



2012 SASKATCHEWAN SUMMER GAMES
August, 2012

SASKATCHEWAN GAMES

ROLES & RESPONSIBILITIES OF THE PARTICIPATING GAMES PARTNERS

- Saskatchewan Games Council
- Provincial Sport Governing Bodies (PSGBs)
- Districts (formerly Zone Sport Councils)
- SaskSport Inc.
- Government of Saskatchewan
- SHSAA
- Host Corporation



Purpose and Goals of the Saskatchewan Games

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.

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
- Provincial Association of Zone Sports Councils
- 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 zone.
- 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 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 ensure a mini-technical package is distributed 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 Part "A" of 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 distributing the final technical package and, in conjunction with host, shall prepare all components of Part "B" of the package at least 6 (six) months prior to the start of the games.
 - Changes to the technical packages must be approved by the Saskatchewan Games Council. All revisions will be administered by the Saskatchewan Games Council and distributed through 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.
 - Major officials shall meet the certification requirements for each sport competition.
 - Training of officials shall be coordinated by the PSGB in conjunction with the host committee.

- 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 coordinate and approve development of the rules governing eligibility of competitors, number of athletes and officials per sport, and facility standards for the Games.
 - p. The Council shall approve and regulate the use of all official symbols, flags, medals, uniform logos / advertising, insignia and other symbols of the Games.
 - q. The Council shall provide the flag, trophies, plaques and pins in respect to the Games Flag and Joe Griffiths awards.
 - r. The Council shall provide the host community with a detailed Saskatchewan Games Checklist.
 - s. The Council shall endeavour to secure Corporate and Funding Partners. This will facilitate a centralized and coordinated approach to servicing the needs of the corporate and funding partners as well as supporting the financial needs of the Host Community.
 - t. The Council is responsible for establishing the athlete participation fee.
 - u. The Council receives funding to off-set the cost of team uniforms and transportation.
 - v. The Council, in coordination with the Districts will establish the uniform pieces for each Saskatchewan Games.

THE 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

- 1) 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.
- 2) The PSGB is responsible for the sport development initiatives leading up to the games which will ensure maximum District representation at the Saskatchewan Games.
- 3) Apply for inclusion and participation in the Saskatchewan Games sport calendar.

Sport Technical

- 1) Provide appropriate sanctions for the District team selection (playdowns) and the competitions at the Host Community.
- 2) Develop Part "A" of 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.
- 3) 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 preceding, during, or five (5) days the Saskatchewan Games. Changes to this policy MUST receive approval from the Saskatchewan Games Council.
- 4) 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 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.
- 5) 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.

- 6) Appoint a Provincial Technical Liaison (PTL).
 - a) 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 assisting in the development of the Technical Package.
 - b) 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)
- 7) Appoint a District Sport Contact for each of the nine Districts.
 - a) The PSGB shall ensure that the District Sport Contacts understand their responsibilities.
 - b) The District Sport Contacts are responsible to fully understand 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 teams.

District Team Selection Process

- 1) 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.
- 2) Apply to the Sask. Games Council for any coaching exemptions or any other matters that pertain to the selection of the District team.

Eligibility

- 1) Ensure athletes meet age and residency requirements.
- 2) 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.

- 1) Ensure that the technical regulations are clearly defined and meet the requirements for a successful competition (eg. field of play meets minimum requirements, competition schedule)

- 2) Ensure the technical regulations are followed at District and games competitions.
- 3) Be the liaison between the PSGB, the Districts and the host community.
- 4) Attend the Saskatchewan Games as the technical representative for your sport. The PSGB is responsible for all expenses incurred.
- 5) Prepare a final evaluation on the competition to be submitted within two weeks of the completion of the event.
- 6) Be available to attend the appropriate meetings with the sport chairperson of the cost community.
- 7) Be knowledgeable and experienced in all technical aspects of the sport and requirements for a successful competition.
- 8) 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

- 1) Familiarize himself / herself with:
 - a) the PSGB and the PTL;
 - b) the technical package for their sport.

District Contact and Participant Identification

- 1) Upon appointment the District Sport Contact will establish communication with the District Coordinator and maintain dialogue up until the commencement of the games.
- 2) Contact known clubs or individuals in their sport within the District.
- 3) 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

- 1) Organize and implement the District team selection for athletes, coaches and Managers. This includes:
 - registration
 - competition dates
 - facility booking
 - recruitment of officials

These should be done in consultation with the PSGB.

- 2) Upon confirmation of the District team selection process the District Coordinators should be contacted immediately to assist with the promotion of the event.
- 3) Assist with promotion of the team selection process (playdowns) and the Saskatchewan Games Programs.
- 4) Communicate with the PSGB to determine the financial resources available to contact the District selection process.
- 5) Ensure the coaches and managers selected for the District team meet the minimum coaching certification requirements.
- 6) Upon completion of the District team selection process communicate to the District coordinator the following information:
 - a) results of the team selection/playdown process;
 - b) complete the Host Community registration form as supplied by the District coordinator for each member of the District team;
 - c) copy of the selection format or draw;

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

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

- 1) 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.
- 2) 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.
- 3) 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

- 1) 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

- 1) 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.
- 2) 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.
- 3) In conjunction with the PSGB, ensure that all athletes entering the District Team selection process (playdowns) meet the Saskatchewan Games residency requirements.
- 4) In partnership with the Saskatchewan Games Council coordinate the walkout uniforms for the District team.
- 5) In partnership with the Saskatchewan Games Council arrange for the transportation of the District team to and from the games.
- 6) Plan and organize a District pep rally/pre-games staging event.
- 7) 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.
- 8) Compile and complete all required forms relative to the participation of the District team and forward them to the appropriate organization.

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)

Darlene MacQuarrie
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: zone3@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: zone4@sasktel.net

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

Stephanie Cuddington
P.O. Box 818, Wynyard, SK S0A 4T0
Phone: 554-2414 Fax: 554-2412 Email: zone5@sasktel.net

Saskatoon Sports Council (formerly Zone 6)

Cindy LaBrash
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)

Lyndsey Bowman
1151 – 101st St, North Battleford, SK S9A 0Z5
Phone: 446-6770 Fax: 446-7172 Email: zone7@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

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.

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

SASK SPORT INC.

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

- 1) Sask Sport Inc. shall support the Saskatchewan Games Council's role as the principle authority on all games matters.
- 2) Sask Sport Inc., through the Saskatchewan Lotteries Trust Fund, shall provide funding assistance for the Saskatchewan Games.
- 3) 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.
- 4) Sask Sport Inc., as the umbrella organization, represents all PSGBs on the Board of Directors of the Saskatchewan Games Council.

THE SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

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

- 1) 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.
- 2) Assist in identifying Saskatchewan Games issues that impact on sport at the secondary level of the Saskatchewan education system.

SASKATCHEWAN GAMES HOST CORPORATION (HOST COMMUNITY)

Organization and Planning

- 1) Upon being awarded the games, the host community is responsible for organizing and staging the games as outlined by the Saskatchewan Games Council.
- 2) 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

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

