules of play. If a process is not in place the Saskatchewan Games Council suggests that a three person Sport Jury be identified, consisting of the PTL, Host Sport Chairperson and the Head Official.
- f) Appoint a Provincial Technical Liaison (PTL).
  - 1) The PTL is responsible to provide technical assistance and information regarding their sport to the host committee, to the Districts, and to the District Sport Contacts. Duties of this person will include attending meetings with the Sport Chairperson of the Host Community and attending the games to act in a technical advisory capacity.
  - 2) To ensure a consistent and efficient process is implemented in team development with all Districts. It is desirable to have the PTL designated from within the staffing component of the PSGB. (ie. Technical Director, etc)
- g) Appoint a District Sport Contact for each of the nine Districts.
  - 1) The PSGB shall ensure that the District Sport Contacts understand their responsibilities.
  - 2) The District Sport Contacts must fully understand all the technical package requirements; to assist in the development of the sport within the Districts; to oversee the staging of the team selection process and the selection of the District coaches and managers.

### **District Team Selection Process**

- a) Determine the process for selecting the District athletes, coaches and managers that will advance to the Saskatchewan Games. The PSGB will be responsible for determining a playoff structure, designating a playoff site, taking registrations, determining the draw, securing officials and financing the District selection processes.
- b) Apply to the Sask. Games Council for any coaching exemptions or any other matters that pertain to the selection of the District team.

### **Eligibility**

- a) Ensure athletes meet age and residency requirements.
- b) Ensure coaches meet the certification requirements of the Sport Technical Package.

## **Provincial Technical Liaison (PTL)**

The following are the roles and responsibilities of the Provincial Technical Liaison person as they relate to the Saskatchewan Games program. The PTL is selected by the PSGB.

- a) Ensure that the technical regulations are clearly defined and meet the requirements for a successful competition (eg. field of play meets minimum requirements, equipment, etc)
- b) Develop the daily sport competition schedule in co-operation with the host sport chair.
- c) Ensure the technical regulations are followed at District and games competitions.
- d) Be the liaison between the PSGB, the Districts and the host community.
- e) Attend the Saskatchewan Games as the technical representative for your sport. The PSGB is responsible for all expenses incurred.
- f) Prepare a final evaluation on the competition to be submitted within two weeks of the completion of the event.
- g) Be available to attend two planning meetings with the sport chairperson of the host community in advance of the games.
- h) Be knowledgeable and experienced in all technical aspects of the sport and requirements for a successful competition.
- i) Assist the District and PSGBs in identifying the need for clinics and/or workshops.

## **District Sport Contacts**

The following are the roles and responsibilities of the District Sport Contacts as they relate to the Saskatchewan Games program. These individuals are designated by the PSGB.

### **Sport Technical**

- a) Familiarize themselves with:
  - 1) the PSGB and the PTL;
  - 2) the technical package for their sport.

### **District Contact and Participant Identification**

- a) Upon appointment, the District Sport Contact will establish communication with the District Coordinator and maintain dialogue up until the commencement of the games.
- b) Contact known clubs or individuals in their sport within the District.
- c) Communicate with the PSGB to obtain information on District participants within the specific age class for the games and to obtain a listing of eligible coaches.

## **District Team Selection Process**

- a) In consultation with the PSGB organize and implement the District team selection for athletes, coaches and managers.  
This includes: - receiving entries, determine selection dates, secure facilities, approve officials and determine the district selection process.
- b) Establish communication with the District Sport Coordinator for assistance in promoting and creating an awareness of the event.
- c) Assist with promotion of the team selection process (playdowns) and the Saskatchewan Games Programs.
- d) Communicate with the PSGB to determine the financial resources available to conduct the District selection process.
- e) Ensure the coaches and managers selected for the District team meet the minimum coaching certification requirements.
- f) Prior to and upon completion of the District team selection process communicate to the District coordinator the following information:
  - 1. results of the team selection/playdown process;
  - 2. completion of the Host Community registration form as supplied by the District coordinator for each member of the District team;
  - 3. a copy of the selection format.

Upon completion of the District team selection the District coordinator will inform the team of all the logistical arrangements in attending the games.

## SASKATCHEWAN GAMES HANDBOOK

### ROLES & RESPONSIBILITIES OF THE PARTICIPATING GAMES PARTNERS

#### **Districts**

Districts (formerly The Provincial Associations of Zones)

The new Sport, Culture and Recreation Districts (formerly the Zones), through a community development process, work to build capacity in individuals, groups and communities to advocate the importance and involvement in sport, culture and recreation initiatives within communities in the District.

#### **Promotion**

- a. The Districts will promote the Saskatchewan Games program on an on-going basis through a variety of ways, including their websites, newsletters and through tools provided to them by the Saskatchewan Games Council. The Districts will ensure the results of the District teams at the Games are publicized throughout their Districts.
- b. Publicize the locations and dates of the District team selections (playdowns). This information will be provided to the Districts from the District Sport Contact for each sport.
- c. With support from the Host Community and the Saskatchewan Games Council distribute the results of the District teams to the appropriate media within the Districts.

#### **Mission Staff**

Establish a mission staff to manage the district team and assume responsibility for team conduct. The Districts will approve the number of male and female mission staff according to team size, numbers of male/female competitors, venue locations and available funds.

#### **Team Preparation**

- a) The Districts will support the PSGBs/District Sport Contacts in determining the long term athlete and coach development needs for the sports within the District.
- b) Upon appointment of the District Sport Contact the District will establish communication with the District Sport Contact and maintain dialogue up until the commencement of the games.
- c) In conjunction with the PSGB, ensure that all athletes entering the District Team selection process (playdowns) meet the Saskatchewan Games residency requirements.

- d) In partnership with the Saskatchewan Games Council coordinate the walkout uniforms for the District team.
- e) In partnership with the Saskatchewan Games Council arrange for the transportation of the District team to and from the games.
- f) Plan and organize a District pep rally/pre-games staging event.
- g) The District must ensure that each team is provided with detailed travel arrangements, walkout uniforms, the requirements for competitive uniforms, registration procedures, pep rally dates, competitive schedules, the participant code of conduct and host handbooks as well as any other information as it pertains to their involvement in the Saskatchewan Games program.
- h) Compile and complete all required forms relative to the participation of the District team and forward them to the appropriate organization.

**For a complete listing of district contacts see APPENDIX G, page 77**

**SASKATCHEWAN GAMES HANDBOOK**  
**ROLES & RESPONSIBILITIES OF THE PARTICIPATING**  
**GAMES PARTNERS**

**Government of Saskatchewan**

Government of Saskatchewan

Ministry of Tourism, Parks, Culture and Sport

The Ministry of Tourism, Parks, Culture and Sport (hereafter referred to as the Ministry) represents the Province of Saskatchewan on the Board of Directors of the Saskatchewan Games Council.

- a) The Ministry shall support the Saskatchewan Games Council's role as the principal authority on all Saskatchewan Games matters.
- b) The Ministry will work towards ensuring that the Saskatchewan Games are conducted in a manner consistent with the Government's sport policy.
- c) The Ministry shall work with all parties to improve the amateur sport delivery system as it relates to the games program.

**SASKATCHEWAN GAMES HANDBOOK**

**ROLES & RESPONSIBILITIES OF THE PARTICIPATING  
GAMES PARTNERS**

**Sask Sport Inc.**

Sask Sport Inc.

Sask Sport Inc. is the Federation of Provincial Sport Governing Bodies recognized by the province of Saskatchewan.

- a) Sask Sport Inc. shall support the Saskatchewan Games Council's role as the principle authority on all games matters.
- b) Sask Sport Inc., through the Saskatchewan Lotteries Trust Fund, shall provide funding assistance for the Saskatchewan Games.
- c) Sask Sport Inc. shall direct the Saskatchewan Games eligible sports (PSGBs) to include the Saskatchewan Games program as an integral component within the sports overall long term athlete development (LTAD) plan.
- d) Sask Sport Inc., as the umbrella organization, represents all PSGBs on the Board of Directors of the Saskatchewan Games Council.

**SASKATCHEWAN GAMES HANDBOOK**

**ROLES & RESPONSIBILITIES OF THE PARTICIPATING  
GAMES PARTNERS**

**Saskatchewan High School Athletic Association**

Saskatchewan High School Athletic Association

The Saskatchewan High Schools Athletic Association represents the interests of Saskatchewan High School Athletics Programs.

- a) The Saskatchewan High School Athletics Association, being the administrative body for Interscholastic Athletics, will promote the Saskatchewan Games program and endorse the participation of student athletes within the philosophical guidelines of the S.H.S.A.A.
- b) Assist in identifying Saskatchewan Games issues that impact sport at the secondary level of the Saskatchewan education system.

## SASKATCHEWAN GAMES HANDBOOK

### ROLES & RESPONSIBILITIES OF THE PARTICIPATING GAMES PARTNERS

#### **Host Corporation**

##### **Organization and Planning**

- a) Upon being awarded the games, the host community is responsible for organizing and staging the games as outlined by the Saskatchewan Games Council.
- b) Upon request, the host society is responsible for providing a report to the Saskatchewan Games Council regarding progress in planning and staging of the games.

##### **Divisions**

- c) Sport Venues
  - 1. ensure all sport facilities meet the minimum standards acceptable to the PSGB.
  - 2. Coordinate the requirements for the officials, equipment needs and results distribution.
- d) Finance and Administration
  - 1. Develop, implement and monitor the operational and capital budgets for the Games.
  - 2. Provide the necessary human resources and administration support to assist in delivering the needs of the various divisions.
- e) Volunteer
  - Ensure approximately 1600 volunteers are recruited to conduct the Games.
- f) Logistics
  - Provide internal transportation, communication and security needs for the safety and well being of the participants.
- g) Athlete Services
  - Establish a Games Village which will accommodate, provide food and medical services for a minimum of 900 participants per half.
- h) Marketing and Promotion
  - Develop and execute a plan leading up to and during the games that will allow for the effective and timely coverage of the games.
- i) Ceremonies and Protocol
  - 1. Stage an exciting and memorable opening and closing ceremonies, medal presentations and receptions.
  - 2. Provide for a warm, hospitable atmosphere for VIP's and special guests.
- j) Culture
  - Plan, organize and present all aspects of cultural events which will compliment the sport competitions and related games activities.
- k) Information and Technology
  - Establish the needs of the staff and volunteers and provide the adequate equipment and technology to support the operation of the Games.

**SASKATCHEWAN GAMES HANDBOOK**

**SPORT**

**SPORT ADVISORY PANEL**

As required the Saskatchewan Games Council may appoint an advisory panel to assist in developing sport technical requirements for the Saskatchewan Games program.

*Function:*

- To advise on policy and procedure development for eligible sports to be included on the sport calendar for the Saskatchewan Summer and Winter Games.
- To advise on the selection of the core sports for each Saskatchewan Games which will be included in the bid package.
- To advise on any sport technical issues which may impact participation in the games.

The panel may be selected from the games partners including but not limited to Sask Sport Inc., the Ministry of Tourism, Parks, Culture and Sport and the PSGB's.

## SASKATCHEWAN GAMES HANDBOOK

### SPORT

#### Eligible Games Sports

Sports for each Saskatchewan Games are selected by the Saskatchewan Games Council. The Council is the permanent regulatory body whose responsibilities also include rules of competitor eligibility, numbers of athletes and officials per sport, and Games facility standards.

The council shall request each PSGB to submit a "Sport Application," applying for inclusion in the upcoming Games program.

The following summer and winter sports are presently eligible for inclusion in the respective Games program:

#### Summer Games Sports

Archery  
Athletics  
Baseball  
Basketball  
Canoe/Kayak  
Cycling  
Diving  
Field Hockey  
Football  
Golf  
Horse Federation (Equestrian)  
Lacrosse  
Rifle  
Rowing  
Rugby  
Sailing  
Soccer  
Softball  
Special Olympics  
Swimming  
Synchronized Swimming  
Tennis  
Triathlon  
Volleyball (Indoor & Beach)  
Waterpolo  
Waterskiing

#### Winter Games Sports

Biathlon  
Bowling (5 pin)  
Boxing  
Broomball  
Cross-Country Skiing  
Curling  
Fencing  
Figure Skating  
Gymnastics (Artistic, Rhythmic, T & T)  
Handball  
Handgun (Air Pistol)  
Hockey  
Judo  
Karate  
Racquetball  
Ringette  
Small Bore (Air Rifle)  
Snowboarding  
Special Olympics  
Speed Skating  
Squash  
Table Tennis  
Tae Kwon Do  
Team Handball  
Weightlifting  
Wrestling

Alpine Skiing

## SASKATCHEWAN GAMES HANDBOOK

### SPORT

#### **Sport Selection Criteria**

The Saskatchewan Games Council will determine the sport calendar for each Saskatchewan Summer and Winter Games. Optional sports may be included at the discretion of the Council.

#### **Sports:**

- will be included on the sport calendar for the Saskatchewan Summer or Winter Games based upon an application and subsequent ranking process;
- will be selected for a minimum of two games (Summer 2012 & 2016 or Winter 2010 & 2014). Inclusion in the subsequent games will be dependent on the sport's performance and evaluation at the conclusion of the previous games.

#### *Principles:*

- Sports must have a participant base in the proposed age classification in a minimum of 6 out of 9 districts. Sports with participation in more than six districts will rank higher in the sport selection process.
- Application for core sports will be made by a recognized Provincial Sport Governing Body (PSGB);
- Sports will provide a competitive multi sport experience which compliments their long term athlete and coach development plans, generally in the LTAD "Training to Train" stage of development. This plan should include sport development initiatives for the selection of athletes and coaches at the district level.
- Sports should support the development of aboriginal athletes for participation in the Saskatchewan Games;
- Sports should have facilities available within all 9 districts (or in close proximity), both for the purpose of athlete training and hosting of district playoffs;
- Sports should have a positive impact on host communities leading up to, during and after the Games are complete. (ie. Leave a legacy of local interest and participation in the sport; facilities and/or clubs; volunteer involvement, etc.);

#### *Responsibilities:*

##### **Provincial Sport Governing Body:**

- The Provincial Sport Governing Body is responsible for making an application to the Saskatchewan Games Council for inclusion as a sport on the sport calendar.
- The Provincial Sport Governing Body is responsible for the development, coordination and selection of districts coaches, athletes and officials.

**Saskatchewan Games Council:**

- As the governing authority for the Saskatchewan Games, the Council shall coordinate the application process and discussions with the PSGB's.
- The Council will determine the team size per district with a minimum team size of 210 and maximum team size of 245 participants per district. The team size will be dependent on the sports selected.
- The Council will determine the criteria for scoring and evaluating the sport applications.

## SASKATCHEWAN GAMES HANDBOOK

### SPORT

## SPORT TECHNICAL PACKAGES

- 1) The sport technical package shall be the document governing conduct of each specific sport in the games.
- 2) A technical package template for each games shall be distributed by the Saskatchewan Games Council. It is the responsibility of the Saskatchewan Games Council to coordinate with the PSGB the development of the technical package.
- 3) The sport technical package shall be distributed by the Saskatchewan Games Council to the districts and other interested groups at least 20 months prior to the start of the games.
- 4) The proposed age classes shall be distributed by the Saskatchewan Games Council to the districts and other interested groups at least 25 months prior to the start of the Games.
- 5) Technical Package Components
  - a. **Proposed Age Classification Components**
    - Sport
    - Team Size
    - Age Classification
    - List of Events
    - District Sport Contacts
  - b. **Technical Package Components**
    - Sport
    - Sanction
    - Number of Competitors
    - Team Size
    - Classification - Year of Birth
    - Eligibility
    - Athlete Eligibility
    - Provincial Registration
    - Provincial Technical Liaison
    - Type of Competition
    - Results Procedure
    - Tie Breaking procedure
    - Sport Protest Procedure
    - Equipment

Sport Jury  
Officials Required  
Medical Services  
Medals  
Additional information required  
District Sport Contacts  
District Team Selection Procedure

## COMPETITIONS

- 1) The competitions will be organized and directed by the Games host.
- 2) Team Competition Schedule

In all team sports there will be two divisions of "round robin" competitions. The top two teams in each division play off for medals as follows:

1A vs 2B  
2A vs 1B

Winner (1A-2B) vs Winner (2A-1B) for gold/silver

Loser (1A-2B) vs Loser (2A-1B) for bronze

Any deviation from the above format must be approved by the Saskatchewan Games Council.

- 3) Team Seeding for Competition  
For the purpose of seeding, comparable performances are to be taken from past Games on a summer-to-summer, winter-to-winter basis. In two division "round robin" competitions, the seeding order shall be determined by the districts placing in the previous games: Pool A - 1st, 4th, 5th, 8<sup>th</sup>, 9th and Pool B - 2nd, 3rd, 6th, 7th.

In the event there is no comparable performance for the sport, in two consecutive games, the PSGB and the Saskatchewan Games Council shall determine the district seeding.

- 4) Non-team or individual type sports competition shall be conducted as outlined in the technical package.
- 5) The PTL in co-operation with the host sport chairperson shall develop the daily sport competition schedule. The Saskatchewan Games Council shall approve the schedule along with subsequent changes.
- 6) Games Time – Sport Rescheduling Procedure

In the event of weather conditions or other circumstances which may affect schedule changes, each sport chairperson is asked to adhere to the following procedures:

- a) Prior to the Games each sport committee must have a plan which

would include alternate facilities and tentative schedule.

- b) Minor schedule changes (short delays 1-5 hours) must receive the approval of the “sport director”. The sport director will ensure the changes are forwarded to the Games office for distribution to the entire board. Board members will ensure the information is forwarded to the appropriate individuals (ie. districts, all divisions, etc.).
  - c) Major schedule changes due to extended delays (6 or more hours) must receive approval of the Saskatchewan Games Council Games Jury. The proposed changes must be compiled by the Sport Director(s), Sport Chairperson(s), and the Provincial Technical Liaison (PTL) to ensure appropriate alternatives are developed. The Sport Director will present the new schedule to the Games Jury as soon as possible. Changes to the schedules are to be forwarded to the Games’ Office for distribution to the members of the Host Committee, the Districts, the media and other appropriate individuals.
  - d) The Saskatchewan Games Council shall appoint the Chairperson of the Games Jury.
- 7) Officials  
The PSGB is responsible for appointing the necessary number of certified officials for conducting each sport event. Officials participating in the Saskatchewan Games Program shall not receive remuneration for their services, however, accommodation, meals and transportation are to be provided by the Host organizing committee.
- 8) Sport Competition Scoring  
Competition within each sport according to its rules and regulations, shall determine district placement in order of finish; 1st, 2nd, 3rd, 4th, 5th, 6th, 7<sup>th</sup>, 8<sup>th</sup> and 9th. Only districts competing in each sport are eligible for points.

Technical Package – Explanation of Terms – APPENDIX H, page 78

Sport Application Criteria – APPENDIX I, page 82

## SASKATCHEWAN GAMES HANDBOOK

### SPORT

### **PROTESTS**

#### Protests

- 1) Prior to the games the host committee, in conjunction with each PSGB, shall determine the Sport Jury for each sport. If the PSGB does not have a designated procedure as per their National or Provincial competition rule book a Sport Jury must be appointed. The Sport Jury would consist of the host sport chairperson, a provincial sport representative and an officials representative.
- 2) All official protests must be concisely written in duplicate and presented to the sport chairperson no later than one hour after the posting of the official results at each sports venue. The time and date must appear on the protest.
- 3) Protests must be signed by the Chef-de-Mission or his/her mission staff designate of the participating team.
- 4) Once a protest is submitted, the Sport Jury for which the protest occurs shall meet and render a decision. A written copy of the decision will be posted on the official posting board at the sport venue indicating its time and date of posting.
- 5) The decision of the Sport Jury may be appealed up to three hours after the original protest decision has been posted. In this case a district will present a written appeal, signed by the Chef-de-Mission or his/her appointee, to the Games Jury appointed by the Saskatchewan Games Council. The written decision of the Games Jury will be copied to the district in question and also posted on the official posting board at the sport venue. The decision of the Games Jury shall be final.
- 6) Protest forms will be provided prior to the start of the games.

## **SASKATCHEWAN GAMES HANDBOOK**

### **SPORT**

#### **GAMES JURY**

The Saskatchewan Games Council shall appoint a Games Jury for each Games.

- 1) The Games Jury shall include the following representatives:
  - Saskatchewan Games Council
  - Sask Sport Inc.
  - The Sport Director or a designate from the Host Committee
- 2) The Games Jury will act on behalf of the Saskatchewan Games Council and shall have jurisdiction from the start to the conclusion of the Games.
- 3) The Games Jury will receive, hear and render a decision on any appeals submitted by the District Chef de Mission.
- 4) The appeal is based on the posted decision of the Sport Jury.
- 5) The appeal must have clear evidence of new information not considered by the Sport Jury and/or a clear description of any misinterpretations which may have been made by the Sport Jury.
- 6) The decision of the Games Jury is final.
- 7) Any appeals which arise upon conclusion of the Games may be forwarded to the Saskatchewan Games Council. The Council will appoint a three member panel to adjudicate the appeal.

**SASKATCHEWAN GAMES HANDBOOK**  
**BIDDING & SELECTION PROCEDURES**

**Invitation to Bid**

To be eligible to bid a community must have a minimum population base of approximately 5,000 people and assurance that all required guidelines have been met. The cities of Regina and Saskatoon are not eligible to host these events.

Communities may not host either a winter or summer games event in consecutive cycles. The only exception to this policy would be if, in the opinion of the Games Council, no appropriate bid was received from an eligible community.

Bids from two or more neighbouring communities will be accepted. However designated facilities must be located within a 50 kilometre radius of the host community. Exceptions will be made with specific geographic requirements outside the proposed boundaries. (rivers, hills, lakes, etc.)

**Invitation to bid**

The Saskatchewan Games Council shall invite bid submissions from the mayors of eligible communities to host the Saskatchewan Summer or Winter Games. Completed 'bid to host' packages will be issued by the mayor (or highest municipal authority) of the community and returned as per the designated bid timelines.

**Saskatchewan Games Council**  
**700, 1777 Victoria Avenue**  
**Regina, SK S4P 7K5**

Workshops relating to the preparation of a bid package will be offered to interested communities prior to the bid deadline (details will be provided).

**Accompanying bid documentation and commitment**

All official bids to host the Saskatchewan Summer or Winter Games shall be accompanied by the following documents:

- The proposed dates for staging the event. The Winter Games will be held in February; the Summer Games will be held in late July or early August; each games will be seven days in length. First half participants will arrive on Sunday and depart on Wednesday. Second half participants will arrive on Wednesday and depart on Saturday.
- A list of other events, of a provincial scope, that have been hosted by the community in recent years.

- Assurance that the community can form an organization with sufficient experience and ability to properly host the Games.
- Assurance that the Games will be conducted according to the rules and procedures in the games handbook and in the same high tradition of previous games.
- A detailed outline of the facilities which already exist in the community relative to the games. These facilities shall be noted on an accompanying plan of the community.
- A description of facilities which would be constructed or renovated specifically for the games, as well as details relative to type and size, plus a capital cost budget.
- A description of accommodations which will house the athletes and officials, and where these accommodations will be located. The description shall include costs associated with housing and feeding the athletes and officials.
- A description of accommodations and facilities that will be available for visitors, members of the press and mission staff.
- The methods of raising revenue to finance the games.
- The proposed capital and operating costs of the games prepared in budgetary form.

**SASKATCHEWAN GAMES HANDBOOK**  
**BIDDING & SELECTION PROCEDURES**

**Site Selection**

**Bid Review and Site Selection Process**

The Saskatchewan Games Council will review all bids and may consult PSGBs to ensure minimum standards for technical facilities are in place. The Council may also request additional information from any community submitting a bid.

In the event more than 3 bids are received for a Games, the Saskatchewan Games Council shall rank the bids, and the top three communities will be scheduled for a site evaluation.

The Saskatchewan Games Council will appoint a Site Selection Committee which will conduct an on-site evaluation of any or all conditions, facilities and provisions to be arranged for the games by a prospective host community. Site evaluations will be conducted following the bid submission deadline.

**Site Evaluation Criteria**

The following are the points which will be considered when evaluating potential host communities.

- I. Organization
  - A. Board of Directors
  - B. Community Achievements
  - C. Bidding Guidelines
  
- II. Elements of organization for each sport
  
- III. Games services
  - A. Committee structure
  - B. Athlete Accommodations
  - C. Other Accommodations
  - D. Communications
  - E. Food Services
  - F. Medical
  - G. Transportation
  - H. Security
  - I. Smoke Free Environment
  - J. Mission Centre
  
- IV. Public Relations
- V. Finance
- VI. Cultural Component
- VII. Volunteers
- VIII. Legacy

- IX. Protocol
- X. Previous Hosting of a Saskatchewan Games

**Announcement of successful community**

The Site Selection Committee will present their report and recommendation to the Saskatchewan Games Council.

The Chairperson of the Saskatchewan Games Council will announce the community to which the Games have been awarded, following completion of the site selection process.

**SASKATCHEWAN GAMES HANDBOOK**  
**BIDDING & SELECTION PROCEDURES**

**Bid/Selection Timeline**

**42 months prior to the event**

An informational brochure and letter will be sent to all stakeholders in the province including the eligible municipalities. Communities interested in hosting will be asked to submit a letter of intent to bid.

**39 months prior to the event**

The bid document will be sent to communities expressing an interest in bidding for the Games.

**38 months prior to the event**

Workshops will be held for communities interested in bidding for the Saskatchewan Games.

**35 months prior to the event**

Bid application deadline for the communities interested in bidding for the

**34 months prior to the event**

Site Selection Committee conducts on site evaluation and submits recommendation to the Saskatchewan Games Council

**33 months prior to the event**

Announcement of the successful bid for the Saskatchewan Games.

**SASKATCHEWAN GAMES HANDBOOK**  
**BIDDING & SELECTION PROCEDURES**

**Supporting Organizations**

A variety of organizations are available to assist with various aspects relating to the preparation of the bid and the staging of the Games themselves.

They include:

**Sport, Recreation and Culture Districts**

It is recommended that the potential host community that is preparing to make a bid work in consultation with their District for assistance in developing their bid.

**Provincial Sport Governing Bodies**

For information on technical requirements and minimum standards, potential bid committees may contact the Chairperson or the Executive Director of the appropriate Sport Governing Body concerned (Contact addresses of PSGBs will be included in the “bid guidelines” package).

**Sport Medicine and Science Council of Saskatchewan**

The Sport Medicine and Science Council can provide advice and assistance to the potential host concerning medical facilities and services. Training opportunities for volunteers can also be made available through this organization.

Please contact:            Sport Medicine Council  
2205 Victoria Avenue  
Regina, Saskatchewan S4P 0S4  
Telephone:1-888-350-5558  
Email: smcs@sasktel.net

## SASKATCHEWAN GAMES HANDBOOK

### HOSTING GUIDELINES

#### **Organizational & Administrative Guidelines**

Staging the Saskatchewan Games will require the appointment of a Host Corporation by the local Municipal Council. The Host Corporation shall be a legally incorporated structure and will be the principle agency for planning, organizing and the overall conduct of the games.

The bid shall contain an outline of the Corporation's volunteer structure and identify members of the Board of Directors, key volunteer positions and responsibilities of each committee. To ensure all aspects of planning, administration and organization are fulfilled, the potential host community shall provide a plan to ensure the availability and support of approximately 1300 to 1700 volunteers for the event.

Other general requirements of the Host Corporation will include:

- The availability and provision of **sporting facilities** which meet standards acceptable to the PSGB.
- The **storage and transporting of equipment** required for the games; including storage and transportation of bunk beds from the previous host. The host community will be responsible for transporting the bunk beds from Moose Jaw to a safe and secure location within the host community. Costs associated with transporting and storing the bunk beds is the responsibility of the host. The Saskatchewan Games Council will not levy a bunk bed rental fee to the host community.
- Establishment of a **Athletes Village** appropriate sleeping accommodations for a minimum of 900 athletes, coaches and managers per day. Separate accommodations for males and females must be provided. A minimum of 40 square feet of floor space per person is required. Based on available room size the number of participants per room per day may vary ensuring access for easy maintenance, sufficient storage space and quality air control. Saskatchewan Public Health guidelines requires a minimum of 1 showerhead per 25 people per gender. The Saskatchewan Games Council provides the necessary bunk beds for sleeping accommodations.
- The host will provide adequate **accommodation, food services and transportation** for approximately 75 officials, per half attending the games.

- The Host Corporation will establish a **Security Headquarters** within the Athletes Village, all staffed by volunteers within the related field. To ensure the safety and well being of participants, equipment and facilities, the host must provide 24-hour security at the Athletes Village.
- The Host Corporation will provide all necessary **meals** for a minimum of 900 participants per day for the duration of the games. Meals are to be provided at the village site; however, if necessary, may be served in close proximity and convenient to the sleeping accommodations. The Communities bid shall include a daily menu prepared by a qualified food nutritionist.
- The bid must include a detailed plan ensuring that proper and adequate **medical care services** for all participants are available at the Athletes Village(s) and sport venues. The bid shall be supported by commitments from the medical profession within the community.
- The host community must ensure that **transportation services** are available for coaches/managers/athletes to and from the Athletes Village and the respective sport competition.
- Sufficient space must be provided for a **mission centre** which would accommodate space for 9 district mission desks, display space, duplicating equipment, facsimile machines and space available for walk-in traffic.
- Adequate space to receive, record and **handle all Games results** must also be provided. The community will ensure human resources are available and will partner with the Saskatchewan Games Council to ensure the results are delivered and publicised in a timely manner on the website.
- The bid must include a proposed plan to ensure a **communication network** is established to coordinate activities in sporting facilities, non sporting facilities, Athletes Village, transportation, results, etc.
- The Host Corporation must provide a **venue for the press, radio and television** along with the appropriate technical requirements. This space shall be adjacent to the results area.
- The Host Corporation will be responsible for **all protocol**. The bid must ensure distinctive and appropriate protocol procedures are planned that will provide a warm receptive environment for V.I.P.'s, sponsors, guests, officials and volunteers while maintaining the focus on the athletes. The Host corporation will stage an exciting and memorable official opening ceremonies (90 min. recommended) and closing ceremonies (75 min. recommended), sport venue opening and closing ceremonies, medal presentations, opening and closing banquets and other designated hospitality services. All receptions, dinners, entertainment and other special events planned for the games must be endorsed by the

Saskatchewan Games Council.

- In preparing the bid, the Host Corporation shall ensure the availability of a minimum of 104 **hotel/motel rooms** as follows:

Officials	40 rooms
VIP	25 rooms
Media	5 rooms
Mission	34 rooms

These accommodations will be required for the full period of the games and must be separate from the Athletes Villages. Adequate accommodation space for spectators shall also be available within the community and surrounding area. Previous games have shown approximately 1,000 spectators from outside the community attend the games each half.

- The Saskatchewan Games Council with the **co-operation** of the **host** shall develop special initiatives which will enhance the games program in areas such as coaching, fair play, ethics in sport, athlete wellness, economic enhancement and other identified needs.
- To develop strategies that will adhere to the Saskatchewan Games Council policy of a "**Smoke Free**" games.

**SASKATCHEWAN GAMES HANDBOOK**

**HOSTING GUIDELINES**

**Sport Technical Guidelines**

The Saskatchewan Games Council will determine the criteria for sport selection for the Saskatchewan Games. Criteria will reflect the ratio of male and female participants, maximum/minimum numbers of participants for district, community options, PSGB sport development, minimum number of sports and other factors.

All sports facilities must meet minimum standards acceptable to the PSGB. A list of proposed sports and standards for both Summer and Winter Games will be attached prior to distribution to eligible bidding communities.

## **SASKATCHEWAN GAMES HANDBOOK**

### **HOSTING GUIDELINES**

#### **Financial Guidelines**

A detailed capital and operating budget for hosting the games must be prepared and submitted as part of the bid package. The budget should outline all sources of public, private and corporate donations.

The following points should be noted with respect to funding the event:

- The local Municipal Council shall provide financial assistance toward the overall operation of the event
- The local Municipal Council will be expected to underwrite any deficit incurred by the Host Corporation in hosting the event.

The level of funding assistance provided to the host community by the Saskatchewan Games Council will be determined prior to issuing of "request for bids to host" and communicated to potential host communities at that time. This funding may be used toward the overall operation of the Saskatchewan Games. Provision of the funding will be made in two parts, pending the development and signing of a tri-party agreement (covering the overall administration and operation of the games) involving the following parties:

- The host corporation
- The host community
- The Saskatchewan Games Council

The Host Corporation will periodically provide a financial statement on the operation of the Games to the Saskatchewan Games Council.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Athlete Eligibility**

- 1) The Games shall be open to Saskatchewan residents who have been Landed Immigrants for a minimum period of one year prior to the Games.
- 2) Each district team shall be comprised of eligible athletes whose Saskatchewan domicile or actual residence for at least six months prior to the games, was located within the recognized boundaries of the district they are representing, or who must be students enrolled at the beginning of the school year and currently attending school within the district prior to the Games year. **(Refer to District Boundaries, page 51)**
- 3) Students enrolled and attending elementary, secondary or post-secondary school on a full-time basis outside their home district must elect to compete in a district playdowns in either their home district or academic resident district, but not both.

Students attending a secondary school outside their home district must be enrolled in a minimum of 60% of the eligible credits to be considered a full time student.

Students attending a post secondary school outside their home district must be enrolled in a minimum of the equivalent of 3 full time classes per year to be considered a full time student.

- 4) Athletes residing outside Saskatchewan

**Students:**

Athletes residing at an address outside Saskatchewan are eligible to participate in the Saskatchewan Games if they meet the following conditions:

- They reside near the Saskatchewan boundary and attend school on a full time basis in a recognized Saskatchewan education system;
- They do not have dual membership in the same year with an adjoining PSGB.
- they are eligible for membership with a PSGB in Saskatchewan.

**Non-student:**

Athletes not attending school in the Saskatchewan education system and who reside at an address outside Saskatchewan are eligible to compete in the Saskatchewan Games if they meet the following conditions:

- membership with a Saskatchewan PSGB;
  - do not have dual membership in the year prior to the Games with a adjoining PSGB;
  - they participated with a club or team in Saskatchewan in the year prior to the Games.
- 5) Where a team has members from two or more Saskatchewan Games districts, and is registered in a recognized league, it shall compete in the district where the majority of their players reside. Teams in this position may have members living in adjacent districts within reasonable commuting distance.
  - 6) Athletes competing for the selection of a district team must remain with that district and sport to which the athlete is selected.
  - 7) The games shall be open only to amateur athletes recognized as such by the applicable PSGB.
  - 8) For each games, an athlete may participate in one sport only.
  - 9) Coaches / managers may participate in more than one sport. However, they may only participate in one sport in each half of the Games.
  - 10) Eligibility of athletes for the Saskatchewan Games program must be clearly identified by the PSGB in each respective sport technical package.
  - 11) Based on the long term athlete development model (LTAD), each sport shall determine the minimum age class. It is recommended that athletes be a minimum of 11 years of age.
  - 12) Prior to the games, the eligibility of any athlete not clearly established by these rules shall be determined by the Saskatchewan Games Council.
  - 13) Coaches, managers and athletes selected to the district team must stay in the athletes village during the games.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**District Names and Colours**

1) The Districts shall select appropriate district uniforms adhering to the colour schemes approved by the Saskatchewan Games Council.

<b><u>Name</u></b>	<b>Base</b>	<b><u>Colours</u></b>	<b>Trim</b>
Team South East	Forest Green/White		Black
Team Regina	Burgundy		Black/White
Team South West	Black/Gold		White
Team Parkland Valley	Blue		Gold/Kelly Green
Team Prairie Central	Grey		White/Black
Team Saskatoon	Black		Red/White
Team Rivers West	Navy Blue/Forest Green		White
Team Lakeland	Kelly Green/Black		Gold
Team North	Black/Teal Green		White

- 2) Any logos appearing on the team uniforms must be confined to 32.square centimetres.
- 3) No alcohol or tobacco advertising is allowed on walkout or competitive uniforms.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**District Registration**

All district team members must comply with registration procedures as identified by the PSGB in the sport technical package.

Sixty (60) days prior to the opening of the games each district must submit to the Host an intent to participate projection indicating the number of competitors and team officials from that district who will participate in the games.

Fifteen (15) days prior to the opening of the games, each district must submit to the Host a final list of the participant names, by sport, of the total contingent from that district. This list cannot be changed except for illness, discipline or injury supported by a medical certificate. Any substitution requests must adhere to the deadlines identified on the substitution form.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Games Scoring Procedure**

**Medals & Awards**

- 1) Each sport will receive the same number of Games flag points. Nine points will be awarded to the winning district and the ninth place district receives one point. The system used to determine the scores within each sport must be approved by the Saskatchewan Games Council. In order to be eligible to receive flag points in a games sport, a district must have at least one representative in that sport.

1 <sup>st</sup> place.....9 points	5 <sup>th</sup> place.....5 points
2 <sup>nd</sup> place.....8 points	6 <sup>th</sup> place.....4 points
3 <sup>rd</sup> place.....7 points	7 <sup>th</sup> place.....3 points
4 <sup>th</sup> place.....6 points	8 <sup>th</sup> place.....2 point
	9 <sup>th</sup> place.....1 point

- 2) If a tie occurs for first place in the final aggregate ranking for the games flag, the district with the greatest number of non-tied first place Game flag points shall be declared the winner. If the tie persists, the district with the greatest number of first place finishes including tied for first placed Game flag points shall be declared the winner. If the tie persists, the same procedure is repeated for second place game flag points and if necessary third place Game flag points and so on to resolve the tie.
- 3) Special Olympic events must have participation from 6 or more districts in order to score flag points.
- 4) Most Improved District Award  
The Joe Griffith Trophy will be awarded to the District showing the greatest improvement in final standing from the previous Saskatchewan Games, the comparison being made on a winter to winter and summer to summer basis.

The Joe Griffith Trophy will be awarded on these criteria:

- a) Joe Griffith trophy is based only on sports which are repeated from the previous games. **However, for point calculations for the Joe Griffith award, if a district or districts were not represented in a particular sport at the previous games, they would receive no points towards the calculation of the Joe Griffiths Award in that sport.**
- b) To be included in the Joe Griffith Trophy calculations - a district must compete in a minimum of 75% of the sports on the games calendar.

- c) When the first half of the Sports Calendar is complete, results to that point shall be posted.
- d) The scoring and points awarded for the Joe Griffith Trophy shall be for each sport; the top district shall receive 9 points, the district finishing second shall receive 8 points and so on until the last place district (9th place) shall receive 1 point.

## **MEDALS/AWARDS**

- 1) Medals specially struck for the Games will be awarded to individual athletes or team members as follows: a gold medal for first place, a silver medal for second place and a bronze medal for third place. In team sports coaches/managers shall receive medals.
- 2) The Saskatchewan Games Council shall approve the medal design for each game. The medal shall include the outline of the provincial boundaries incorporating the host community logo with the games dates and location are to be clearly visible.
- 3) In no sport will both individual and team medals be presented, unless there is competition for each.
- 4) In non-team or individual type competitions coaches and managers shall not be eligible for medals.
- 5) Keeper plaques shall be presented to the district that captures the Joe Griffith Trophy and Games Flag.
- 6) To stress team spirit and encourage maximum participation in the games, the Games Council will present the Games flag to the district aggregating the largest number of Games points from all events in the Games.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Host Corporation**

- 1) Once the games have been awarded, the host community is responsible to organize and stage the Saskatchewan Games. The host community shall establish a Saskatchewan Games Host Corporation under the Non-profit Corporation Act which shall be a temporary Corporation that includes all committees and persons from the community who are involved in organizing and operating the games.
- 2) The Host Corporation and community agree to promote, organize, manage and conduct the games in accordance with the rules, regulations and standards established by the Saskatchewan Games Council as they relate to the Saskatchewan Games.
- 3) The Host Corporation may choose to include a cultural component in the event. This however should only be of modest size, and cost should not overshadow the sporting aspect of the Games.
- 4) The Host Corporation shall maintain an accounting system in accordance with good accounting practices and make available from time to time to the Saskatchewan Games Council, records and documents relating to its activities and provide them with all information required for audit purposes.
- 5) The Host Corporation shall assist in games financing by raising funds from private sources in addition to revenues normally derived from the games operation.
- 6) The Host Corporation shall provide the host community and the Saskatchewan Games Council from time to time with details and estimates of funds required for capital expenditures and operating expenses.
- 7) To avoid overlap with scheduled competition periods, the Host Corporation must ensure that all receptions, dinners and entertainment planned for competitors or officials are endorsed by the Saskatchewan Games Council.
- 8) Complete lodging, meals, transportation, media and medical services must be arranged by the Games Host Corporation to accommodate athletes and officials during the games.
- 9) The Games Host Corporation must ensure that proper facilities are

available for all sports on the calendar of the Saskatchewan Games.

- 10) Appropriate technical and working facilities are to be established for persons representing the press, television and radio.
- 11) The Games Host in conjunction with the PSGB shall appoint a Sport Jury for each sport which shall be comprised of: the Chairperson of the Sport Committee, the head official of the sport, the provincial technical liaison of the PSGB, and one or two additional people as may be required by the sport governing body rules.
- 12) At the conclusion of the games the Host Corporation shall prepare a final report on the games' operations and provide such report to the Saskatchewan Games Council. The report shall include information on all facets of games operation as well as a final financial report. This report will be made available upon request to districts, and the next Host Corporation.
- 14) The Host Society may present each participant with a games memento.
- 15) During the games the Host Society shall be responsible for the meals for four mission staff per district.
- 16) An audited financial statement must be presented to the Saskatchewan Games Council no later than 6 months following the Games.
- 17) The Host Corporation may be required to store the bunk beds, podiums, tents, mascots and other equipment provided by the Council.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Ceremonies**

**GAMES OPENING AND CLOSING CEREMONIES**

- 1) The opening and closing ceremonies shall begin with the parade of athletes. The teams shall enter the ceremonies in the following order:
  - a. First – host district of previous Games (summer to summer, winter to winter)
  - b. All other teams enter in alphabetical order
  - c. Officials
  - d. Last - the host district
- 2) All participants (athletes, coaches, managers, Mission Staff and officials) must take part in either the games opening or closing ceremonies.
- 3) Athletes' Oath  
In the opening ceremonies, two athletes (one female, one male) from the host district shall read the athletes' oath as their pledge to take part in the games. Permanent printed scrolls are to be presented to the athletes designated to read the oath.

*"In the name of all Saskatchewan competitors, I pledge that we will take part in these Saskatchewan Games, in the true spirit of sportsmanship, respecting and abiding by the rules which govern them, for the glory of sport and the honour of our teams."*

- 4) Officials' Oath

In the opening ceremonies, two officials (one female, one male) from the host district shall read the officials' pledge on behalf of all the officials. Permanent printed scrolls are to be presented to the officials designated to read the oath.

*"In the name of all Saskatchewan officials, I pledge that we will take part in these Saskatchewan Games in the true spirit of sportsmanship, understanding and interpreting the rules with complete impartiality for the glory of sport and the honour of fair play."*

## SASKATCHEWAN GAMES HANDBOOK

### POLICIES AND GENERAL GOVERNING RULES

#### District Boundaries

The Districts are defined by Rural Municipal boundaries for the purposes determining athlete residency and eligibility for the Districts.

##### **Southeast Connection for Sport, Culture and Recreation District (formerly Zone 1)**

R.M. #1	R.M. #35	R.M. #91	R.M. #125
R.M. #2	R.M. #36	R.M. #92	R.M. #126
R.M. #3	R.M. #37	R.M. #93	R.M. #127
R.M. #4	R.M. #38	R.M. #94	R.M. #128
R.M. #5	R.M. #39	R.M. #95	R.M. #129
R.M. #6	R.M. #61	R.M. #96	R.M. #151
R.M. #7	R.M. #63	R.M. #97	R.M. #153
R.M. #8	R.M. #64	R.M. #98	R.M. #154
R.M. #9	R.M. #65	R.M. #99	R.M. #155
R.M. #31	R.M. #66	R.M. #121	R.M. #156
R.M. #32	R.M. #67	R.M. #122	R.M. #157
R.M. #33	R.M. #68	R.M. #123	R.M. #158
R.M. #34	R.M. #69	R.M. #124	

##### **ReginaSport District Inc. - City of Regina (formerly Zone 2)**

##### **South West District for Culture, Recreation and Sport (formerly Zone 3)**

R.M. #10	R.M. #72	R.M. #108
R.M. #11	R.M. #73	R.M. #109
R.M. #12	R.M. #74	R.M. #110
R.M. #17	R.M. #75	R.M. #111
R.M. #18	R.M. #76	R.M. #130
R.M. #19	R.M. #77	R.M. #131
R.M. #40	R.M. #78	R.M. #132
R.M. #42	R.M. #79	R.M. #133
R.M. #43	R.M. #100	R.M. #134
R.M. #44	R.M. #101	R.M. #135
R.M. #45	R.M. #102	R.M. #136
R.M. #46	R.M. #103	R.M. #137
R.M. #49	R.M. #104	R.M. #138
R.M. #51	R.M. #105	R.M. #139
R.M. #70	R.M. #106	R.M. #141

R.M. #71	R.M. #107	R.M. #142
R.M. #160	R.M. #168	R.M. #222
R.M. #161	R.M. #169	R.M. #223
R.M. #162	R.M. #171	R.M. #224
R.M. #163	R.M. #190	R.M. #229
R.M. #164	R.M. #193	R.M. #230
R.M. #165	R.M. #194	R.M. #231
R.M. #166	R.M. #221	R.M. #232
R.M. #167		

**Parkland Valley Sport, Recreation and Culture District (formerly Zone 4)**

R.M. #152	R.M. #246
R.M. #181	R.M. #271
R.M. #183	R.M. #273
R.M. #184	R.M. #274
R.M. #185	R.M. #275
R.M. #186	R.M. #276
R.M. #211	R.M. #301
R.M. #213	R.M. #303
R.M. #214	R.M. #304
R.M. #215	R.M. #305
R.M. #216	R.M. #331
R.M. #241	R.M. #333
R.M. #243	R.M. #334
R.M. #244	R.M. #335
R.M. #245	R.M. #336

**Prairie Central Sport, Culture and Recreation District (formerly Zone 5)**

R.M. #159	R.M. #277	R.M. #338
R.M. #187	R.M. #278	R.M. #339
R.M. #189	R.M. #279	R.M. #340
R.M. #217	R.M. #280	R.M. #341
R.M. #218	R.M. #281	R.M. #342
R.M. #219	R.M. #282	R.M. #343
R.M. #220	R.M. #283	R.M. #344
R.M. #225	R.M. #284	R.M. #345
R.M. #226	R.M. #285	R.M. #366
R.M. #247	R.M. #307	R.M. #367
R.M. #248	R.M. #308	R.M. #368
R.M. #250	R.M. #309	R.M. #369
R.M. #251	R.M. #310	R.M. #370
R.M. #252	R.M. #312	R.M. #371
R.M. #253	R.M. #313	R.M. #372
R.M. #254	R.M. #314	R.M. #373
R.M. #255	R.M. #315	R.M. #399
R.M. #256	R.M. #337	R.M. #400

**Saskatoon Sports Council (formerly Zone 6)**

**Rivers West District for Sport, Culture and Recreation (formerly Zone 7)**

R.M. #228	R.M. #349	R.M. #439
R.M. #257	R.M. #350	R.M. #440
R.M. #258	R.M. #351	R.M. #442
R.M. #259	R.M. #352	R.M. #466
R.M. #260	R.M. #376	R.M. #467
R.M. #261	R.M. #377	R.M. #468
R.M. #286	R.M. #378	R.M. #469
R.M. #287	R.M. #379	R.M. #470
R.M. #288	R.M. #380	R.M. #471
R.M. #290	R.M. #381	R.M. #472
R.M. #292	R.M. #382	R.M. #497
R.M. #316	R.M. #405	R.M. #498
R.M. #317	R.M. #406	R.M. #499
R.M. #318	R.M. #408	R.M. #501
R.M. #319	R.M. #409	R.M. #502
R.M. #320	R.M. #410	R.M. #529
R.M. #321	R.M. #411	R.M. #561
R.M. #322	R.M. #435	R.M. #588
R.M. #346	R.M. #436	R.M. #622
R.M. #347	R.M. #437	
R.M. #348	R.M. #438	

**Lakeland District for Sport, Culture and Recreation (formerly Zone 8)**

R.M. #394	R.M. #457
R.M. #395	R.M. #458
R.M. #397	R.M. #459
R.M. #398	R.M. #460
R.M. #401	R.M. #461
R.M. #402	R.M. #463
R.M. #403	R.M. #464
R.M. #404	R.M. #486
R.M. #426	R.M. #487
R.M. #427	R.M. #488
R.M. #428	R.M. #490
R.M. #429	R.M. #493
R.M. #430	R.M. #494
R.M. #431	R.M. #496
R.M. #434	R.M. #520
R.M. #456	R.M. #555
R.M. #521	

**Northern Sport, Culture and Recreation District (formerly Zone 9)**

Includes the regions of:

- Athabasca
- Beaver River
- Clearwater
- Neyanun
- Sagastew

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Code of Conduct**

The Saskatchewan Games Code of Conduct is the minimum standard of Conduct expected of each athlete, coach, manager, mission staff and team officials of the District Teams. This Code of Conduct explains how all team members are expected to conduct themselves at District Pep Rallies, traveling to the games, during the games and traveling home from the games.

District teams or coaches may choose to develop supplemental Codes of Conduct for their Games team(s) in addition to the Saskatchewan Games Code of Conduct, providing that they are not in conflict with the Saskatchewan Games Code of Conduct. For example, a coach may set a team curfew that is earlier than the one stated by the Saskatchewan Games and the Host Community, but they cannot set a curfew which is later.

**1. Respect for Others and Property**

The Saskatchewan Games are committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place at the Saskatchewan Games. Any damage(s) incurred by a team/district to residence, venues, etc., will be charged back to the District Council.

**2. Residence**

All athletes, coaches and managers must reside in the athletes' village.

**3. Curfew**

All athletes must be in their dormitory rooms by 11:00 pm. Quiet time will be from 11:00 pm – 12 midnight. Cellular phones **can not** be used in the dormitory rooms after 11:00 pm and must be turned off. Lights out will be at 12 midnight.

The village doors will be closed at 12 midnight each night. Any athlete, coach or manager entering the village after 11:00 pm but before 12 midnight must sign a late roster and their District Mission Staff will be notified. After 12 midnight, no one will be allowed admission to the village. Those arriving after 12 midnight will have to be met by their Team Mission Staff in order to gain entrance.

**5. Fair Play in Sport**

The Saskatchewan Games supports the fair play values as described by the Canadian Center for Ethics in Sport (CCES). CCES recognizes that winning is an important goal but that it is not the most important objective. CCES values the enjoyment and the opportunities for personal growth and development that sport has to offer. District team members are expected to promote and abide by the fair play principles of integrity, fairness and respect.

## 6. Alcohol and Tobacco

A minor is defined by the laws of Saskatchewan (legal age is 19 years).

Minors shall not drink alcohol, nor use any tobacco products, including snuff and chewing tobacco, at any time during the Games or during travel to or from the Games.

***There is a zero-tolerance for underage drinking.***

Adults can only drink alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired. No adult shall be intoxicated at any time.

The Saskatchewan Games are smoke free events. Adults shall abide by the rules laid down by the host society.

### Types of Infractions

Minor infractions:

- use of tobacco products, including snuff and chewing tobacco, by minors;
- use of tobacco products by adults in the Athletes' Village, at official Games activities or functions at competition sites or while wearing a District Team uniform;
- a minor disturbance or disruption after quiet time in the Athletes' Village;
- gambling for the purposes of gain;
- disrespectful behavior;
- unsportsmanlike conduct such as arguing;

The Head Coach shall inform the appropriate District Team Mission Staff or the Chef de Mission of any minor infractions and the disciplinary action taken. Should the Coach not be able to determine the level of severity they should consult with the Chef de Mission.

Major Infractions:

- repeated minor infractions;
- unsportsmanlike conduct such as fighting;
- curfew violations;
- bringing disgrace to their District Team or the Saskatchewan Games program;
- involvement in or providing support to abusive "hazing" or "initiation" rituals;
- use of alcohol by a minor at any time;
- major disruptions;
- intoxication at any time;
- activities or behavior which disrupt competition;
- pranks, jokes or other activities which endanger the safety of others;
- offensive, abusive, racist or sexist comments;
- those offenses deemed criminal by law.

## **DISCIPLINARY SANCTIONS**

### **Disciplinary Sanctions**

The following are examples of disciplinary sanctions which may be applied. The Head Coach (for minor infractions) or Discipline Committee (for major infractions) are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. If a person being disciplined is from a sport that has developed their own code of conduct and sanctions, the Discipline Committee may choose to support the disciplinary measure(s) previously agreed upon by the members of that sport.

- Earlier curfew
- Be given a verbal or written reprimand
- Be required to give verbal apology
- Hand-delivered written apology
- Team service or other voluntary contribution to the Host Community or District Team
- confined to residence or Village
- Suspension from Games activities (e.g. opening/closing ceremonies)
- Suspension from one or more competition(s)
- Suspension from competition for the remainder of the Games
- Letter to Provincial Sport Governing Body recommending additional suspensions
- Take away Team uniform
- Send home at individual's expense
- Notify authorities (e.g. Host Society, police) of criminal offense.

## **PROCEDURE FOR DISCIPLINE**

### **Four levels of discipline procedure**

#### **First Level**

The Head Coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the Host Community may take immediate disciplinary action until the District Team has a chance to take responsibility for the situation.

#### **Second Level**

The Discipline Committee is responsible for responding to all major infractions. The Discipline Committee is usually chaired by the District Team Assistant Chef de Mission and includes the Head Coach for the sport, and the Mission Staff assigned to the sport and other members as deemed appropriate.

#### **Third Level**

The Appeals Committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals. The Appeals Committee is chaired by a representative of the Saskatchewan Games Council (non-voting), the Chef de Mission of the District Team involved, the Chair of the Host Community Organizing Committee and the Provincial Technical Liaison for the sport.

#### **Fourth Level**

The Saskatchewan Provincial Sport Organizations may enforce further discipline after the Games.

#### **Roles and Responsibilities for Discipline**

##### **Coaching Staff**

The Head Coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents happen again or become more serious.

##### **Discipline Committee**

The Discipline Committee is responsible for considering all major infractions and imposing disciplinary sanctions. The Discipline Committee is usually chaired by the District Team Assistant Chef de Mission and includes the Head Coach for the sport, and the Mission Staff assigned to the sport and other members as deemed appropriate. The Assistant Chef de Mission may choose to replace any member of the committee including himself/herself with another District Team member to avoid any potential perception of bias against the person facing disciplinary action.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the Assistant Chef de Mission may choose to deal with the individuals as a group, individually, or by some other combination as he/she sees fit.

If the individual subject to a Disciplinary Committee hearing is a Head Coach or a member of Mission Staff, the Assistant Chef de Mission shall choose a peer from their ranks to sit as members on the Discipline Committee.

##### **Appeals committee**

The person or person(s) who has/have been disciplined can make an appeal to the Appeals Committee. The Appeals Committee is chaired by a representative of the Saskatchewan Games Council (non-voting), the Chef de Mission of the Zone/District Team involved, the Chair of the Host Community Organizing Committee and the Provincial Technical Liaison for the sport.

### **3. Discipline Procedures**

#### **Minor Infractions**

All minor infractions shall be reported to the Head Coach. The Head Coach, in consultation with the designated mission staff, will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the Head Coach will give the person being disciplined a chance to explain his or her side of the story.

#### **Major Infractions**

- a) All major infractions must be reported as soon as possible to the Mission Desk or, if this is not possible, to any member of Mission Staff, using the Infraction Report form. Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.

- b) The person who has committed the infraction will be informed of the procedures outlined in this policy. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.
- c) As soon as possible after the incident is reported, the discipline committee shall meet. The meeting will follow the steps outlined in the infractions hearing process (Appendix C). The following principles must be observed:
  - The individual committing an infraction is given reasonable notice of the hearing and has an opportunity to address the Committee;
  - The individual committing an infraction, if an athlete, may be accompanied by an athlete's advocate, or any other adviser including legal counsel;
  - The hearing is held in private;
  - Witnesses may be invited to present evidence at the meeting.
- d) The Discipline Committee shall determine appropriate sanctions using the guidelines outlined in this policy. The Committee's decision shall be given to the individual in writing, with reasons, using the Decision of Discipline Committee Form. The individual will also be informed of his/her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The Decision of Discipline Committee shall take effect immediately. A copy of the committee's decision shall also be provided to the Chef de Mission.

## APPEALS

1. The individual being disciplined shall have **Four Hours** from the time they receive the decision of the Discipline Committee to launch an appeal. The Appeal Committee will convene a hearing within two (2) hours of receipt of appeal notice. No appeals will be heard between 12 midnight and 7:00am.
2. The reasons for the appeal must be in writing using the Notification of Appeal Form and delivered to the Mission Desk. A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:
  - The disciplinary committee was biased against the team member, or there is a reasonable perception of bias against the team member;
  - The established disciplinary process was not followed;
  - New information has become available since the disciplinary hearing which has a significant bearing on the decision;
  - The penalty far exceeds the infraction;
  - The disciplinary committee imposes a sanction which is beyond its authority.
3. Within the prescribed time frames the Appeals Committee shall meet to decide whether or not the appeal should be heard. If the Appeals Committee decide the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the Appeal Hearing process. The following principles shall be observed:
  - The appellant is told about the hearing in advance and is given the opportunity to address and present information to the Committee;
  - The hearing is held in private;
  - The Committee may request that witnesses to the incident be asked to appear before the committee to provide evidence.

4. The Appeals Committee has the right to agree with the decision of the Disciplinary Committee, to reverse the decision, and/or to modify any of the sanctions of the Disciplinary Committee.
5. The decision of the Appeals Committee shall be given to the appellant in writing, with reasons, using the Decision of Appeals Committee form (Appendix G).
6. The decision of the Appeals Committee is final and not open to any further appeal.

**Confidentiality**

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission or their designate; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties.

**Provincial Sport Organizations**

The President of any Provincial Sport Organization that has had a member disciplined during the course of the Games shall receive a report on the infraction and sanction upon the Team's return from the Games. District Team members should be aware that the Provincial Sport Governing Body has the right to impose further disciplinary actions following the Games.

**(TEMPLATE)**

**DISTRICT TEAM MEMBER AGREEMENT**

I, \_\_\_\_\_, as a participant in the Saskatchewan Games understand that I agree to behave according to the Saskatchewan Games Code of Conduct and agree to follow the rules, regulations and policies of the Saskatchewan Games and the Host Community. Should I choose not to follow this agreement, I realize my actions shall be reviewed and I may be disciplined, up to and including, removal from the District Team and the Saskatchewan Games.

**PHOTO/VIDEO/INTERVIEW RELEASE**

I, \_\_\_\_\_, hereby grant to Sask Sport Inc., the Saskatchewan Games Council, the Host Community and the District Team the right to use photograph(s), video(s) or interview quotes of me for the purposes of promoting and/or advertising lotteries and/or sport, culture and recreation in Saskatchewan and elsewhere. The above mentioned may display my photograph(s), video(s) or interview quotes in any and all forms of advertising, including print, television, internet and otherwise, all without payment of any fee or consideration to me.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

District Team: \_\_\_\_\_ Sport: \_\_\_\_\_

Signature of Team Member: \_\_\_\_\_

Position: (check one)

Athlete  Coach  Manager  Mission Staff

Witness: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ (if Team Member under 18)

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**

**Harassment & Abuse Policy**

**Introduction**

The Saskatchewan Games are committed to a harassment/abuse free environment. Athletes, coaches, team managers, mission staff and officials, as well as parents and hosts of teams for events sanctioned by the Saskatchewan Games Council must have the opportunity to compete and work in a safe and non-threatening environment. Every participant has the right to not be subject to harassment or abuse.

**Harassment/Abuse Policy**

All participants have right to fair and equitable conditions during the Saskatchewan Games without harassment or abuse on the grounds of race or color, ancestry, place of origin, ethnic origin, language or dialect spoken, citizenship, religion, sex, sexual orientation, age, marital status, appearance and actual or perceived disability. District Mission Staff have an obligation to respond quickly to incidents of harassment/abuse. Those who have been harassed or abused or who have witnessed this behavior can make a complaint. Complaints made by third parties must understand that the victim and the accused will be part of the investigation process. Everyone has a role to play!

The Saskatchewan Games Council takes the view that intimate sexual relationships between coach and/or manager and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, or other athletes and coaches and/or managers and the Saskatchewan Games public image. The council therefore takes the position that such relationships are unacceptable for coaches and managers. Should a sexual relationship develop between athlete and coach/manager, the council will investigate and take action, which could include a request for resignation from the Saskatchewan Games.

**What is harassment/Abuse**

Harassment/abuse is any form of discrimination, which includes behavior such as demands, threats, gestures, innuendoes, remarks, jokes, slurs, displays of offensive material, physical or sexual assault, taunting about a person's body, clothing, habits, customs or mannerisms.

1. Harassment can also include inappropriate behavior or unwelcome attention to or comments on a person's characteristics or appearance or the refusal to acknowledge the need to accommodate team member.

2. Poisoned environments are also included in the policy. This covers situations where harassment is not directed at a specific person but, for example, takes the form of offensive materials about particular groups of people.
3. Unnecessary physical contact is also included in the policy.

### **Where does it apply?**

The policy is not restricted to the playing field. It includes all areas where participants are under the authority of the Saskatchewan Games Council.

### **Everyone has a role to play.**

The Saskatchewan Games Council wants to help prevent harassment/abuse of all participants at the Saskatchewan Games. The Saskatchewan Games Council will be responsible for assigning an Investigator to investigate formal complaints of harassment/abuse in a sensitive, responsible and timely manner. Therefore if a complaint is made regarding an incident prior to the Games, the PSGB will be required to address the complaint.

All participants must be committed to a harassment/abuse free environment. The Saskatchewan Games Council will not tolerate any form of harassment/abuse and is committed to taking all necessary steps to ensure that participants are not subject to harassment. Each person on the team has the responsibility to do everything they can to ensure that there is no harassment or abuse of others or each other and that there is a safe and non-threatening environment. The role of Mission Staff for each District is to ensure that each of their team members: athletes, coaches and managers:

- Have a basic understanding of what harassment is.
- Understand what to do if you or someone else thinks they are being harassed.
- Understand their legal responsibilities.
- Know who the District contact is if a situation arises. Contacts should include one male and one female mission staff and one aboriginal mission staff, where possible.

### **What do you do if you are harassed at the Games?**

If you have been harassed or abused, you can address your situation in several ways:

1. You may approach your coach, manager and/or Mission Staff and ask to have the problem corrected informally.
2. You may wish to seek advice from the Chef de Mission for your District.
3. You may lay a formal written complaint under the policy. If you choose to lay a documented complaint, the Chef de Mission, Mission Staff and/or their designate will assist you with the procedure.

## **Good Faith and Documentation**

Where harassment is not substantiated, no corrective action will be taken against an individual who has made a complaint "in good faith". Good faith simply means that the individual believes, on reasonable grounds, that an act of harassment has taken place, and can provide evidence to support their belief that harassment has occurred.

In rare situations, an individual may intentionally make a false accusation or retaliate against another person. Such false malicious accusations or retaliation have serious effects on innocent individuals, and if it is proven by witnesses or other equally credible means that an accusation is intentionally false or that retaliation has occurred, the accuser will be appropriately disciplined.

No documentation shall be filed unless either a case of harassment has been substantiated and corrective action taken or a false claim has been proven.

## **Confidentiality**

Because harassment/abuse is a sensitive issue, Mission Staff, coaches and managers and athletes are required to keep matters confidential.

## **Documents**

### **Appendix**

- C. Procedures for reviewing a complaint, page 73
- D. Imposing disciplinary sanctions, page 74
- E. Appeal Procedures, page 75
- F. Role of the Investigator, page 76

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**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**  
**CRIMINAL RECORD CHECKS**

All coaches, assistant coaches, trainers, managers and district mission staff, including the Chef de Mission are required to undertake a CRC for service with the vulnerable sector. The term “vulnerable persons” are persons who, because of their age, disability or other circumstances, whether temporary or permanent;

- a) are in a position of dependence on other; or
- b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

It will be the responsibility of the coach, trainer, manager or mission staff to submit the findings of their CRC to the appropriate PSGB or District. If a CRC is not passed the coach, trainer, manager or mission staff will be notified in writing and they will be ineligible for participation at the Saskatchewan Games.

The Saskatchewan Games Council shall provide all those required to submit a CRC with the appropriate form(s) and the procedures for application.

Those individuals residing in Regina or Saskatoon must request their CRC from their local police service (RPS or SPS). Those living in all other Saskatchewan communities should contact their local RCMP Detachment.

**SASKATCHEWAN GAMES HANDBOOK**  
**POLICIES AND GENERAL GOVERNING RULES**  
**SPORT FILL POLICY**

The Fill Policy allows Districts, which have a full complement of competitors at the conclusion of the District team selection, to add additional team members to fill the spots vacated by a District which is not able to field full team.

The number of athletes competing at the provincial level will not exceed the maximum number of projected athletes from all Districts.(ex: X Country Ski has a District team size of 12 athletes per district x 9 = 108. This would be the maximum allowed at the provincial event). As all financial expenditure costs are based on maximum participation at the Games, additional costs for the fill participants is not an issue.

**Criteria**

- 1) The sports inclusion on the sport calendar is based on participation from each District, therefore every effort must be made by the sport to ensure a full complement of developmental-stage appropriate athletes (ie. 'Train-to-Train') from each District. A clear message will be communicated to the provincial sport governing bodies that this policy does not abdicate their responsibility for developing sport in all Districts within the province
- 2) The replacement athlete **MUST** be fully eligible and have participated in a District play down or selection camp. The selected fill participants will become part of the District team (as determined by the athlete eligibility criteria) and will be included in all components of the teams logistical support.(Transportation, uniforms online registration etc)
- 3) Replacement individuals will compete for the District they are a resident of.
- 4) The fill selection procedures will differ from sport to sport; therefore the Council must approve these procedures well in advance of the games. For the 2010 Saskatchewan Winter Games, selected sports will be requested to submit their procedures for selecting fill athletes by July 1, 2009. In future games, selected sports will be requested to submit fill selection procedures within the designated timelines for the technical package submission.
- 5) The Saskatchewan games Council recommends that two to four sports are piloted for the 2010 SWG in implementing the Fill Policy.
- 6) Joe Griffith and Flag points will only be awarded to individual who have initially made the district team. Fill athletes will be eligible to compete for medals, but their results will not be included in Flag points or Joe Griffith award calculations.
- 7) Additional coaches and managers will not be included in the Fill Policy.
- 8) Team sports will not be included in the Fill Policy, however, future discussion and consideration of 'Team Sport Fill Policy' provisions may occur should circumstances dictate so.
- 9) PSGB's must ensure, through a logical and transparent process, that athletes designated as replacements are within the appropriate stage of athlete development (Train to Train or higher), to ensure the integrity and caliber of the competition.

**SASKATCHEWAN GAMES HANDBOOK**

**POLICIES AND GENERAL GOVERNING RULES**

**APPENDICES**

- APPENDIX A – Joe Griffith Award – History**
- APPENDIX B – Games Flag Award – History**
- APPENDIX C – Code of Conduct – Procedure for Reviewing a Complaint**
- APPENDIX D – Code of Conduct - Imposing Disciplinary Sanctions**
- APPENDIX E – Code of Conduct – Appeal Procedures**
- APPENDIX F – Code of Conduct – Role of the Investigator**
- APPENDIX G – District Contact Information**
- APPENDIX H – Sport Technical – Explanation of Terms (Technical Package)**
- APPENDIX I – Sport Technical – Sport Application Criteria**
- APPENDIX J – Districts Advisory Team**
- APPENDIX K – Suggested Host Committee Organizational Chart**

**APPENDIX A**  
**Joe Griffith Award Rankings**

**Games at Swift Current - 1976 Summer**

1st	Zone 7 - North Battleford, Rosetown	+20.7%
2nd	Zone 4 - Yorkton, Melville	+12.8%
3rd	Zone 2 - Regina	+ 6.6%
4th	Zone 3 - Moose Jaw, Swift Current	+ 5.3%
5 <sup>th</sup>	Zone 5 - Humboldt, Watrous	+ 4.9%
6 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	+ 4.9%
7th	Zone 6 - Saskatoon	- 3.3%
8 <sup>th</sup>	Zone 1 - Weyburn, Estevan	-12.5%

**Games at Moose Jaw – 1978 Winter**

1st	Zone 3 - Moose Jaw, Swift Current	+11.0%
2nd	Zone 1 - Weyburn, Estevan	+10.0%
3rd	Zone 8 - Prince Albert, Melfort	+10.0%
4th	Zone 5 - Humboldt, Watrous	+ 4.0%
5 <sup>th</sup>	Zone 2 - Regina	- 2.0%
6th	Zone 7 - North Battleford, Rosetown	- 7.0%
7th	Zone 6 - Saskatoon	- 12.0%
8 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 5.0%

**Games at Estevan – 1980 Summer**

1st	Zone 1 - Weyburn, Estevan	+24.5%
2nd	Zone 8 - Prince Albert, Melfort	+ 8.3%
3rd	Zone 7 - North Battleford, Rosetown	- 0.3%
4th	Zone 3 - Moose Jaw, Swift Current	- 4.3%
5th	Zone 6 - Saskatoon	-14.03%
6 <sup>th</sup>	Zone 2 - Regina	-17.7%
7 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 20.2%
8 <sup>th</sup>	Zone 5 - Humboldt, Watrous	- 21.8%

**Games at Prince Albert - 1982 Winter**

1st	Zone 8 - Prince Albert, Melfort	+15.3%
2nd	Zone 5 - Humboldt, Watrous	+ 3.5%
3rd	Zone 7 - North Battleford, Rosetown	+ 2.8%
4 <sup>th</sup>	Zone 2 - Regina	+ 0.3%
5th	Zone 6 - Saskatoon	- 1.4%
6 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 4.5%
7 <sup>th</sup>	Zone 1 - Weyburn, Estevan	- 4.5%
8 <sup>th</sup>	Zone 3 - Moose Jaw, Swift Current	- 17.0%

**Games at North Battleford - 1984 Summer**

1st	Zone 7 - North Battleford, Rosetown	+70.00%
2nd	Zone 5 - Humboldt, Watrous	+22.95%
3rd	Zone 1 - Weyburn, Estevan	+ 1.33%
4th	Zone 8 - Prince Albert, Melfort	+ .90%
5 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 6.67%
6th	Zone 6 - Saskatoon	- 18.57%
7 <sup>th</sup>	Zone 2 - Regina	- 22.61%
8 <sup>th</sup>	Zone 3 - Moose Jaw, Swift Current	- 22.83%

**Games at Yorkton - 1986 Winter**

1 <sup>st</sup>	Zone 4 - Yorkton, Melville	+42.17%
2 <sup>nd</sup>	Zone 1 - Weyburn, Estevan	+ 9.88%
3 <sup>rd</sup>	Zone 7 - North Battleford, Rosetown	+ 6.82%
4 <sup>th</sup>	Zone 6 - Saskatoon	+ 2.16%
5 <sup>th</sup>	Zone 3 - Moose Jaw, Swift Current	- 0.87%
6 <sup>th</sup>	Zone 5 - Humboldt, Watrous	- 15.00%
7 <sup>th</sup>	Zone 2 - Regina	- 20.12%
8 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	- 23.33%

**Games at Melfort - 1988 Summer**

1 <sup>st</sup>	Zone 1 - Weyburn, Estevan	+ 30.0%
2 <sup>nd</sup>	Zone 6 - Saskatoon	+ 18.6%
3 <sup>rd</sup>	Zone 2 - Regina	+11.49%
4 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	+ 3.28%
5 <sup>th</sup>	Zone 5 - Humboldt, Watrous	+ 2.41%
6 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 11.1%
7 <sup>th</sup>	Zone 3 - Moose Jaw, Swift Current	- 11.1%
8 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	- 28.14%

**Games at Melville - 1990 Winter**

1 <sup>st</sup>	Zone 5 - Humboldt, Watrous	+17.757%
2 <sup>nd</sup>	Zone 6 - Saskatoon	+ 6.918%
3 <sup>rd</sup>	Zone 3 - Moose Jaw, Swift Current	+ 6.154%
4 <sup>th</sup>	Zone 1 - Weyburn, Estevan	+ 4.673%
5 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	0%
6 <sup>th</sup>	Zone 4 - Yorkton, Melville	- 7.89%
7 <sup>th</sup>	Zone 2 - Regina	- 7.92%
8 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	- 20.86%

**Games at Prince Albert - 1992 Summer**

1 <sup>st</sup>	Zone 3 - Moose Jaw, Swift Current	+25.24%
2 <sup>nd</sup>	Zone 4 - Yorkton , Melville	+ 7.5%
3 <sup>rd</sup>	Zone 8 - Prince Albert, Melfort	+ 2.4%
4 <sup>th</sup>	Zone 5 - Humboldt, Watrous	- 6.5%
5 <sup>th</sup>	Zone 1 - Estevan, Weyburn	- 6.8%
5 <sup>th</sup>	Zone 2 - Regina	- 6.8%
7 <sup>th</sup>	Zone 6 - Saskatoon	- 13.8%
8 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	- 16.4%

**Games at Kindersley - 1994 Winter**

1 <sup>st</sup>	Zone 4 - Yorkton, Melville	+18.696%
2 <sup>nd</sup>	Zone 7 - North Battleford, Rosetown	+18.496%
3 <sup>rd</sup>	Zone 3 - Swift Current	+13.696%
4 <sup>th</sup>	Zone 2 - Regina	+ 2.196%
5 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	+ 1.496%
6 <sup>th</sup>	Zone 1 - Weyburn, Estevan	- 7.496%
7 <sup>th</sup>	Zone 6 - Saskatoon	- 15.196%
8 <sup>th</sup>	Zone 5 - Humboldt, Watrous	- 25.296%

**Games at Moose Jaw - 1996 Summer**

1st	Zone 1 - Weyburn, Estevan	+43.478%
2nd	Zone 3 - Moose Jaw, Swift Current	+13.953%
3rd	Zone 8 - Prince Albert, Melfort	+ 8.955%
4 <sup>th</sup>	Zone 2 - Regina	- 0.719%
5 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	- 6.086%
6th	Zone 5 - Humboldt, Watrous	- 8.000%
7th	Zone 6 - Saskatoon	- 13.291%
8th	Zone 4 - Yorkton, Melville	- 23.863%

**Games at Nipawin - 1998 Winter**

1st	Zone 6 - Saskatoon	+28.72%
2nd	Zone 5 - Humboldt, Watrous	+26.83%
3rd	Zone 3 - Moose Jaw, Swift Current	+ 5.65%
4th	Zone 2 - Regina	- 4.20%
5 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	- 6.25%
6th	Zone 1 - Weyburn, Estevan	- 13.41%
7th	Zone 7 - North Battleford, Rosetown	- 16.48%
8th	Zone 4 - Yorkton, Melville	- 17.46%

**Games at Yorkton – 2000 Summer**

1st	Zone 4 – Yorkton, Melville	+102.99%
2nd	Zone 1 – Weyburn, Estevan	+ 49.51%
3rd	Zone 8 – Prince Albert, Melfort	+ 23.94%
4 <sup>th</sup>	Zone 5 – Humboldt, Watrous	+ 11.32%
5th	Zone 3 – Moose Jaw, Swift Current	+ 7.09%
6 <sup>th</sup>	Zone 6 – Saskatoon	+ 4.65%
7 <sup>th</sup>	Zone 2 – Regina	- 1.41%
8th	Zone 7 – North Battleford, Rosetown	- 11.32%

**Games at Humboldt – 2002 Winter**

1 <sup>st</sup>	Zone 7 – North Battleford, Rosetown	+52.500%
2 <sup>nd</sup>	Zone 1 – Weyburn, Estevan	+49.438%
3 <sup>rd</sup>	Zone 5 – Humboldt, Watrous	+46.392%
4 <sup>th</sup>	Zone 2 – Regina	+23.438%
5 <sup>th</sup>	Zone 4 – Yorkton, Melville	+17.647%
6 <sup>th</sup>	Zone 6 – Saskatoon	+14.815%
7 <sup>th</sup>	Zone 8 – Prince Albert, Melfort	+ 9.211%
8 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	-23.077%

**Games at Weyburn – 2004 Summer**

1 <sup>st</sup>	Zone 7 – North Battleford, Rosetown	+36%
2 <sup>nd</sup>	Zone 6 – Saskatoon	+30%
3 <sup>rd</sup>	Zone 2 – Regina	+20%
4 <sup>th</sup>	Zone 5 – Humboldt, Watrous	+16%
5 <sup>th</sup>	Zone 1 – Weyburn, Estevan	-1%
6 <sup>th</sup>	Zone 4 – Yorkton, Melville	-14%
7 <sup>th</sup>	Zone 8 – Prince Albert, Melfort	-19%
8 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	-23%

**Games at Melfort – 2006 Winter**

1 <sup>st</sup>	Zone 6 - Saskatoon	9.03%
2 <sup>nd</sup>	Zone 7 – North Battleford, Rosetown	8.06%
3 <sup>rd</sup>	Zone 2 – Regina	5.77%
4 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	5.17%
5 <sup>th</sup>	Zone 1 – Weyburn, Estevan	-0.76%
6 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	-4.88%
7 <sup>th</sup>	Zone 5 – Humboldt, Watrous	-10.96%
8 <sup>th</sup>	Zone 4 – Yorkton, Melville	-16.13%
9 <sup>th</sup>	Zone 9 – LaRonge, LaLoche, Creighton	-23.52%

**Games at Lloydminster – 2008 Summer**

1 <sup>st</sup>	Zone 3 – Moose Jaw, Swift Current	10%
2 <sup>nd</sup>	Zone 8 – Prince Albert, Melfort	5%
3 <sup>rd</sup>	Zone 2 – Regina	-3%
4 <sup>th</sup>	Zone 6 – Saskatoon	-7%
5 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	-14% (tie)
5 <sup>th</sup>	Zone 5 – Humboldt, Watrous	-14% (tie)
7 <sup>th</sup>	Zone 4 – Yorkton, Melville	-15%
8 <sup>th</sup>	Zone 1 – Weyburn, Estevan	-30%

**Games at Moose – 2010 Winter**

1<sup>st</sup>  
2<sup>nd</sup>  
3<sup>rd</sup>  
4<sup>th</sup>  
5<sup>th</sup>  
6<sup>th</sup>  
7<sup>th</sup>  
8<sup>th</sup>  
9<sup>th</sup>

## APPENDIX B

### Games Flag Winners and Rankings

#### **Games at Moose Jaw - 1972 Summer**

1st	Zone 6 - Saskatoon	122.5
2nd	Zone 2 - Regina	106
3rd	Zone 3 - Moose Jaw, Swift Current	96
4th	Zone 1 - Weyburn, Estevan	70
5th	Zone 5 - Humboldt, Watrous	59
6th	Zone 8 - Prince Albert, Melfort	58.5
7th	Zone 7 - North Battleford, Rosetown	56.5
8th	Zone 4 - Yorkton, Melville	42.5

#### **Games at North Battleford - 1974 Winter**

1st	Zone 6 - Saskatoon	121
2nd	Zone 2 - Regina	113
3rd	Zone 3 - Moose Jaw, Swift Current	80
4th	Zone 8 - Prince Albert, Melfort	70
5th	Zone 4 - Yorkton, Melville	67
6th	Zone 7 - North Battleford, Rosetown	66
7th	Zone 5 - Humboldt, Watrous	62
8th	Zone 1 - Weyburn, Estevan	54

#### **Games at Swift Current - 1976 Summer**

1st	Zone 6 - Saskatoon	117.5
2nd	Zone 2 - Regina	116
3rd	Zone 3 - Moose Jaw, Swift Current	104
4th	Zone 7 - North Battleford, Rosetown	88
5th	Zone 5 - Humboldt, Watrous	66.5
6th	Zone 8 - Prince Albert, Melfort	66
7th	Zone 4 - Yorkton, Melville	62
8th	Zone 1 - Weyburn, Estevan	51

#### **Games at Moose Jaw - 1978 Winter**

1st	Zone 2 - Regina	110
2nd	Zone 6 - Saskatoon	104
3rd	Zone 3 - Moose Jaw, Swift Current	96
4th	Zone 8 - Prince Albert, Melfort	84
5th	Zone 1 - Weyburn, Estevan	68.5
6th	Zone 5 - Humboldt, Watrous	68
7th	Zone 7 - North Battleford, Rosetown	56
8th	Zone 4 - Yorkton, Melville	45.5

#### **Games at Estevan – 1980 Summer**

1st	Zone 6 - Saskatoon	101
2nd	Zone 3 - Moose Jaw, Swift Current	99.5
3rd	Zone 2 - Regina	95.5
4th	Zone 8 - Prince Albert, Melfort	71.5
5th	Zone 1 - Weyburn, Estevan	63.5
6th	Zone 7 - North Battleford, Rosetown	60.5
7th	Zone 5 - Humboldt, Watrous	52
8th	Zone 4 - Yorkton, Melville	49.5

**Games at Prince Albert - 1982 Winter**

1st	Zone 2 - Regina	110.5
2nd	Zone 8 - Prince Albert, Melfort	106
3rd	Zone 6 - Saskatoon	102
4th	Zone 5 - Humboldt, Watrous	73
5th	Zone 3 - Moose Jaw, Swift Current	71.5
6th	Zone 1 - Weyburn, Estevan	62
7th	Zone 7 - North Battleford, Rosetown	60
8th	Zone 4 - Yorkton, Melville	52

**Games at North Battleford - 1984 Summer**

1st	Zone 7 - North Battleford, Rosetown	105
2nd	Zone 6 - Saskatoon	85.5
3rd	Zone 8 - Prince Albert, Melfort	76
4th	Zone 3 - Moose Jaw, Swift Current	68.5
5th	Zone 2 - Regina	67
6th	Zone 5 - Humboldt	57
7th	Zone 4 - Yorkton, Melville	49
8th	Zone 1 - Weyburn, Estevan	42

**Games at Yorkton - 1986 Winter**

1st	Zone 2 - Regina	99
2nd	Zone 6 - Saskatoon	93.5
3rd	Zone 4 - Yorkton, Melville	89.5
4th	Zone 8 - Prince Albert, Melfort	78
5th	Zone 3 - Moose Jaw, Swift Current	76
6th	Zone 7 - North Battleford, Rosetown	71
7th	Zone 1 - Weyburn, Estevan	65.5
8th	Zone 5 - Humboldt	60.5

**Games at Melfort - 1988 Summer**

1st	Zone 6 - Saskatoon	105.5
2nd	Zone 8 - Prince Albert, Melfort	89
3rd	Zone 2 - Regina	69.5
4 <sup>th</sup>	Zone 5 - Humboldt	64
5 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	55.5
6th	Zone 1 - Weyburn, Estevan	53.5
7th	Zone 3 - Moose Jaw, Swift Current	41
8 <sup>th</sup>	Zone 4 - Yorkton, Melville	45

**Games at Melville - 1990 Winter**

1 <sup>st</sup>	Zone 6 - Saskatoon	98
2nd	Zone 2 - Regina	94.5
3rd	Zone 8 - Prince Albert, Melfort	90
4th	Zone 4 - Yorkton, Melville	84
5 <sup>th</sup>	Zone 3 - Moose Jaw, Swift Current	80
6th	Zone 5 - Humboldt	72
7 <sup>th</sup>	Zone 1 - Weyburn, Estevan	61
8th	Zone 7 - North Battleford, Rosetown	58

**Games at Prince Albert - 1992 Summer**

1st	Zone 6 - Saskatoon	98.5
2nd	Zone 8 - Prince Albert, Melfort	90
3rd	Zone 2 - Regina	82
4th	Zone 3 - Moose Jaw, Swift Current	72
5th	Zone 7 - North Battleford, Rosetown	64.5
6 <sup>th</sup>	Zone 5 - Humboldt	64
7th	Zone 4 - Yorkton, Melville	55
8th	Zone 1 - Weyburn, Estevan	47

**Games at Kindersley - 1994 Winter**

1st	Zone 8 - Prince Albert, Melfort	86 *
1 <sup>st</sup>	Zone 4 - Yorkton, Melville	86
3rd	Zone 2 - Regina	85.5
4th	Zone 3 - Moose Jaw, Swift Current	82
5 <sup>th</sup>	Zone 6 - Saskatoon	72
6th	Zone 7 - North Battleford, Rosetown	61.6
7th	Zone 5 - Humboldt	51
8th	Zone 1 - Weyburn, Estevan	49

*Zone 8 was awarded the Games Flag based on a greater number of First place team places.*

**Games at Moose Jaw - 1996 Summer**

1st	Zone 2 - Regina	85
2nd	Zone 3 - Moose Jaw, Swift Current	84.5
3rd	Zone 6 - Saskatoon	83.5
4 <sup>th</sup>	Zone 8 - Prince Albert, Melfort	83
5 <sup>th</sup>	Zone 1 - Weyburn, Estevan	69.5
6th	Zone 7 - North Battleford, Rosetown	67
7th	Zone 5 - Humboldt, Watrous	62
8th	Zone 4 - Yorkton, Melville	39.5

**Games at Nipawin - 1998 Winter**

1st	Zone 8 - Prince Albert, Melfort	104
2nd	Zone 3 - Moose Jaw, Swift Current	95.5
3rd	Zone 2 - Regina	84
4th	Zone 6 - Saskatoon	82.5
5th	Zone 5 - Humboldt, Watrous	69.5
6 <sup>th</sup>	Zone 4 - Yorkton, Melville	61
7 <sup>th</sup>	Zone 1 - Weyburn, Estevan	57.5
8 <sup>th</sup>	Zone 7 - North Battleford, Rosetown	52

**Games at Yorkton – 2000 Summer**

1 <sup>st</sup>	Zone 8 – Prince Albert, Melfort	119
2 <sup>nd</sup>	Zone 2 – Regina	118
3 <sup>rd</sup>	Zone 1 – Weyburn, Estevan	113
4 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	103.5
5 <sup>th</sup>	Zone 4 – Yorkton, Melville	103
6 <sup>th</sup>	Zone 6 – Saskatoon	101.5
7 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	81
8 <sup>th</sup>	Zone 5 – Humboldt, Watrous	75
9 <sup>th</sup>	Zone 9 - Northern District	2

**Games at Humboldt – 2002 Winter**

1 <sup>st</sup>	Zone 2 – Regina	104
2 <sup>nd</sup>	Zone 8 – Prince Albert, Melfort	100
3 <sup>rd</sup>	Zone 6 – Saskatoon	98.5
4 <sup>th</sup>	Zone 5 – Humboldt, Watrous	83
5 <sup>th</sup>	Zone 1 – Weyburn, Estevan	82.5
6 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	75
7 <sup>th</sup>	Zone 4 – Melville, Yorkton	73
8 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	69
9 <sup>th</sup>	Zone 9 – Northern District	17

**Games at Weyburn – 2004 Summer**

1 <sup>st</sup>	Zone 2 – Regina	133
2 <sup>nd</sup>	Zone 1 – Weyburn, Estevan	122
3 <sup>rd</sup>	Zone 6 – Saskatoon	113.5
4 <sup>th</sup>	Zone 8 – Prince Albert, Melfort	106.5
5 <sup>th</sup>	Zone 5 – Humboldt, Watrous	100
6 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	99.5
7 <sup>th</sup>	Zone 4 – Melville, Yorkton	89
8 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	76.5
9 <sup>th</sup>	Zone 9 – La Ronge & northern Sask	18

**Games at Melfort – 2006 Winter**

1 <sup>st</sup>	Zone 2 – Regina	167
2 <sup>nd</sup>	Zone 8 – Prince Albert, Melfort	162.5
3 <sup>rd</sup>	Zone 6 – Saskatoon	152
4 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	121
5 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	119.5
6 <sup>th</sup>	Zone 5 – Humboldt, Watrous	114
7 <sup>th</sup>	Zone 1 – Weyburn, Estevan	106.5
8 <sup>th</sup>	Zone 4 – Melville, Yorkton	91
9 <sup>th</sup>	Zone 9 – La Ronge & northern Sask	35.5

**Games at Lloydminster – 2008 Summer**

1 <sup>st</sup>	Zone 2 – Regina	142.5
2 <sup>nd</sup>	Zone 6 – Saskatoon	135.5
3 <sup>rd</sup>	Zone 8 – Prince Albert, Melfort	117
4 <sup>th</sup>	Zone 3 – Moose Jaw, Swift Current	114.5
5 <sup>th</sup>	Zone 5 – Humboldt, Watrous	99.5
6 <sup>th</sup>	Zone 7 – North Battleford, Rosetown	89
7 <sup>th</sup>	Zone 1 – Weyburn, Estevan	87
8 <sup>th</sup>	Zone 4 – Melville, Yorkton	75.5
9 <sup>th</sup>	Zone 9 – La Ronge & northern Sask	56.5

**Games at Moose Jaw – 2010 Winter**

1 <sup>st</sup>
2 <sup>nd</sup>
3 <sup>rd</sup>
4 <sup>th</sup>
5 <sup>th</sup>
6 <sup>th</sup>
7 <sup>th</sup>
8 <sup>th</sup>
9 <sup>th</sup>

## APPENDIX C

### Procedure for Reviewing a Complaint by the Complaint Panel

*Note: A Complaint Panel will be assigned by the Saskatchewan Games Council prior to the commencement of the Games.*

1. Have the complainant submit a formal written complaint.
2. The committee will review the complaint.
3. The committee will then interview the complainant, who at that time will be accompanied by an adult representative, who could be one of the following: coach, manager or mission staff.
4. The committee will then inform the accused or appropriate individuals that a complaint has been brought against them. The accused will be given the opportunity to present a formal written document as a defense.
5. The committee will review the written documentation of the accused and then meet with the accused.
6. If appropriate the committee should then meet with both parties to try and resolve the issue.
7. If the issue cannot be resolved by both parties meeting then the committee must make the necessary decisions to implement:
  - a) Disciplinary sanctions
  - b) If necessary, inform the proper authorities.
8. As soon as disciplinary sanctions are determined the committee shall:
  - a) Document, in written form, the disciplinary sanctions that are being imposed.
  - b) Meet with the accused and their representative to clearly outline the disciplinary actions that are being taken.
  - c) Meet with the complainant to outline disciplinary actions that have been imposed.

## APPENDIX D

### Imposing Disciplinary Sanctions by the Disciplinary Committee

*Note: The Disciplinary Committee will be determined by the Saskatchewan Games Council.*

The Disciplinary Committee may apply any of the following disciplinary sanctions singly or in combination. This listing is not exhaustive.

- written reprimand;
- removal of certain team privileges;
- suspension from certain events which may include suspension from the current competition;
- removal from the Saskatchewan Games;
- other suspensions as may be considered appropriate for the offense.

Unless the committee decides otherwise, any disciplinary sanctions shall commence immediately. Failure to comply with a sanction as determined by the committee shall result in automatic suspension from the Saskatchewan Games.

In applying sanctions, the committee may have regard to the following aggravating or mitigating circumstances:

- the nature and severity of the infraction;
- the extent to which others have been harmed by the infraction;
- the cooperation of the individual being disciplined in the proceedings under this policy;
- the individual's acknowledgment of responsibility;
- the individual's remorse and post-infraction conduct;
- the age, maturity or experience of the individual;
- whether the individual retaliated;
- and the individual's prospects for rehabilitation.

#### **Serious Infractions**

This Saskatchewan Games Council may determine that the alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the committee.

#### **Automatic Suspension from Team Saskatchewan**

Notwithstanding the procedures set out in this policy, any individual who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from the Saskatchewan Games.

## **APPENDIX E**

### **Appeal procedures by the Appeal Panel**

#### Scope of Appeal

1. Those affected by a decision of the Saskatchewan Games Council, of the disciplinary committee, or of any body or individual, who has been delegated authority to make decisions on behalf of the Saskatchewan Games Council, shall have the right to appeal that decision. Appeals must be directed through the Saskatchewan Games Council.
2. This policy shall not apply to matters relating to the rules of sport, which may not be appealed, nor to infractions for doping offences which have their own appeal provisions separate from the Saskatchewan Games Council.

#### Timing of Appeal

3. Those who wish to appeal a decision have 21 days from the date on which they Received notice of the decision, to submit in writing notice of their intention to appeal.

## **APPENDIX F**

### **Role of the Investigator**

The Saskatchewan Games Council will name the Investigator prior to the commencement of the Games. The investigator must be a neutral third party.

Suggested authorities through whom investigators can be secured are:

- RespectED – Violence & Abuse Prevention Program, Canadian Red Cross Society  
Dispute Resolution Office, Sask Sport Inc.

## APPENDIX G

### Districts and District Team Coordinators

#### **Southeast Connection Sport, Culture and Recreation District** (formerly Zone 1)

Angela Englot

P.O. Box 270, Glenavon, SK S0G 1Y0

Phone: 429-2205 Fax: 429-2260 Email: aenglot@southeastconnection.ca

#### **ReginaSport District Inc.** (formerly Zone 2)

Tyler Jones

# 201 - 1860 Lorne Street, Regina, SK S4P 2L7

Phone: 780-9274 Fax: 781-6021 Email: reginasport@sasktel.net

#### **South West District for Culture, Recreation and Sport** (formerly Zone 3)

Dwinell Stevenson

Box 267, Shaunavon, SK S0N 2M0

Phone: 297-3217 Fax: 297-3218 Email: d.stevenson.swdcrs@sasktel.net

#### **Parkland Valley Sport, Culture & Recreation District** (formerly Zone 4)

Dan Gallagher

397 Darlington Street East, Yorkton, SK S3N 3Y9

Phone: 786-6585 Fax: 782-0474 Email: info@parklandvalley.ca

#### **Prairie Central District for Sport, Culture and Recreation** (formerly Zone 5)

Stephanie Cuddington

P.O. Box 818, Wynyard, SK S0A 4T0

Phone: 554-2414 Fax: 554-2412 Email: stephanie.pcdscr@sasktel.net

#### **Saskatoon Sports Council** (formerly Zone 6)

Mark Korhuis

510 Cynthia Street, Saskatoon, SK S7L 7K7

Phone: 975-0830 Fax: 242-8007 Email: saskatoonsportscouncil@shaw.ca

#### **Rivers West District for Sport, Culture & Recreation** (formerly Zone 7)

Donna Johnston-Genest

Box 1480, Rosetown, SK S0L 2V0

Phone: 882-3030 Fax: 882-2744 Email: rwdscr.donna@sasktel.net

#### **Lakeland District for Sport, Culture & Recreation** (formerly Zone 8)

Lyle Campbell

P.O. Box 280, Prince Albert, SK S6V 5R5

Phone: 953-1623 Fax: 953-1624 Email: lyle.ldscr@sasktel.net

#### **Northern Sport, Culture & Recreation District** (formerly Zone 9)

Nicole Beauregard

Box 1097, LaRonge, SK S0J 1L0

Phone: 425-3127 Fax: 425-4036 Email: nbeauregard@nscrd.com

## APPENDIX H

### EXPLANATION OF TERMS

#### SASKATCHEWAN GAMES TECHNICAL PACKAGE

**1.0 SPORT:** (Name of Sport)

**1.1 Competition Site:** (To be completed by Host Society)

**1.2 Competition Dates:**

*(Please indicate your sport's preference in regards to 1<sup>st</sup> or 2<sup>nd</sup> half.*

*(Each half has 2.5 days of competition.)*

**1.3 Sanction:**

*(Each participating PSGB is required to sanction the competition at the Saskatchewan Games. Should your association have concerns regarding the sanctioning of this event, please indicate why under this heading. PSGB's are asked that they not sanction another provincial championship, or major event in the same classification, for five days prior, during or five days following their competition at the Saskatchewan Games. The dates for the Saskatchewan Games. Sanctioning fees for district playdowns and the Saskatchewan Games are to be waived.)*

**2.0 PARTICIPANTS:**

**2.1 Competitors:**

*(The preliminary team size that was identified by your sport when the request to be on the games sport calendar. Changes may be made, however they must be approved by the Saskatchewan Games Council. If your sport also will also have Special Olympic athletes indicate here the number of SO athletes separately.)*

**2.2 Coaches/Managers:**

*(Indicate the number of coaches and managers required for your sport. Please note that sports which have both male and female competitors must ensure that at least one coach or manager is male and at least one coach or manager is female.)*

**3.0 CLASSIFICATIONS:**

**3.1 Year of Birth:**

*(Clearly state the age classification for participants. If applicable indicate the division category (minor, junior, etc.). Indicate year participants must be born in to be eligible or clarify (as of) portion of year of birth.)*

**3.2 Year of Birth (Special Olympic Athletes):**

**4.0 ELIGIBILITY:**

**4.1 Athletes:**

*(Clearly state the eligibility criteria for participants within the age classification listed above. For example, athletes must be members of your PSGB. If your sport also will also have Special Olympic athletes indicate here the eligibility criteria for Special "O" athletes.)*

**4.2 Coaches/Managers:**

*The Saskatchewan Games Council requires a minimum of NCCP Level 1 or its equivalent under the revised coaching certification program. The PSGB may require a coaching certification higher than Level 1. Please indicate any additional coaching requirements your sport may require, ie. Special "O" coaches)*

**4.3 Exclusions:**

*(Clearly state which participants will not be eligible to compete. For example, high performance athletes, provincial team members, national team members, etc.)*

**5.0 PROVINCIAL REGISTRATION:**

**Registration is with:**

*(All participants must be registered members of the sport they are competing in, and recognized as such by the PSGB. Indicate the name, address, phone, fax and email of your association's contact person for registration. If Special Olympic athletes are included please be sure to indicate contact information for Special Olympics as well.)*

**6.0 PROVINCIAL TECHNICAL LIAISON:**

*(Your Provincial Technical Liaison (PTL) will be responsible to provide technical assistance and information regarding your sport to the Host Society and District. If Special Olympics are part of your sport please indicate the contact information for the "SO" PTL as well.*

*This person is the "technical" person appointed by the PSGB.*

- *The duties include providing technical information to the Host Society as required.*
- *To be available to attend at least two meetings with the Sport, Chairperson of the Host Society.*

- *To be available to assist the District Sport Contact in the development of your sport in the nine (9) districts.*

## **7.0 TYPE OF COMPETITION:**

*(Please indicate the type of competition your sport recommends Games. For example, round robin, pool structure, etc.)  
(The detailed sport competition schedule will be developed together with the Host Society approximately 1 year prior to the games.)*

## **8.0 RESULTS:**

*(Describe the recommended scoring and results procedure that should be used. This procedure must ensure maximum participation and clearly place each zone from first to ninth spot at the competition of the event. For example, 1<sup>st</sup> place – 18, 2<sup>nd</sup> – 17...).*

## **9.0 TIE BREAKING PROCEDURE:**

*(Clearly state the procedure as per your sport's rulebook, handbook, etc.)*

## **10.0 SPORT PROTEST PROCEDURE:**

*(Clearly state the procedure for as per your sport's rulebook, handbook, etc.)*

## **11.0 EQUIPMENT:**

*(Identify the equipment required by each participant and the Host Society. Equipment requirements for the Host Society must be approved by the PSGB. For example, ball size, field dimensions, etc.)*

## **12.0 SPORT JURY:**

*(Indicate the method to be used for dealing with field of play issues. Outline the make-up of the Sport Jury for your sport.)*

## **13.0 OFFICIALS REQUIRED:**

*(Indicate the positions required, the numbers required and responsibility of each official. Expenses associated with all **major** officials will be the responsibility of the Host Society. **Major** officials will be appointed by the PSGB in cooperation with the Host Society, Sport Chairperson. **Minor** officials are the responsibility of the Host Society.)*

## **14.0 MEDICAL SERVICES:**

*(Provide an outline of the medical services required for your competition.)*

## **15.0 MEDALS:**

*(Provide a breakdown of the number of gold, silver and bronze medals required for your competition.)*

## **16.0 DISTRICT TEAMS SELECTION CRITERIA:**

*(Outline the process that will be used to select the district team for your sport. . Sanctioning fees for district playdowns, team selection competitions are to be waived.)*

## **17.0 DISTRICT SPORT CONTACTS:**

*(Indicate, district by district, your district sport contact. This contact will assist the districts, as required, to coordinate the development of your sport, the staging of the district playdowns and the final selection of the district representative(s) for the Saskatchewan Games.*

*The district contact person appointed by the PSGB.*

*Note: If a PSGB has difficulty naming a person, the assistance of the District Sport Council should be considered.*

- *The duties include providing technical information to the Districts as required.*
- *To be available as required to meet with the District.*
- *To be available to assist in the development of your sport at all levels in the district. This could include working directly with the district committee.*
- *To be able to provide information regarding the technical package, sport development, etc., to the District.*
- *To develop a selection process for the district team.*

## **18.0 OTHER INFORMATION REQUIRED:**

## **19.0 TECHNICAL PACKAGE APPROVAL:**

*(The Technical Package must be reviewed and approved by your association's Board of Directors before it is submitted to the Saskatchewan Games Council for their ratification. Please indicate the meeting date it was approved, have your President sign and provide their name, address, phone number and email address. The Technical Package will not be reviewed by the Saskatchewan Games Council without this being completed.)*

## APPENDIX I

### Sport Application Criteria for inclusion in the Saskatchewan Games

1. Full name of the Sport
2. Contact Information
3. Sport Development Plan  
Describe how the Saskatchewan Games program will be incorporated into your sport's athlete development pathway, guided by your sport's LTAD model.
4. Sport Category
  - age range
  - team composition
5. District team selection.
6. Describe the capacity of your PSGB in each district of the province to field a full team for the Saskatchewan Summer or Winter Games in the age category / developmental stage you have identified.
7. Technical requirements
  - Provincial Technical Contact
  - Type of Competition or Event
  - Equipment
  - Facility Requirements
  - Officials
8. Financial
9. Board Approval

## APPENDIX J

### Districts Advisory Team

#### Purpose

To advise and support the Saskatchewan Games Council on issues impacting district team development and participation in the Saskatchewan Games.

#### Function

The committee will be a forum to discuss and deal with issues relating to the roles and responsibilities of the games partners, district sport development in conjunction with the PSGB's and district teams participating in the Saskatchewan Games.

The committee will discuss and make decisions as they relate to district teams, such as team walkout uniforms and transportation, participation fees, souvenirs and Saskatchewan Games promotions.

#### Members

- 1) Staff of the Saskatchewan Games Council (including not but limited to the Executive Director, Provincial Games Consultant, Communications Coordinator)
- 2) One representative from each district. (Preferably the person responsible for the Saskatchewan Games program and someone that can make decisions for the district as it relates to the Saskatchewan Games, consistency is important).
- 3) Sask Sport Inc, District Liaison
- 4) Guests as deemed appropriate by the Advisory Team.

#### Time Commitment

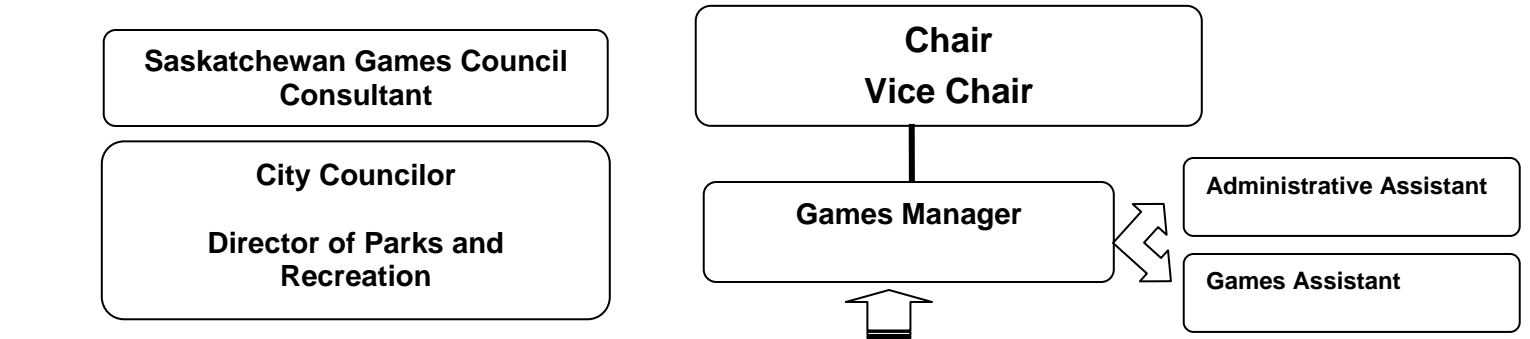
Face to face meetings or conference calls shall be held 1 – 2 times annually dependent on the games cycle. The meetings will take place on mutually agreed upon dates and each district will be required to host a meeting. An appropriate rotation will be determined by the committee for hosting meetings.

#### Compensation

Committee members will be reimbursed by the Saskatchewan Games Council for all reasonable expenses incurred while attending the meetings.

# APPENDIX K

## Suggested Host Committee Organizational Chart



**Athlete Services**  
**Accommodation:** for athletes, coaches and mission staff, beds, bathrooms, laundry, storage, drying areas, access control, room assignments, accessibility  
**Village Services:** Mayor's office, postal, bank, lost & found, souvenirs, info booth, equipment storage  
**Entertainment:** quiet areas, arcades, movies, internet, dances, coaches lounges  
**Turnaround:** all the above  
**Medical Services:** polyclinics, infirmary, venue services, medical professionals, ambulance, equipment, supplies, furniture, hospital liaison, spectator first aid  
**Mission Centre:** 9 zones office spaces, provide access to phone, fax, and copier, set up and take

**Administration & Finance**  
**Organizational structure:** incorporation, bylaws, conflict of interest, legal  
**Office:** space, furniture, supplies, equipment, other  
**HR:** staff plan, job descriptions, recruitment, selection, payroll  
**Finance:** budgets, cash flow, accounting controls, audit, financial reporting, tax compliance, investments  
**Cash Management:** cash policies & procedures, games-time cash management needs  
**Asset Management:** purchasing, contracts, inventory management, asset disposal  
**Risk Management:** assets, health, vehicles, liability, insurance

**Logistics**  
**Transportation:** athletes, officials, medical, media, VIPs, dispatch centre, vehicle compound, parking, delivery service  
**Security:** venues, village, night patrols  
**Warehousing Management:** warehouse space, delivery vehicles, inventory control  
**Communication:** voice (phones), mobile (cells, pagers, radios), data (fax, modem), copiers, directories  
**Turnaround:** bus coordination

**Marketing & Promotion**  
**Advertising:** logo, graphic standards, creative, advertising design & placement, signage, website design, photography  
**Publications:** newsletters, programs, handbooks, brochures, scripting/writing  
**Community Relations:** mascot, displays, speakers' bureau, tourism, special events, info kiosks  
**Media Relations:** media centre, accommodations, media releases/conferences  
**Sales:** merchandise, tickets/box office, programs  
**Education:** school program

**Friends of the Games**  
**Corporate Sponsors/Donors:** recruitment, recognition, value-in-kind, benefits/sponsor servicing, sponsor conferences, special events, local sponsorships, national sponsors, local fundraising, records

**Venues**  
**Spectator Services:** info kiosks, concessions, seating, lost & found, Venue Operations: parking, equipment set-up, maintenance, waste management, disabled integration  
**Venue Fit-Out/Decommissioning:** trailers, tents, fencing, bleachers, furniture, utilities, portable toilets, PA systems, scoreboard installation, venue teams  
**Facilities:** access agreements, design, renovation, lighting, construction, confirm all venue requirements (sport/non-sport)  
**Greening of the Games:** environment, recycling  
**Signage:** general, venues, parking, transportation

**Food Services**  
**Food Services:** menu plan, cafeteria, food preparation, tableware, refrigeration, clean-up, box lunches, train & assign volunteers venue set up & take down

**Ceremonies & Protocol**  
**Opening & Closing Ceremonies:** creative design, script, sound, music, lighting, athlete marshalling & parade, entertainers & performers, venue fit-out & restore, MCs, VIPs, protocol, pageantry  
**Venue & Medal Ceremonies:** sport opening & closing ceremonies, flags & pageantry, medal presentations  
**VIP Hospitality & Accommodation:** registration, lounge, special events, banquets, receptions  
**Ambassadors:** recruitment, training, uniform

**Volunteers**  
**Volunteers:** recruitment, registration, orientation & training, screening, assignment, accreditation, uniforms, newsletter, volunteer centre, recognition

**Information Technology**  
**Services:** registration software, accreditation software, results software, volunteer software, inventory software, website development & web-enabled applications, accounting software, office software & hardware, other software & hardware for results at each venue

**Sports**  
**Sport:** individual sports, equipment & supplies, sport schedule, practice facilities, results, programs/brochures, test events, technical PSO representatives, PSO Liaison, set up Results Centre  
**Officials:** care & comfort, accommodations, uniforms, support officials training  
**Mission Services:** mission centre, accommodations, mission liaison, chef's meetings, chef's manual, results  
**Results:** sport specific, work with I.T.  
**Venue:** prepare site, assign volunteers, security, and parking

**Cultural Events**  
**Multicultural:** festivals, performing arts, visual arts, historical arts