

# askatchewangames Handbook



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## SASKATCHEWAN GAMES 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; the Saskatchewan Games would soon become a reality. 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 and 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 up 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 would have the ability to host other major events such as the Canada Games.

Four Saskatchewan cities submitted applications to host the first-ever Saskatchewan Summer Games in 1972. Moose Jaw was selected and formed an organization to prepare for the event. The 16 sports for the first Saskatchewan Games held August 31<sup>st</sup> to September 3<sup>rd</sup>, 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<sup>th</sup> to 9<sup>th</sup> 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 at the provincial level as a result of the Games. The cycle began again, with the 1976 Saskatchewan Summer Games being awarded to Swift Current. The opening ceremonies highlighted the strong community support given to the Games as 5,000 people filled the Exhibition Grandstand. 1,532 athletes, coaches and managers participated in Swift Current after being selected from the zone play downs.

The 18 sports that participated at the 1976 Saskatchewan Summer Games August 10<sup>th</sup> to 15<sup>th</sup> 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 in 1978. The event was staged from February 16<sup>th</sup> to 29<sup>th</sup> with 18 sports on the calendar: alpine ski, badminton, basketball, bowling, boxing, cross country ski, curling, figure skating,

gymnastics, hockey, judo, speed skating, synchronized swimming, table tennis, team handball, volleyball, weightlifting and wrestling.

Zone committees and the next host community, Estevan, prepared for the Summer Games, which were held from July 21<sup>st</sup> to 26<sup>th</sup>, 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. For the first time, the Games were held in conjunction with a cultural event; The Prince Albert Trappers' Festival. Prince Albert hosted the Games from February 20<sup>th</sup> to 27<sup>th</sup> and the sport calendar included: 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 Summer Games. These Games incorporated Special Olympics athletes as part of the track and field events. Points accumulated by the Special Olympics 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 their 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.

Melfort, Saskatchewan's newest incorporated city, 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 1,500 enthusiastic, innovative and dedicated volunteers successfully hosted over 1,800 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 Saskatchewan Summer Games which were held August 9<sup>th</sup> to 15<sup>th</sup>, 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 Prince Albert. Baseball, cycling, synchronized swimming, soccer, softball, tennis, water skiing, canoeing, golf, equestrian, rifle shooting and track and field (including Special Olympics) were on the sport calendar.

Kindersley, the first town to host a Saskatchewan Games, hosted the 1994 Saskatchewan Winter Games from February 13<sup>th</sup> to 19<sup>th</sup>, 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 have enhanced sport development throughout the area. Athletes in gymnastics, ringette, figure skating, volleyball, wrestling, cross country skiing (including Special Olympics), curling,



badminton, bowling (including Special Olympics), hockey, karate, speed skating (including Special Olympics) and alpine skiing participated.

Moose Jaw became the first community to host the Saskatchewan Games for the third time when it hosted the 1996 Saskatchewan Summer Games from August 4<sup>th</sup> to 10<sup>th</sup>, 1996. The city's first class facilities, centralized athlete services, strong community and corporate support proved once again the city's capacity for high-quality event hosting. Moose Jaw hosted athletes participating in archery, athletics (including Special Olympics), baseball, basketball, canoeing, cycling, field hockey, golf, equestrian, horseshoe, lawn bowling, rowing, rugby, soccer, softball, shooting, swimming (including Special Olympics), synchronized swimming, tennis, trapshooting, water skiing and water polo.

Nipawin, the second town to host a Saskatchewan Games program, hosted the 1998 Saskatchewan Winter Games from February 22<sup>nd</sup> to 28<sup>th</sup>, 1998. As 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, once again played host to the 2000 Saskatchewan Summer Games from July 23<sup>rd</sup> to 29<sup>th</sup>, 2000. The first Games of the new millennium included over 2,000 volunteers and 1,800 athletes, coaches and managers. Sports included in the 2000 Saskatchewan Summer Games were: athletics, baseball, basketball, canoe/kayak, equestrian, golf, inter-lacrosse, soccer, softball, speed swimming, synchronized swimming, tennis and one 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 to the 2002 Saskatchewan Winter Games, February 17<sup>th</sup> to 23<sup>rd</sup>, 2002. Sports taking part in the 2002 Saskatchewan Winter Games included: volleyball, figure skating, wrestling, speed skating, hockey, table tennis, badminton, curling, bowling, biathlon, weightlifting, gymnastics as well as Special Olympic bowling and cross-country skiing.

Weyburn hosted the 2004 Saskatchewan Summer Games from August 8<sup>th</sup> to 14<sup>th</sup>, 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 Weyburn Comprehensive School, leaving the city and surrounding communities with a high-quality facility that has drawn many athletics events to Weyburn in the years since.

Melfort, second-time hosts of the Saskatchewan Games, hosted the 2006 Saskatchewan Winter Games from February 12<sup>th</sup> to 18<sup>th</sup>, 2006. Sports included alpine skiing, curling (male, female and Special Olympics), figure skating, hockey, table tennis, volleyball, weightlifting, air pistol, badminton, bowling (including Special Olympics), cross-country skiing, judo and speed skating. A well organized and enthusiastic host committee 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 from August 2<sup>nd</sup> to 9<sup>th</sup>, 2008. Sports included athletics (including Special Olympics), cycling, golf, soccer, synchronized swimming, archery, baseball, canoe/kayak, lacrosse, softball, swimming (including Special Olympics) and triathlon, which made its Saskatchewan Games debut in Lloydminster. Lloydminster and the surrounding area provided excellent facilities. Lakeland College was designated as the athletes' village and 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.

In 2010, Moose Jaw hosted the Saskatchewan Games for the fourth time. The 2010 Saskatchewan Winter Games, held from February 14<sup>th</sup> to 20<sup>th</sup>, were another success for Moose Jaw. Athletes competed in air pistol, air rifle, alpine skiing, badminton, biathlon, bowling and curling, cross-country skiing, figure skating, gymnastics, judo, hockey, speed skating, table tennis and wrestling. Bowling and Curling both included Special Olympics athletes. This was the first Games where the teams were classified by District Teams rather than numerical zones. Moose Jaw once again proved that their city can rally support from local businesses and the community at large through their large number of volunteers.

2012 marked 40 years since the first Saskatchewan Games took place in Moose Jaw in 1972. Meadow Lake, the host of the 2012 Games, was the smallest and most northerly city to ever host the Saskatchewan Games. These Games also boasted the highest participation numbers in many years. The sports of archery, athletics, baseball, basketball, canoe/kayak, equestrian, golf, soccer, softball, swimming, tennis, triathlon and volleyball were represented at the Games. Many special events took place during the week of the Games to mark 40 years of the Saskatchewan Games program.

In 2014, Prince Albert hosted the Saskatchewan Winter Games. This would be the third Saskatchewan Games hosted by the city of Prince Albert. The sport of snowboarding was introduced as a Saskatchewan Games sport. The sport calendar included air pistol, alpine skiing, badminton, biathlon, bowling (including Special Olympics), cross country skiing, curling, figure skating, gymnastics, hockey, judo, snowboarding, speed skating, synchronized swimming, table tennis and wrestling.

The Saskatchewan Games Legacy Program became a reality in late 2013. The 2014 Saskatchewan Winter Games were able to take advantage of grant funding to support upgrades to many of the sport venues used for the Games in Prince Albert.

In 2016, the City of Estevan hosted a very successful Summer Games. The Games theme “Energize the Games” was very applicable as the community and surrounding area are very engaged in oil and coal production. This was the second time Estevan has hosted a Saskatchewan Summer Games, having previously hosted the Games in 1980. A very ambitious capital program left the community with upgraded sport facilities including a new athletics’ track and major upgrades to the tennis courts. The Saskatchewan Games Legacy Grant of \$250,000 contributed significantly to the construction and renovations of the sport facilities.

13 sports were included in the Games: archery, athletics, baseball, basketball, canoe/kayak, equestrian, golf, soccer, softball, swimming, Special Olympics swimming, tennis, triathlon and volleyball. The 2016 Saskatchewan Summer Games had the largest number of participants competing in the history of the Saskatchewan Games program.

The 2018 Saskatchewan Winter Games were held in North Battleford from February 18<sup>th</sup> to 24<sup>th</sup>, 2018. Over 1,300 athletes competed in 17 different winter sports, with another 500 coaches, managers, officials and mission staff participating and representing more than 300 communities across Saskatchewan. More than 1,200 volunteers lent their time to “Celebrate Winter’s Best,” and the thousands of visitors and participants were impressed by the Battlefords’ high-quality sport venues and welcoming atmosphere. All indoor sports were live-streamed, a Saskatchewan Games first.

The 2018 Games marked another major first in Saskatchewan Games history: a para-sport was included in the sport calendar, with a para-nordic ski competition alongside cross-country skiing. The other sports contested were alpine skiing, badminton, biathlon, bowling, Special Olympics bowling, curling, figure skating, gymnastics, hockey, judo, snowboarding, speed skating, synchronized swimming, table tennis, target shooting, wrestling, and weightlifting, which returned to the Saskatchewan Games after a 12-year absence.

The growth of the Games program has been steady throughout its 46-year history. Constant evaluation from all partners has ensured that each stage of the cycle has built on the success of its predecessors.

Lloydminster is once again set to host the 2020 Saskatchewan Summer Games. The host of the 2022 Saskatchewan Winter Games has yet to be named, but that year stands to be a major occasion, as 2022 will mark the 50<sup>th</sup> anniversary of the Saskatchewan Games!

<b>PURPOSE AND GOALS OF THE SASKATCHEWAN GAMES</b>
----------------------------------------------------

### **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 the Provincial Sport Governing Bodies (PSGBs) Long Term Athlete Development (LTAD) 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 a higher level of sport skill and physical well-being.
- To promote athlete, coach and officials' development programs within all nine Districts in the province.
- To provide a provincial showcase that will increase public awareness and support for amateur sport in Saskatchewan.
- To generate economic and tourism benefits within the host community and surrounding area.

<p style="text-align: center;"><b>ROLES AND RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS</b> <b>SASKATCHEWAN GAMES COUNCIL</b></p>
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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:

- Ministry of Parks, Culture and Sport
- Sask Sport Inc.
- Saskatchewan High Schools Athletic Association
- Seven (7) Members at Large

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

1. The Council will establish the Summer and Winter Games sport calendar.
  - The Council will invite applications from all eligible Provincial Sport Governing Bodies (PSGBs) to be included in each Games program calendar. The application will outline the sports Long Term Athlete Development plans and how the Saskatchewan Games play a role in those plans.
  - Other requirements include meeting the minimum sport eligibility requirements, providing detail about 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 the appropriate age divisions and classifications for competition in each District.
2. The Council will prepare the Invitation to Bid and invite eligible communities to bid to host the Saskatchewan Games.
  - The Council will review, evaluate and select an appropriate site for the Saskatchewan Games.
  - Communities will be selected for a site evaluation from the bids received for each Games.
3. The Council will develop the Tri-Party Agreement and work with the contributing partners in finalizing the agreement for signing.
4. The Council will provide a Hosting and Legacy grant to the Host Community.
5. The Council will assign staff to provide consulting services to the parties involved in the Saskatchewan Games (i.e., Host Community, Districts and PSGB's).
6. The Council will provide guidance to the Host Community to ensure that the proper planning is organized to deliver the Games.
7. The Council will develop the general rules of the Games and will act as the guardian and interpreter of those rules.
8. The Council will monitor all Games related functions to be performed by the partners represented on the Council.
9. The Council will 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.

10. The Council will require the host community to provide a comprehensive report following each set of Games and will distribute this report to the appropriate parties and individuals.
11. The Council may appoint a Sport Advisory Panel and a Games Jury for each Games.
12. The Council requests each PSGB to appoint a Provincial Technical Liaison (PTL) as a resource person to the Host Community and the Districts.
13. Sport Technical Information
  - a) The Council will distribute the list of sports selected and the proposed age classes to the Districts within six (6) months of the announcement of the next host community.
  - b) The Council will 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.
  - c) The Council will be responsible for updating and distributing the sport technical packages.
  - d) The Council will post the sport technical packages on the Saskatchewan Games website at [www.saskgames.ca](http://www.saskgames.ca).
  - e) Changes or revisions to the sport technical packages must be approved by the Saskatchewan Games Council.
  - f) The Council will require each PSGB to provide the host community with the number of major and minor officials required for the Games.
  - g) The Council will require each participating sport to provide the appropriate sanctions from the PSGB.
  - h) The Council will 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.
  - i) The Council will approve the type of draw or schedule to be used for each Games.
14. The Council will develop policies and regulations regarding District athlete eligibility – see Athlete eligibility on **page 36**.
15. The Council will approve all components of the sport technical packages as outlined in the sport technical package section on **page 24**.
16. The Council will approve and regulate the use of all official symbols, flags, medals, walkout uniform logos/advertising, insignia and other symbols of the Games.
17. The Council will determine and provide appropriate recognition to the Games Flag and Joe Griffiths Award winners.
18. The Council will provide the host community with a detailed Saskatchewan Games Planning Guide.

19. The Council will 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.
20. The Council is responsible for establishing the athlete participation fee.
21. The Council receives funding to offset the cost of team uniforms and transportation.
22. The Council, in coordination with the Districts will establish the walkout uniform pieces for each Saskatchewan Games.
23. The Council will provide the Host Community with the rights to use the logo(s) and website established for the Saskatchewan Games program.
24. The Council will provide the Host Community with an event database program (GEMS.pro) to manage the registrations for all Games participants, volunteers and the sport results.

<b>PROVINCIAL SPORT GOVERNING BODIES (PSGBs)</b>
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The Saskatchewan Games program is an integral part of the PSGB's, Long Term Athlete and Coach Developmental (LTAD) 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 LTAD 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 to participate in the Saskatchewan Games sport calendar.
4. All competitions in the Saskatchewan Games (District team selection and the Games competition) must be sanctioned by each participating PSGB.

### **Sport Technical**

1. Provide the appropriate procedures for the District team selection (playdowns) and the overall competition at the Sask Games.
2. Develop the Sport Technical Package. When partner organizations are involved (i.e., Special Olympics Saskatchewan), the PSGB will consult with these organizations to develop the sport 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 proceeding, during, or five (5) days after 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 the daily schedule

assignments. The PSGB is responsible for all costs incurred for the training and development of the 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 to participate at the Games including mileage, meals and accommodations.

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/PSGB 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 Provincial Technical Liaison, Host Sport Chairperson and the Head Official.

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

1. The PTL is responsible to provide technical assistance and information for their sport to the host committee and the Districts.
2. The PTL will establish and deliver a consistent and efficient process that provides team development within all Districts. It is desirable to have the PTL designated from within the staffing component of the PSGB such as a Technical Director.
3. The following are the roles and responsibilities of the PTL 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 (e.g., the field of play meets minimum requirements).
  - b) Develop the daily sport competition schedule in co-operation with the host sport chair.
  - c) Ensure the technical regulations are followed at District playdowns and the Sask Games.
  - d) Be the liaison between the PSGB and the host community.
  - e) Attend the Saskatchewan Games as the technical representative for your sport.
  - f) The PSGB is responsible for all expenses incurred by the PTL while attending the Games.
  - g) Prepare a final evaluation on the competition and have it submitted within two weeks of the completion of the event.
  - h) In advance of the Games, be available to attend two planning meetings with the sport chairperson of the host community. The PSGB is responsible for all expenses incurred to attend these planning meetings.
  - i) Be knowledgeable in all technical aspects of the sport and understand the requirements for hosting a successful competition.
  - j) Assist the Districts and PSGB to identify the need for clinics and/or workshops.

### **District Sport Development**

1. Within each District, the PSGB is responsible for planning and organizing the sport development initiatives:
  - Upgrading and training of coaches
  - Athlete development including skills clinics and competitions

- Providing sport medicine and science information
  - Officials development and training
2. The Executive Director and/or the Provincial Technical Liaison will be designated as the primary contact for the sport.
  3. The District Sport Coordinator is the District staff person who is responsible for managing the Saskatchewan Games program on behalf of the District. The Provincial Sport Governing Body will establish communication with the District Sport Coordinator and maintain dialogue up until the commencement of the Games.
  4. Each sport will be asked to identify the District coach(s) for their sport at least 5 months prior to the Games. This individual will act as the primary contact for the District Sport Coordinator as they begin to plan and prepare for the Saskatchewan Games. The designated coach(s) will ensure a coordinated approach is taken for the District team selection. Clubs and individuals, within the specific age class, will be contacted informing them of the upcoming District team selection process.

### **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 schedule, securing officials and financing the District selection process.
2. Establish communication with the District Sport Coordinator for assistance in promoting and creating awareness for the events.
3. Assist with promotion of the team selection process (playdowns) and the Saskatchewan Games.
4. The PSGB will determine the financial resources available to conduct the District selection process.
5. Ensure the coaches and managers selected for the District team meet the minimum coaching certification requirements.
6. Prior to and upon completion of the District team selection process, provide the following information to the District Sport Coordinator:
  - An outline of the policies and procedures for the District team selection;
  - Results of the team selection process;
  - Completion of the Host Community registration form as supplied by the District Sport Coordinator for each member of the District team.
7. Apply to the Saskatchewan Games Council for any coaching exemptions or any other matters that pertain to the selection of the District team.
8. Upon selection of the District team, all training costs prior to the Games are the responsibility of the PSGB.
9. Upon completion of the District team selection, the District Sport Coordinator will inform the team of the logistics for attending the Games.



## **Eligibility**

1. Ensure athletes meet age and residency requirements.
2. Ensure coaches meet the certification requirements of the Sport Technical Package.

## **District Team Coach Roles and Responsibilities Prior to the Games**

1. Submit a Criminal Record Check (CRC) and Vulnerable Sector Verification (VSV) to the PSGB.
2. Complete the Respect in Sport (RiS) online training program for coaches.
3. Meet with the PSGB to review the sport technical information for the sport.
4. Contact the District Sport Coordinator and provide the District team selection dates and locations. The District office can assist with the promotion of the team selection dates.
5. Promote the Saskatchewan Games and the District team selection dates and locations to those involved in the sport within the District.
6. Provide logistics support to the team:
  - Uniform sizing
  - Online registration
  - Collection of participant fees
  - Transportation information
  - Information about the pep rally or staging events
  - Finalize rosters and submit to the District Sport Coordinator

## **District Team Coach Roles and Responsibilities During the Games**

1. Coach the District team at the Saskatchewan Games.
2. Travel with the team to the host community on the transportation provided by the Saskatchewan Games Council.
3. All coaches must stay in the athlete's village to ensure the safety and wellbeing of their teams. Coaches may be assigned to rooms with other coaches from other sports or other Districts.
4. Coaches, with the support of the Team Manager, will supervise their athletes during their stay in the host community.

## DISTRICTS FOR SPORT, CULTURE AND RECREATION

The 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

- The Districts will promote the Saskatchewan Games program through its website, social media channels, newsletters and with the tools provided by the Saskatchewan Games Council.
- Publicize the locations and dates of the District team selections. This information will be provided to the Districts by the PTL or coaching staff of the District team.
- With support from the Host Committee 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 District will approve the number of male and female mission staff according to team size, number of male and female competitors, venue locations and available funds. Guidelines for mission staff responsibilities can be found in **Appendix L on page 88**.

### Team Preparation

1. The District will establish communication with the Coach and Manager in preparation for the Games.
2. In conjunction with the PSGB, ensure that all athletes entering the District Team selection process meet the Saskatchewan Games residency requirements.
3. In partnership with the Saskatchewan Games Council, coordinate the walkout uniforms for the District team.
4. In partnership with the Saskatchewan Games Council, arrange for the transportation of the District team to and from the Games.
5. Plan and organize a District pep rally or pre-Games staging event.
6. Provide each team with the detailed travel arrangements, walkout uniforms, registration procedures, pep rally dates, competition 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.
7. Organize and complete the required forms on behalf of the District team and forward them to the appropriate organization.
8. Manage the participant registration process for their District Team in GEMS.pro. This includes verifying and approving participants based on the final District team rosters.

**\*\*The complete list of the District Sport Contacts can be found in Appendix H on page 79.**

## **GOVERNMENT OF SASKATCHEWAN – MINISTRY FOR PARKS, CULTURE AND SPORT**

The Ministry for 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 will 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 will work with all parties to improve the amateur sport delivery system as it relates to the Saskatchewan 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. will 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, will provide funding assistance for the Saskatchewan Games.
3. Sask Sport Inc. will direct the Saskatchewan Games eligible sports (PSGBs) to include the Saskatchewan Games program as an integral component within their 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.

## **SASKATCHEWAN HIGH SCHOOL ATHLETICS ASSOCIATION**

The Saskatchewan High Schools Athletic Association (SHSAA) represents the interests of Saskatchewan High School Athletics programs.

1. The Saskatchewan High Schools Athletic 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 SHSAA.
2. Assist in identifying Saskatchewan Games issues that impact sport at the secondary level of the Saskatchewan education system.

## **Organization and Planning**

Upon being awarded the Games, the Host Society is responsible for organizing and staging the Games as outlined by the Saskatchewan Games Council. The Host Society will provide event planning updates to the Saskatchewan Games Council as required.

### **Divisions**

1. Sport and Venues
  - Ensure all sport facilities meet the minimum standard acceptable to the PSGB.
  - Coordinate the requirements for the officials, equipment needs and results distribution.
2. Finance and Administration
  - Develop, implement and monitor the operations and capital budgets for the Games.
  - Provide the necessary human resource and administration support to assist the various divisions.
3. Volunteer
  - Ensure approximately 1,200 volunteers are recruited to support the Games.
4. Logistics
  - Provide internal transportation, communication and security for the safety and well-being of the participants.
5. Athlete Services
  - Establish an Athletes Village that will accommodate, provide food and medical services for a minimum of 1,000 participants per half.
6. Marketing and Promotion
  - Develop and execute a plan that will provide effective and timely promotion of the Games.
  - Develop a plan for ticket and souvenir merchandise sales.
7. Ceremonies and Protocol
  - Stage an exciting and memorable opening and closing ceremonies, medal presentations and receptions.
  - Provide for a warm, hospitable atmosphere for VIP's and special guests.
8. Culture
  - Plan and organize cultural events which will complement the sport competitions.
9. Information and Technology
  - Plan and provide adequate equipment and technology to support the staff, volunteers and the overall operation of the Games.
10. Sponsorship and Fundraising
  - Develop and implement a plan for soliciting the required funds to deliver the Games.

<b>SPORT INFORMATION</b> <b>SPORT ADVISORY PANEL</b>
---------------------------------------------------------

As required, the Saskatchewan Games Council may appoint an Advisory Panel to assist in developing and advising on Sport Technical requirements for the Saskatchewan Games program.

Function of the Sport Advisory Panel:

- 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 sport calendar 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 Parks, Culture and Sport and the PSGB's.

<b>SPORT SELECTION TIMELINES</b>
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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 and minimum number of participants per District, community options, PSGB sport development, minimum number of sports and other factors.

All sports facilities must meet the minimum standards acceptable to the PSGB. A list of sports and the facility minimum standards will be provided to the eligible bidding communities.

**Sport Selection Timelines**

- 43 months prior to the event – Sport Applications for inclusion into the next Games will be sent to all eligible Provincial Sport Governing Bodies.
- 41 months prior to the event – Deadline for submission of the Sport Application form to the Saskatchewan Games Council.
- 40 months prior to the event – Saskatchewan Games Council will review and approve sports selected to the Games and communicate results to all applicants. The approved sport list will be included in the bid documents sent to eligible bidding communities.

<b>ELIGIBLE GAMES SPORTS</b>
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Sports for each Saskatchewan Games are selected by the Saskatchewan Games Council. The Council is the permanent regulatory body whose responsibilities also include setting the rules of competitor eligibility, determining the number of athletes and coaches/managers per sport, and ensuring Games facility minimum standards are met. The Council will request each PSGB to submit a Sport Application for inclusion in the upcoming Games program.

**Note:** Para-sport was introduced into the 2018 Winter Games and will continue to be a priority for the Games. The Council is committed to work with the PSGBs to ensure inclusion in all summer and winter Games.

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

**Summer Sports:** Archery, Athletics, Baseball, Basketball, Canoe/Kayak, Cycling, Diving, Football, Golf, Equestrian, Lacrosse, Rowing, Rugby, Sailing, Soccer, Softball, Special Olympics, Swimming, Tennis, Triathlon, Volleyball (Indoor and Beach), Water Polo, Waterski and Wakeboard, Ultimate Disc.

**Winter Sports:** Alpine Ski, Artistic Swimming, Badminton, Biathlon, Bowling (5 pin), Boxing, Broomball, Cheerleading, Cross Country Ski, Curling (includes Mixed Doubles), Fencing, Figure Skating, Futsal (Indoor Soccer), Gymnastics (Artistic, Rhythmic, Tumbling and Trampoline), Hockey, Judo, Karate, Racquetball, Ringette, Snowboarding, Special Olympics, Speed Skating, Squash, Table Tennis, Taekwondo-Do, Target Shooting, Weightlifting, Wrestling.

<b>SPORT SELECTION CRITERIA</b>
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All sports that wish to be considered for inclusion in a Saskatchewan Games are required to complete an application.

Throughout the application process, each sport will be given the opportunity to demonstrate how the Saskatchewan Games fit into their sport development plans and how those plans meet the purpose and goals of the Saskatchewan Games program.

### **General Selection Criteria**

The PSGB must clearly identify where the Saskatchewan Games fit within its LTAD framework. The Saskatchewan Games are identified to be in the 'Train to Train' stage of development; however, the Saskatchewan Games Council (SGC) will consider applications outside of this stage if the PSGB can clearly demonstrate how a different stage aligns with their development process.

1. Sports must identify the LTAD stage for the level of competition being proposed for the Games.
2. If the LTAD stage is outside of Train to Train, the sport must provide an explanation as to why.
3. Sports must demonstrate that they have sufficient membership in the age range being proposed who would be eligible to compete in the Saskatchewan Games, showing a gender and District breakdown.

### **Eligibility for Inclusion in the Saskatchewan Games**

1. Recognized as the Provincial Sport Governing Body (PSGB) in Saskatchewan and be a member in good standing with Sask Sport Inc.
2. Demonstrate that the PSGB has active membership in 6 of 9 Districts; exceptions may include situations where facilities are non-existent in a District. These exceptions will be determined by the Saskatchewan Games Council.

### **Events, Categories and Numbers**

1. Sports must provide a list of the events they propose to hold at the Saskatchewan Games with details explaining the next level(s) of competition for Games athletes.

2. Sports must outline the proposed number of participants from each District, the number of coaches, and the number of officials required for a viable competition.
3. Sports must outline their team selection process within all nine Districts and demonstrate the ability to have a meaningful selection process in at least 6 of 9 Districts (see exception rule under eligibility). This implies that there are more potential athletes able to try out than positions available on the District team.

### **Venues, Equipment and Rules**

Sports applying must include:

1. Detailed minimum facility requirements. Facilities will vary from community to community; however, the Saskatchewan Games commits to providing a facility that meets the minimum standard.
2. Information about the equipment and availability of equipment for the competition.

### **Athlete Development Criteria**

1. The age of the athletes attending the Games must fit within the LTAD framework for their sport's development model. It is recommended that the athlete should be a minimum of 10 and a maximum of 18 years of age.
2. The age range for Games athletes should be set to allow all eligible athletes to progress from the Saskatchewan Games to the next level of competition.

### **Coach Development Criteria**

1. All Games head coaches must be fully certified at NCCP Competition Introduction in the sport they are coaching at the Saskatchewan Games. Based on the age classification and development of the athletes, the PSGB may elect to increase the level of coaching certification required for the Games.
2. Sports must demonstrate their commitment to coaching development in all Districts by using the Saskatchewan Games as an opportunity to train, upgrade, and/or mentor coaches.
3. Sports must demonstrate that coaches participating in the Saskatchewan Games are working toward increasing their coaching competency.
4. Sports must provide information about the coach training and certification available for their sport (i.e., NCCP or other certification available).
5. Sports must strive to recruit male and female coaches proportionate to the number of male and female athletes participating in the Saskatchewan Games.

### **Officials Development Criteria**

1. Sports must demonstrate their commitment to the development of officials by using the Saskatchewan Games as an opportunity to train, upgrade, and/or mentor officials.
2. Sports must demonstrate that officials participating in the Saskatchewan Games are working toward increasing their officiating competency.



3. Sports must strive to recruit male and female officials proportionate to the number of male and female athletes participating in the Saskatchewan Games.

### **Other considerations**

1. Sports should support the development of Indigenous athletes and provide opportunities for participation in the Sask Games.
2. Sports should have training and competition facilities within all 9 Districts (or in close proximity).
3. Sports should have a positive impact on the host community leading up to, during and after the Games are complete (i.e., legacy of local interest and participation in the sport, facilities and/or clubs in the host community, and volunteer development and involvement).

### **Evaluation**

1. All applications will be reviewed by a selection committee designated by the Saskatchewan Games Council.
2. A scoring tool will be used to adjudicate the applications. The scoring tool will reflect the priority areas outlined in the application (athlete development, district participation, etc.).
3. The scoring criteria will reflect the ratio of male and female participants, maximum and minimum participant numbers per District, the host communities' ability to provide the appropriate venue and equipment as per the sport minimum standard requirements, and the PSGB sport development initiatives.
4. The Council will determine the team size per District with a minimum team size of 210 and a maximum team size of 245 participants per District. The team size will be dependent on the sports that apply, and which ones are selected.
5. Sports that best meet the scoring criteria will be given preference for inclusion in the Saskatchewan Games.

### **Monitoring**

Upon selection, sports will be monitored throughout the developmental process leading up to the Saskatchewan Games. If it is determined by the SGC that the sport is not fulfilling commitments as per this application, inclusion in the Saskatchewan Games may be revoked.

### **Sport Application Weighting Distribution**

1. General Sport Information – 10% weighting
2. Athlete Development – 15%
  - LTAD alignment
  - Age appropriate competition
  - Pathway importance
3. District Participation – 20%
  - Full participation in all 9 Districts
  - Current participation numbers for the proposed age group
  - A clear development plan has been outlined

4. Venues and Equipment – 5%
5. Coaching Development – 15%
  - Identification and recruitment of coaches
  - An adequate number of active coaches in the sport
6. Officials Development – 10%
  - Identification and recruitment of officials
  - An adequate number of active officials in the sport
7. Indigenous Engagement – 5%
  - How the sport will engage the Indigenous community
  - Current participation numbers
8. Sport Performance at Previous Sask Games – 18%
  - Participation numbers with and without fill
  - Partnership cooperation and support
9. Overall Application Rating – 2%

<b>SPORT EVALUATION CRITERIA</b>
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Upon the conclusion of each Saskatchewan Games the Saskatchewan Games Council will evaluate each sport and determine their eligibility to apply for participation in future Games.

### **Past Games Evaluation Criteria**

The following criteria will assist in measuring the sports ability to meet the Games goals and objectives.

1. Sports with less than 60% of the overall maximum number of participants or with less than six Districts represented may be excluded from future Games.
2. Sports with less than 75% of the overall maximum number of participants or less than six Districts represented will be considered at risk. With two successive at risk designations, the sport may be excluded from future Games.

Participation numbers will first be assessed on a District by District basis not using the fill policy numbers. Fill policy participation numbers for the sport will play a factor, but the goal of the Sask Games is for sports to have full team sizes in each District.

3. Sports will also be evaluated based on the timelines attached to the sport acceptance form. Activities that will be reviewed include:
  - Compiling the Technical Package
  - Appointment of the Provincial Technical Liaison (PTL)
  - Compiling daily sport competition schedules
  - Appointing of Major officials
  - Attendance at the Games in a Technical capacity and official protocol functions
  - Ongoing support from the PTL and host Sport Chairperson (minimum of two visitations to the host site prior to the Games)
  - District team and coach selection are conducted in a coordinated and timely manner

## SPORT TECHNICAL PACKAGES

The Sport Technical Package will be the document governing the conduct of each sport in the Games. A technical package template for each Games will be distributed by the Saskatchewan Games Council. It is the responsibility of the Saskatchewan Games Council to coordinate with the PSGB to develop the technical package.

The sport technical package that includes the proposed age classes will be distributed by the Saskatchewan Games Council to the Districts and other interested groups at least 24 months prior to the start of the Games.

The Technical Package should contain information on the following:

- Athlete and coach eligibility
- Competition venue and dates
- Sanction confirmation
- Number of competitors per District
- Number of coaches per District
- Age classifications
- Provincial registration
- Provincial Technical Liaison
- Type of competition including a list of events
- Results procedure
- Tie Breaking procedure
- Sport Protest procedure
- Equipment
- Sport Jury
- Officials required
- Medical services
- Medals
- District team selection procedure
- Provincial sport contact
- Approval of the Technical Package

**Note:** Technical Package – Explanation of Terms can be found in **APPENDIX I, page 80**

### Competition Schedules

1. The competition will be organized and directed by the host society.
2. Team Competition Schedule

In all team sports there will be two pools of round robin competition. The top two teams in each pool play off for medals as follows:

- 1<sup>st</sup> in Pool A vs 2<sup>nd</sup> in Pool B (Game R1)
- 2<sup>nd</sup> in Pool A vs 1<sup>st</sup> in Pool B (Game R2)
- Loser of R1 vs Loser of R2 – Bronze Medal Match
- Winner of R1 vs Winner of R2 – Gold Medal match

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

### 3. Seeding Teams for Competition

For the round robin competition, the seeding order will be determined by the Districts placing in the previous Games (winter or summer depending on the sport). The Pools will be divided as follows: Pool A – 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and Pool B – 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>.

In the event there is no comparable performance for the sport from the past two Games, the PSGB and the Saskatchewan Games Council will determine the District seeding.

In the spirit of providing meaningful competition, the Council may ask the PSGB to establish the round robin competition schedule to matchup the District teams that have a similar skill level.

4. Individual sports will determine their competition format as outlined in the technical package.
5. The PTL in cooperation with the host sport chairperson will develop the daily sport competition schedule. The Saskatchewan Games Council will approve the schedule along with any subsequent changes.

### **Sport Rescheduling Procedure**

In the event that weather conditions or other circumstances affect the competition schedule, the Sport Chairperson is asked to adhere to the following procedures for rescheduling:

1. Prior to the Games, each sport committee must have a plan for rescheduling which would include alternate facilities and a tentative schedule.
2. Schedule changes during the Games will be approved as follows:
  - Proposed changes are compiled by the Sport Director(s), Sport Chairperson(s) and the Provincial Technical Lead (PTL).
  - For a Minor schedule change (delays less than 3 hours), the Sport Director will approve the schedule change.
  - For a Major schedule change (delays more than 3 hours), the Sport Director(s) will present the proposed schedule to the Provincial Games Consultant for approval.
  - Once the schedule changes have been approved, the information will be forwarded to the Games Operation Centre for distribution to the appropriate stakeholders (i.e., Districts, PSGB, division chairs etc.).

### **Officials**

1. The PSGB is responsible for appointing the appropriate number of certified Major Technical Officials for conducting each sport event.
2. Officials participating in the Saskatchewan Games will not receive remuneration for their services from the Host or the Sask Games Council.
3. Accommodations, meals and transportation are to be provided by the Host organizing committee.

### **Sport Competition Scoring**

Competition within each sport will determine the District placement and order of finish. Only Districts competing in each sport are eligible for points.

## **SPORT PROTESTS**

### **Protests**

1. Prior to the Games, the host committee, in conjunction with the PSGB will determine the Sport Jury. If the PSGB does not have a designated procedure as per their National or Provincial competition rule book, a Sport Jury will be appointed. In this case, the Sport Jury would be represented by the Host Sport Chairperson, a Provincial Sport representative and an Officials' representative.
2. All official protests must be written in duplicate and presented to the sport chairperson no later than one hour after the posting of the official results at each sport venue. The time and date must appear on the protest document.
3. Protests must be signed by the Chef de Mission or a mission staff designate of the District team.
4. Once a protest is submitted, the Sport Jury for the sport which the protest occurs, will meet and render a decision. A written copy of the decision will be posted on the official posting board at the sport venue indicating the 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 a mission staff designate, 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 will be posted on the official posting board at the sport venue. The decision of the Games Jury will be final.
6. Protest forms will be provided prior to the start of the Games.

## **SPORT GAMES JURY**

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

1. The Games Jury will 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 will have jurisdiction for the entire 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 will be 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 deal with these appeals using the Appeal Policy established by the Council.

<b>GENERAL HOSTING GUIDELINES AND PROCEDURES</b>
--------------------------------------------------

### **Organizational Guidelines**

The Host Community is responsible for incorporating a Host Society and establishing a Board of Directors. The Board of Directors will work in cooperation with the staff of the Saskatchewan Games Council to ensure a successful operation of the Saskatchewan Games.

### **Tri-Party Agreement**

A Tri-Party agreement will be executed between the Host City, Host Society and the Saskatchewan Games Council. This signed agreement outlines the roles, responsibilities and deliverables of each party to ensure the successful hosting of the Games. It will also outline the minimum hosting standards and highlights the financial obligations that are required by all parties.

### **Accountability**

The financial management of the Games will be the responsibility of the Board of Directors led by the Chairperson and the Director of Administration and Finance. An independent audit of the financial records must be completed after the Games and a copy of this audit must be submitted to the SGC as a part of the final report. A chart of accounts will be provided to assist in the development of a budget.

The SGC has developed policies and protocols that are important to the integrity and consistency of the Saskatchewan Games. All policies and protocols will be clearly defined as the Games operation unfolds.

A final report must be provided to the SGC no more than six months from the conclusion of the Games. Reports and recommendations from all divisions are required along with a copy of the audited financial statement.

### **Insurance**

The Host Society must ensure appropriate Directors and Officers liability insurance for the Board of Directors is in place and that there is accident and general liability insurance for the volunteers.

In addition, the Host Society must arrange for insurance coverage for all physical property and inventory that they acquire/lease leading up to and including the Games.

### **Staffing**

The Host Society will employ a full-time Games Manager approximately 16 - 18 months in advance of the Games. The Manager will be a paid employee of the Host Society and retained under contract. It is recommended that an additional two to three staff should be hired 3 - 6 months prior to the Games.

## BID APPLICATION INFORMATION

### Host Community Selection Process

The Host Community Selection process will be completed in two phases:

#### Phase 1 – Technical Review

This phase will focus on the Games' standards for the sport venues, Games village and other key non-sport venues. This process will provide the SGC with an overview of the bid communities ability to meet the quality and capacity standards that are required of a host community.

If a community can meet all technical standards, the SGC will then visit the community to conduct a review. If the site visit identified any deficiencies, the bid community may not be invited to proceed with the Host Community Selection process. Upon a successful technical visit, the community will be invited to move to Phase 2 of the application process.

#### Phase 2 – Comprehensive Host Community Bid

If the Review Committee has determined that the bid community has met the technical standards, it will be invited to complete a Comprehensive Bid. A summary of these requirements will be included later in this document, with the detailed document and process being forwarded to those communities that have met the technical standards and invited to complete the Comprehensive Bid process.

## PHASE 1 – TECHNICAL REVIEW PROCESS

The intent of the Technical Review Process is:

- To assess the Games' standards for the sport venues, Games village and other key non-sport venues.
- To prepare a report that ranks the sport and non-sport venue proposals.
- To identify potential bidding communities that will advance to the second phase of the Host Community selection process.

### Review Process

- The SGC will appoint a Review Committee to review all Technical Bids and conduct an on-site evaluation of all sport venues, Games village and other key non-sport venues. These on-site evaluations will occur within 30 days of the Phase 1 application deadline.
- The SGC Review Committee may consult with the Provincial Sport Governing Bodies to ensure minimum standards for technical facilities are in place.
- The SGC Review Committee may also request additional information from any community submitting a bid.
- The SGC Review Committee will rank the Technical Bids received and will determine the number of communities that have met the minimum technical requirements.
- Once the Technical Review process has been completed, the Review Committee will move to Phase 2 of the evaluation process and invite the selected communities to participate in the Comprehensive Host Community Bid process.



## PHASE 1 – APPLICATION REQUIREMENTS

Communities interested in hosting the Saskatchewan Games are asked to prepare and submit a formal Technical Bid Application to the Saskatchewan Games Council. The preferred method of submission is via electronic means. Deadline for submission is **approximately 26 – 30 months in advance of the Games.**

The following are required as part of the Technical Review Process submission:

### **Covering Letter**

This one-page document should include brief information about the community or communities that are involved in the Technical Bid proposal as well as the date of submission. It should also confirm the proposed dates for hosting the Saskatchewan Games.

### **Contact Information**

Please complete the Contact Information form. Should there be any questions regarding the information submitted as part of the bid package, please indicate a primary and a secondary contact person. Contact name, title or position, cell phone number and email address should all be provided for the contact persons.

### **Non-Sport Venue Standards and Descriptions**

Please complete the Non-Sport Venue Standards and Descriptions form. Information is required for non-competitor accommodation, ceremony locations, and other potential cultural or festival locations.

### **Sport Venue Standards and Descriptions**

Please refer to the Sport Venue Standards and Descriptions document for the approved sport calendar and facility minimum standards. A Sport Facility Information form is required for each sport on the sport calendar. Please ensure adequate detail is provided for each proposed venue as these documents will provide key information required to evaluate the Technical Bid submission. The sport facilities must meet the minimum standards acceptable to the PSGB for their competition. If upgrades are required to meet the standards and the community is prepared to make these upgrades, please indicate this on the Sport Facility Information form.

The Saskatchewan Games Council (SGC) partners with the Provincial Sport Governing Bodies (PSGBs) who are responsible for the governance of their sport in the province. Each sport must apply to be in the Games and the selection of the sports, number of sports and the number of athletes allocated to each sport are decided by the SGC.

The SGC is committed to integrating Para-sport and Special Olympics disciplines into all Saskatchewan Games programs and will work with the successful Host Community and the appropriate PSGB or organization. As a Host Community, you will need to be prepared to work cooperatively with the partners to make this integration a success.

### **Games Village Standards**

Please complete the Games Village Standards form that outlines the requirements for the Games Village. The Games Village is a key component to the success of a Saskatchewan Games. The Village not only houses all athletes and coaches, but also plays host to other amenities such as the Poly Clinic that provides proper and adequate medical services to all participants, Food Services

which provides the daily meals, and Mission Services that provides space for the nine mission teams to work. In addition, other space for a Coaches Lounge, Results centre, Transportation office and Security headquarters are required at the Games Village or nearby.

### Other Information

Other supporting information can be provided if deemed appropriate. This could include but is not limited to: photographs, CAD drawings, maps, templates and any other information in support of the information provided.

## PHASE 2 – COMPREHENSIVE HOST COMMUNITY BID PROPOSAL

Once the Technical Review process has been completed, the Review Committee will move to Phase 2 of the evaluation process and the SGC will invite the selected communities to participate in the Comprehensive Host Community Bid process. The intent of this process is to undertake a comprehensive evaluation of Saskatchewan Games bid proposals submitted by the communities that emerge from Phase 1.

### Review Process

- Complete a bid review and evaluation for each comprehensive bid proposal received and rank the bids in order of preference.
- Identify any hosting conditions that need to be addressed by the preferred host community.
- If required, a second site visit will be undertaken by the Review Committee. It is anticipated that a review meeting can occur with the bidding communities and the Review Committee via phone or video conference.
- Review Committee will present their report and decision to the Saskatchewan Games Council.
- Formal announcement of the successful host community will be completed ensuring all the necessary partners are involved in the announcement.

## PHASE 2 – COMPREHENSIVE BID REQUIREMENTS

Communities that move to Phase 2 will be asked to prepare and submit a formal Comprehensive Bid Proposal to the Saskatchewan Games Council. The preferred method of submission is via electronic means. Deadline for submission is **approximately 24 – 28 months in advance of the Games.**

The following are required as part of the Comprehensive Bid:

### Covering Letter

As an introduction to your Comprehensive Bid Application, please include the following information:

- The name, population and items of general interest in your community.
- Provide the names, occupation and contact information of the members of your Bid Committee.

### Resolutions

Due to the size and scope of the Saskatchewan Games, Municipal support is critical to the success

of the Games. Please describe the type of support your Municipality is prepared to commit to the Host Society.

Please include the following formal Resolutions:

- Resolution from Municipal Council to support the Bid Application and that in the event of a deficit in the operation of the Games, they shall be responsible for such deficit. It is also expected that all Municipal facilities be provided free of charge to the Games.
- Resolution from the local School Board(s), stating support for the Host Society and a provision for the necessary school facilities for competition and accommodation.

### **Event Hosting History**

Please provide a list of major events hosted by your community in the past four years or to be hosted in the next two years. Please indicate the following for each event:

- Name of the event
- Type of event (Provincial, Inter-Provincial/Territorial, National, International)
- Participant numbers
- Volunteer numbers
- Approximate budget

### **Volunteer Support**

To stage a successful Saskatchewan Games, the Host Society Board of Directors will need to recruit, train and manage approximately 1,000 - 1,200 community volunteers. Please provide evidence that the volunteer support required to plan and deliver a Saskatchewan Games is attainable.

### **Financial Guidelines**

A projected Capital and Operating budget for hosting the Games should be prepared and submitted as part of the bid package. The budget documents should include the anticipated revenue for the event from public, private, and corporate sponsors.

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

- The local Municipal Council should 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.

The SGC will provide financial assistance of up to **\$420,000** to the host community toward the overall operation of the Games. In addition, the SGC will provide up to **\$250,000** in a matching Capital Legacy Grant. Provision of the funding will be made in two installments to the Host Corporation. Please include a description of the methods/means to match the \$250,000 Legacy Grant from sources other than the SGC hosting grant.

Although each community is unique and budgets can fluctuate significantly based on Capital projects, the budget for the operating expenses of the 2018 Saskatchewan Winter Games was approximately \$1.4M. A budget template has been included to assist in consistent preparation of financial information by all bidding communities.

### **Sustainability**

As a goal to reduce the carbon footprint for the Games, the bid should provide an explanation of initiatives that the host community may adopt to consider the environment. Examples could be

related to recycling initiatives, waste reduction, decreased water consumption, and energy efficiencies.

## Transportation

The host community is responsible for the internal transportation of the participants during the Games. This includes transportation of the athletes, coaches and major officials to and from their Games residences, their respective sport venues and other related events, such as the opening and closing ceremonies. Transportation for athletes with a disability will also be required.

The SGC, in cooperation with the 9 Districts, is responsible for all participant external transportation to and from the host community, except for the participants in the hosting District. The participants in the host District will be responsible for their own transportation costs and arrangements.

## Other Organizations

There are several organizations that can assist with specific aspects relating to the Bid Application and the staging of the Games. They include:

- Districts for Sport, Culture and Recreation - It is recommended that the potential host community consult with their District for assistance in preparing the bid.
- Provincial Sport Governing Bodies (PSGB) - Technical information, facility approval and general advice is available from the PSGB's.
- Sport Medicine and Science Council of Saskatchewan - Advice and assistance to potential host communities concerning medical services is available at [www.smscs.ca](http://www.smscs.ca).
- Local Tourism Organization – Can assist with bid preparations, accommodations, community demographics and other areas to support the bid process.

## ORGANIZATIONAL AND ADMINISTRATIVE GUIDELINES

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

The bid will 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 will provide a plan to ensure the availability and support of approximately 1,000 to 1,200 volunteers for the event.

Other general requirements of the Host Corporation will include:

1. The availability and provision of **sport facilities** which meet the acceptable minimum standard of the PSGB.
2. The **storage and transporting of equipment** required for the Games, including storage and transportation of the bunk beds from the previous host. The bunk beds and other miscellaneous equipment is stored in 9 sea-cans owned by the Saskatchewan Games Council. The host community will be responsible for transporting these sea-cans from the previous host to a secure location within their host community. Costs associated with transporting and storing the sea-cans is the responsibility of the host. Proper loading and unloading equipment must be used when transporting the sea-cans. Bunk beds are provided

to the host community at no cost and are part of the value in kind contribution of the Saskatchewan Games Council.

3. Establish an **Athletes' Village** with appropriate sleeping accommodations for a minimum of 1,000 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 the available room sizes, the number of participants per room per day may vary. The accommodations must allow access for easy maintenance, adequate 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 bunk beds have safety rails for the top bunk and participants have access to 125 ladders for easier access to this top bunk.
4. The host will provide adequate **accommodation, food services** and **transportation** for approximately 75 officials per half attending the Games.
5. The Host Corporation will establish a **Security Headquarters** within the Athletes Village, staffed by volunteers and/or paid security personnel. To ensure the safety and wellbeing of participants, equipment and facilities, the host must provide 24-hour security at the Athletes Village.
6. The Host Corporation will provide all necessary **meals** for a minimum of 1,000 participants per day for the duration of the Games. Meals are to be provided at the village site or in a location that is close to the Athletes Village. The community bid will include a daily menu prepared by a qualified food nutritionist.
7. The bid must include a detailed plan that outlines the **medical care services** for all participants. This plan should include details for the Athletes Village(s) and the sport venues. The bid will be supported by commitments from the medical profession within the community.
8. The host community must ensure that **transportation services** are available for coaches, managers, and athletes to and from the Athletes Village and the respective sport competition venues.
9. The **District mission staff** are a group of individuals responsible for the effective management, operation, administration, and supervision of their District Team prior to and during the Games.

Prior to the Games:

- a) Secure 36 hotel rooms for the District mission staff for their stay during the Games. The cost of the rooms will be the responsibility of the Districts.
- b) Facilitate the Mission Orientation (not earlier than 4 months prior to the Games).
  - Provide two (2) hotel rooms and expenses for one (1) vehicle per District.
  - Provide three (3) meals per participant (breakfast, lunch and dinner).
  - Districts wishing to bring more than 2 mission staff are responsible for all costs associated with the additional persons.

During the Games: Each District will bring 8 – 10 mission staff to the Games.

- a) Facilitate an orientation and social one day prior to the opening ceremonies. Costs associated with the social will be the responsibility of the District.
- b) Provide adequate space for a **mission centre** which would accommodate space for 9

District mission desks with telephones, display space, photocopier equipment, facsimile machines and space available for walk-in traffic.

- c) Provide a cellular phone for each Chef de Mission (9 phones).
- d) 35 meal tickets per District (315 total).
- e) Provide four (4) parking spots per District in close proximity to the mission centre.
- f) Facilitate a daily meeting between the District Chef de Mission(s) and the host organizing committee to discuss issues and concerns, sharing information and provide updates. Time of day for these meetings to be determined by the Host.

10. Provide adequate space to receive, record and process all **Games results**. The community will ensure human resources are available and will partner with the Saskatchewan Games Council to ensure the results are delivered and published in a timely manner onto the website.

11. The bid must include a proposed plan to ensure a **communication network** is established to coordinate activities at the sport facilities, non-sport facilities, Athletes Village, transportation, results, etc.

- The Host Corporation may provide a **venue for the print media, radio and television** along with the appropriate technical requirements. This space will be near 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 VIP'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 minutes recommended) and closing ceremonies (75 minutes recommended), medal presentations, opening reception and other designated hospitality events. 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 will ensure the availability of a minimum of 106 **hotel/motel rooms** as follows:

Officials	40 rooms
VIP	25 rooms
Media	5 rooms
Mission	36 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 will also be available within the community and surrounding area. Previous Games have shown approximately 2,500 spectators from outside the community attend the Games each half.

- The Saskatchewan Games Council with the co-operation of the host may 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.
- The host will ensure adherence to the Saskatchewan Games Council's policy of a **Smoke and Drug Free Games**.

## **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 is expected to provide financial assistance toward the overall operation of the Games.
- The local Municipal Council will be expected to underwrite any deficit incurred by the Host Corporation.

The level of funding assistance provided to the host community by the Saskatchewan Games Council will be determined prior to calling for bids and communicated to potential host communities at that time. This funding may be used toward the overall operation of the Saskatchewan Games (Hosting Grant) and to construct or enhance sport facilities and equipment in the community (Legacy Grant). 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.

Within six months following the Games an audited financial statement must be provided to the Saskatchewan Games Council.



<p style="text-align: center;"><b>POLICIES AND GENERAL GOVERNING RULES</b> <b>ATHLETE ELIGIBILITY</b></p>
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1. The Saskatchewan Games will be open to Saskatchewan residents who are Canadian citizens or who have landed immigrant status for a minimum period of one year prior to the Games.
2. Each District team will 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. In the event an athlete moves from one District to another, less than six months prior to the start of the Games, a special request may be made to the Saskatchewan Games Council to determine eligibility.
3. Students enrolled and attending secondary or post-secondary school on a full-time basis outside their District residence may elect to compete in a District play down in either their home District or academic resident District, but not both.

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

4. First Nation athletes who reside and attend school in one District but are members of a First Nation in another District may elect to participation in either District, but not both. If the athlete tries out for one District and is not selected to that team, the athlete is not permitted to try out for that sport in another District.
5. Athletes who have shared custody in a split marriage must participate in the District in which they currently attend school. If an athlete is transferring schools to live with the other parent or guardian in another District in the year of the Games, then the school that the athlete previously attended will be the District they participate in.
6. Athletes residing outside Saskatchewan:

**Individual Sports:**

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

- a) They reside near the Saskatchewan boundary and attend school on a full-time basis in a recognized Saskatchewan education system;
- b) In the year of the Saskatchewan Games they must be a registered member of the appropriate Saskatchewan PSGB and shall not be a member in another province;
- c) They are eligible for membership with a PSGB in Saskatchewan.

**Team Sports:**

If a team has members from outside the Province of Saskatchewan, the team will be eligible if these criteria are met:

- a) The majority of the team resides in Saskatchewan or attends school on a full-time basis in a Saskatchewan based education system, and the others live within reasonable commuting distance;

- b) In the year of the Saskatchewan Games they must be a registered member of the appropriate Saskatchewan PSGB and will not be a member in another province;
- c) They are eligible for membership with a PSGB in Saskatchewan.

7. District Team Eligibility

**Sports using Club Team selection**

When a team roster is comprised of athletes residing in different Districts, the following criteria will determine which District the team will represent:

- a) In the year of the Saskatchewan Games, the athlete must be a registered member of the appropriate Saskatchewan PSGB;
- b) Where a team has members from two or more Districts and is registered in a sanctioned league, it will compete in the District where the majority of the players reside. Teams in this position may have members living in adjacent Districts within reasonable commuting distance.

- 8. The Games will only be open to amateur athletes recognized as such by the governing PSGB.
- 9. For each Games, an athlete may participate in one sport only in each half; however, an athlete may elect to try out for different sports in the District team selection process. Upon acceptance of selection to a District team in that half of the Games, the athlete must remain with that team until the completion of the Games and is not eligible to try out for another sport.
- 10. Coaches, managers and athletes may participate in more than one sport; however, they may only participate in one sport in each half of the Games.
- 11. The age classification for participation in the Saskatchewan Games is based on the LTAD guidelines for each sport. Recognizing the multi-sport environment that athletes are exposed to at the Games, each sport will consider the maturity level of the athlete when establishing its age classification.
- 12. Eligibility of athletes for the Saskatchewan Games program must be clearly identified by the PSGB in the sport technical package.
- 13. Prior to the Games, the eligibility of any athlete not clearly established by these rules will be determined by the Saskatchewan Games Council. During the Games, eligibility will be determined by the Games Jury.
- 14. Coaches, managers and athletes of the District team must stay in the athletes' village during the Games.

## DISTRICT WALKOUT AND COMPETITION UNIFORMS

### District Walkout Uniforms

1. The Saskatchewan Games Council, in consultation with the Districts will select an appropriate District walkout uniform for the District teams. District walkout uniforms must follow the District colours as outlined below.

Changes to the colours must be approved by the Saskatchewan Games Council no later than 12 months prior to the beginning of the Games.

<b><u>District Team</u></b>	<b><u>Base Colour</u></b>
Team Lakeland	Kelly Green
Team North	Teal Blue
Team Parkland Valley	Royal Blue
Team Prairie Central	Charcoal Grey
Team Regina	Orange
Team Rivers West	Navy Blue
Team Saskatoon	Red
Team South East	Forest Green
Team South West	Gold

2. Markings on the District walkout uniforms will include the District name (e.g., Team North), the host community logo, and the Saskatchewan Lotteries logo as well as sponsor markings as approved by the Saskatchewan Games Council.
3. The total surface area of Saskatchewan Lotteries and sponsor markings combined will not exceed 100cm<sup>2</sup>. The maximum surface area for a single marking will not exceed 50cm<sup>2</sup>.

### Competition Uniforms

1. The PSGB is responsible for coordinating and providing the District competition uniforms.
2. The sport competition uniforms must adhere to the District colours and be of a consistent style and quality for all Districts.
3. Markings on the competition uniforms may include: the manufacturer's mark or trademark logo, the PSGB and District marks and the Sask Games logo but cannot include any sponsor markings.
4. The maximum surface area for a single marking will not exceed 50cm<sup>2</sup>.

### Restrictions

1. The names or logos of individual sport clubs are not permitted on the competitive or walkout uniforms.
2. Individual (athlete/coach) names are not permitted on the competitive or walkout uniforms.

## DISTRICT REGISTRATION

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

At least ninety (90) days prior to the opening of the Games, each PSGB must submit to the Sask Games Council an intent to participate projection indicating the number of competitors and team officials from that District who will participate in the Games. The Sask Games Council will then forward this information to the Host.

At least fifteen (15) days prior to the opening of the Games, each District must submit a final list of the participants by sport to the Host. This list cannot be changed except for illness, discipline or injury supported by a medical certificate. Any substitution request must adhere to the deadlines identified on the substitution form.

## SASKATCHEWAN GAMES AWARDS

### Joe Griffith Trophy

The Joe Griffith Trophy is awarded to the District team showing the most improvement in their final standings from the 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 immigrated 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 over the next 32 years, while at the University, that E.W. "Joe" Griffith had his greatest impact upon athletics. He excelled as a coach and became the Canadian Olympic team coach in two separate Olympics. E.W. "Joe" Griffith has earned many honours. He was inducted into the Saskatchewan Sports 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.

A full listing of the Joe Griffith award winners and overall rankings can be found in **Appendix A on page 48**.

### Games Flag

The Games Flag winner is determined by the aggregate sport points. The District that accumulates the most sport points during the competition week wins the Games Flag.

A full listing of the of Games Flag winners and overall rankings can be found in **Appendix B on page 51**.

## GAMES SCORING PROCEDURE - MEDALS AND AWARDS

1. Each sport will receive the same number of Games Flag points. 9 points will be awarded to the winning District and the ninth place District will receive 1 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

4<sup>th</sup> place = 6 points

7<sup>th</sup> place = 3 points

2<sup>nd</sup> place = 8 points

5<sup>th</sup> place = 5 points

8<sup>th</sup> place = 2 points

3<sup>rd</sup> place = 7 points

6<sup>th</sup> place = 4 points

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 Games Flag points will be declared the winner. If the tie persists, the District with the greatest number of first place finishes including tied for first placed Games Flag points will be declared the winner. If the tie persists, the same procedure is repeated for second place Games Flag points and if necessary third place Games Flag points and so on to resolve the tie.

3. 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 will be made on a winter to winter and summer to summer basis.

The Joe Griffith Trophy will be awarded on these criteria:

- a) The Joe Griffith trophy is based on sports which are repeated from the previous Games.
- 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 will be posted.
- d) The scoring and points awarded for the Joe Griffith Trophy will be as noted above in Game Flag points. 9 points will be awarded to the winning District and the ninth place District will receive 1 point.

### Medals/Awards

1. Medals specially designed 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.
2. Medals will be awarded to teams and/or athletes even if there are less than 3 competitors in the event as long as the team and/or athlete compete.

Example 1: If there are only two competitors in men's Artistic Gymnastics in the floor exercise, as long as both athletes complete their routine, they will be awarded a Gold and Silver medal.

Example 2: In Wrestling, if an athlete is the only competitor in a weight class and they do not step on the mat to compete they will not be awarded a medal.

3. The Saskatchewan Games Council will approve the medal design for each Games. The medal and/or ribbon will include the host community logo with the Games dates and location (sport icons optional).
4. In no sport will both individual and team medals be presented, unless there is competition for each.
5. Coaches and managers will not receive medals; however, a special recognition item (pin or medallion) will be provided to each coach and manager participating in the Games.
6. Keeper plaques will be presented to the District that captures the Joe Griffith Trophy and the Games Flag.
7. To create team spirit and encourage maximum participation and performance in the Games, the Saskatchewan Games Council will present the Games Flag to the District accumulating the largest number of Games Flag points from all events in the Games.
8. Sports that include both male and female participants in a mixed event or relay will count points for that event towards the Games Flag.

<b>HOST CORPORATION</b>
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1. Once the Games have been awarded, the host community is responsible to organize and stage the Saskatchewan Games. The host community will establish a Saskatchewan Games Host Corporation under the Non-profit Corporation Act. This will be a temporary Corporation and will include 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. These events should be modest in size, and cost and should not overshadow the sport competitions.
4. The Host Corporation will maintain accurate financial records in accordance with generally accepted accounting practices. From time to time, the host will provide records and documents relating to its activities to the Saskatchewan Games Council.
5. To help offset the costs to operate the Games, the Host Corporation will seek to generate revenue from outside sources in addition to the revenues normally derived from the Games.
6. The Host Corporation will provide the host community and the Saskatchewan Games Council with plans and estimates of the costs 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 Host Corporation to accommodate athletes and officials during the Games.
9. The Host Corporation will 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 media.
11. The Games Host, in conjunction with the PSGBs, will appoint a Sport Jury for each sport which will be comprised of:
  - Chairperson of the Sport Committee
  - Head official of the sport
  - Provincial Technical Liaison of the PSGB
  - One or two additional people as may be required by the PSGB rules.
12. At the conclusion of the Games the Host Corporation will prepare a final report on the Games operations and provide such report to the Saskatchewan Games Council. The report will include information on all aspects of the Games operation as well as a detailed final financial report. This report will be made available upon request to the Districts, and the next Host Corporation.
13. An audited financial statement must be presented to the Saskatchewan Games Council within six months of the completion of the Games.
14. The Host Corporation may present each participant with a Games souvenir.
15. During the Games, the Host Corporation will be responsible for providing meals for four mission staff per District.
16. The Host Corporation will be required to store the 9 Sea-cans containing bunk beds, podiums, tents, flags, mascots and other equipment provided by the Council.

<b>CEREMONIES</b>
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### **Opening and Closing Ceremonies**

1. The opening and closing ceremonies will begin with the parade of athletes. The teams will enter the ceremonies in the following order:
  - Host District of the previous Games (summer to summer, winter to winter)
  - All other Districts enter in alphabetical order
  - Officials
  - The host District
2. All participants (athletes, coaches, managers, Mission Staff and officials) must take part in either the Game's opening or closing ceremonies.

3. Athletes' Oath - In the opening ceremonies, two athletes (one female, one male) from the Host District will 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."*

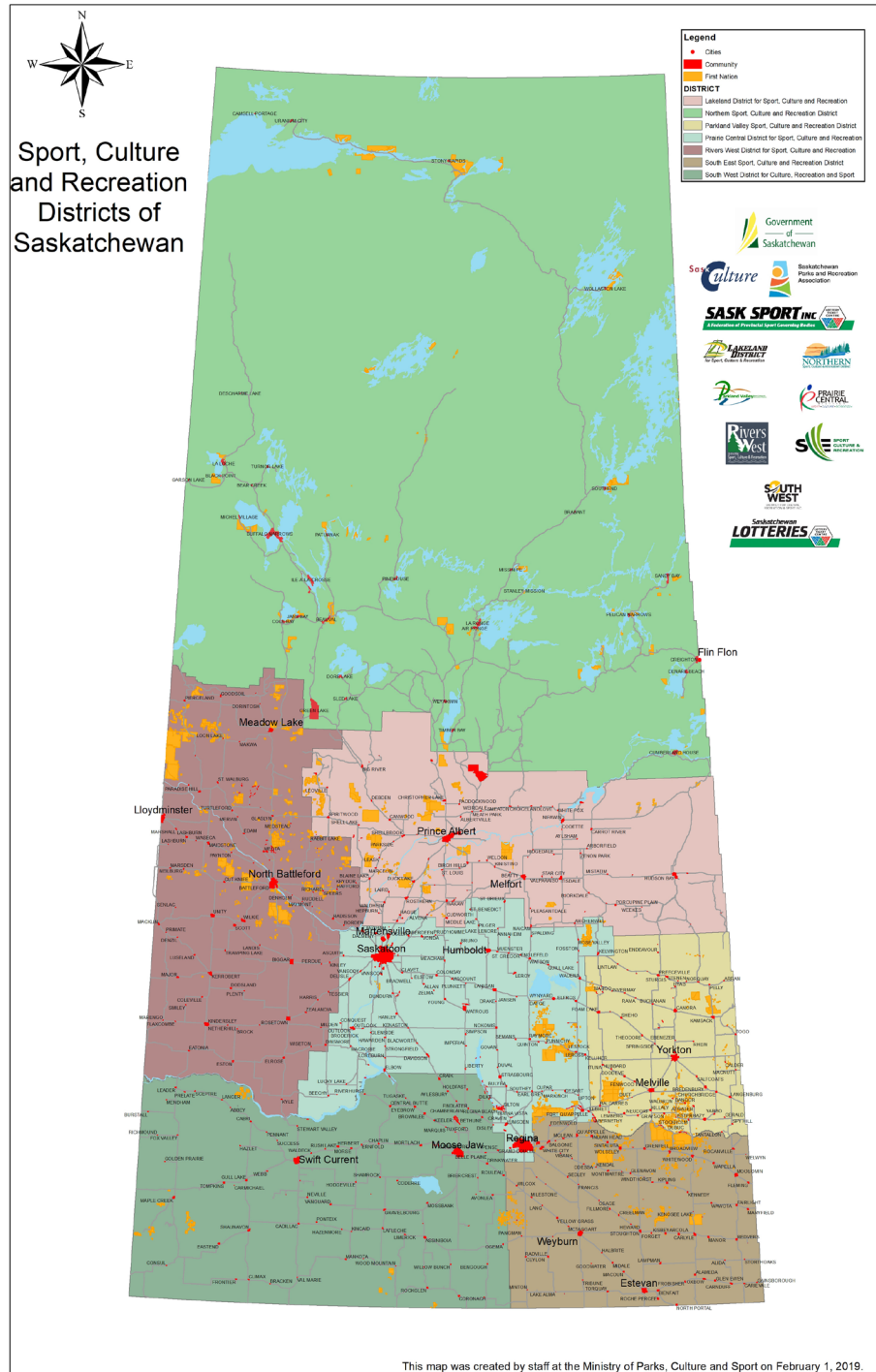
4. Officials' Oath - In the opening ceremonies, two officials (one female, one male) from the host District will read the Officials' Oath on behalf of all the officials. Permanent printed scrolls are to be presented to the officials designated to read the oath.

*"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."*



## DISTRICT BOUNDARIES

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



## **CRIMINAL RECORD (CRC) AND VULNERABLE SECTOR CHECKS (VSC)**

All coaches, assistant coaches, trainers, managers and District mission staff, including the Chef de Mission are required to complete a Criminal Record Check (CRC) and a Vulnerable Sector Check (VSC). 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 others; 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, or manager to submit the findings of their CRC and VSC to the appropriate PSGB. If either the CRC or the VSC are 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.

District Mission Staff must submit the findings of their CRC or VSC to the District office or Chef de Mission.

The PSGB or District will provide the individual with a letter outlining their volunteer service. This letter is required by the local police service or the RCMP to complete the check.

15 days prior to the Saskatchewan Games, the PSGB and Districts must provide proof to the Saskatchewan Games Council that a satisfactory CRC with VSC has been obtained by the persons listed above.

Those individuals residing in provincial cities must request their CRC and VSC from their local police service or RCMP detachment. Those living in rural Saskatchewan communities should contact their local RCMP detachment.

**The CRC and VSC must be valid/dated within 1 year of the start date of the Saskatchewan Games.**

## **DISCIPLINE, CODE OF CONDUCT AND APPEALS**

Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Saskatchewan Games code of conduct, policies, rules and regulations. Non-compliance may result in sanctions pursuant to these guidelines.

The purpose of a Code of Conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behavior consistent with this Code. The Saskatchewan Games support equal opportunities, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

The Saskatchewan Games Council and the District teams are committed to making fair and ethical decisions in a transparent manner and are committed to being accountable for such decision-making through an appeal process. The person(s) who have been handed a decision of discipline can appeal the decision through the Saskatchewan Games Council's appeal policy and will be afforded due process in the resolution of the dispute.

**Discipline Policy and Procedures** – see Appendix C, page 54

**Participants Code of Conduct** – see Appendix D, page 60

**Officials Code of Conduct** – see Appendix E, page 67

**Release, Waiver and Consent Form** – see Appendix F, page 71

**Appeal Policy** – see Appendix G, page 74

<b>SPORT FILL POLICY</b>
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The Fill policy allows PSGB's the opportunity to add additional competitors to a District team if at the conclusion of the District team selection process the District team is not able to field a full team.

The number of athletes competing will not exceed the maximum number of projected athletes from all Districts.

Example: Cross Country Ski has a District team size of 12 athletes per District x 9 = 108 athletes - this would be the maximum number of athletes allowed at the Games for Cross Country Ski.

The number of Districts eligible to participate will be based on Team Norths' ability to field a team in each sport. All financial costs are based on the maximum participation at the Games; therefore, additional costs for the fill athletes is not an issue.

**Criteria**

1. The sports inclusion to the sport calendar is based on maximum participation from each District. Every effort must be made by the sport to ensure a full complement of LTAD appropriate athletes from each District. A clear message will be communicated to the PSGB 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 athlete will become part of the District team (as determined by the athlete eligibility criteria) and will be included in all components of the team's logistical support including transportation, uniforms, online registration etc.
3. Fill athletes must adhere to the athlete eligibility policy in the Sask Games Handbook.
4. The Fill selection procedures will differ from sport to sport and will need to be approved by the Saskatchewan Games Council. Individual sports will be requested to submit their intent to participate in the Fill policy within the timelines noted in the sport technical package.
5. The Saskatchewan Games Council will encourage the use of the Fill policy for all individual sports in the Sask Games program. The council will work with each sport to determine their policies and procedures.

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. Fill athletes who compete in individual sports which have a team component within the competition schedule, will be eligible to receive medals; however, the points accumulated for that individual will not be counted.
8. If a District team for a sport exceeds the designated team size by more than 50% due to the addition of Fill athletes, a request for additional coaches and/or managers will be considered. The Saskatchewan Games Council must approve the addition of coaches/managers.
9. Team sports will not be included in the Fill policy. Future discussions and the development of a Team Sport Fill policy may occur should the need arise.
10. To maintain the integrity of the competition, PSGB's must ensure a logical and transparent process is used to select Fill athletes and that these athletes are within the appropriate stage of athlete development (Train to Train or higher).
11. Fill athletes must pay the appropriate athlete registration fee.

## APPENDIX A - JOE GRIFFITH AWARD RANKINGS

1976 Summer Swift Current			1978 Winter Moose Jaw		
1 <sup>st</sup>	Zone 7	+20.7%	1 <sup>st</sup>	Zone 3	+11.0%
2 <sup>nd</sup>	Zone 4	+12.8%	2 <sup>nd</sup>	Zone 1	+10.0%
3 <sup>rd</sup>	Zone 2	+6.6%	3 <sup>rd</sup>	Zone 8	+10.0%
4 <sup>th</sup>	Zone 3	+5.3%	4 <sup>th</sup>	Zone 5	+4.0%
5 <sup>th</sup>	Zone 5	+4.9%	5 <sup>th</sup>	Zone 2	-2.0%
6 <sup>th</sup>	Zone 8	+4.9%	6 <sup>th</sup>	Zone 7	-7.0%
7 <sup>th</sup>	Zone 6	-3.3%	7 <sup>th</sup>	Zone 6	-12.0%
8 <sup>th</sup>	Zone 1	-12.5%	8 <sup>th</sup>	Zone 4	-5.0%

1980 Summer Estevan			1982 Winter Prince Albert		
1 <sup>st</sup>	Zone 1	+24.5%	1 <sup>st</sup>	Zone 8	+15.3%
2 <sup>nd</sup>	Zone 8	+8.3%	2 <sup>nd</sup>	Zone 5	+3.5%
3 <sup>rd</sup>	Zone 7	-0.3%	3 <sup>rd</sup>	Zone 7	+2.8%
4 <sup>th</sup>	Zone 3	-4.3%	4 <sup>th</sup>	Zone 2	+0.3%
5 <sup>th</sup>	Zone 6	-14.0%	5 <sup>th</sup>	Zone 6	-1.4%
6 <sup>th</sup>	Zone 2	-17.7%	6 <sup>th</sup>	Zone 4	-4.5%
7 <sup>th</sup>	Zone 4	-20.2%	7 <sup>th</sup>	Zone 1	-4.5%
8 <sup>th</sup>	Zone 5	-21.8%	8 <sup>th</sup>	Zone 3	-17.0%

1984 Summer North Battleford			1986 Winter Yorkton		
1 <sup>st</sup>	Zone 7	+70.0%	1 <sup>st</sup>	Zone 4	+42.2%
2 <sup>nd</sup>	Zone 5	+22.9%	2 <sup>nd</sup>	Zone 1	+9.9%
3 <sup>rd</sup>	Zone 1	+1.3%	3 <sup>rd</sup>	Zone 7	+6.8%
4 <sup>th</sup>	Zone 8	+9.0%	4 <sup>th</sup>	Zone 6	+2.2%
5 <sup>th</sup>	Zone 4	-6.7%	5 <sup>th</sup>	Zone 3	-0.9%
6 <sup>th</sup>	Zone 6	-18.6%	6 <sup>th</sup>	Zone 5	-15.0%
7 <sup>th</sup>	Zone 2	-22.6%	7 <sup>th</sup>	Zone 2	-20.1%
8 <sup>th</sup>	Zone 3	-22.8%	8 <sup>th</sup>	Zone 8	-23.3%

1988 Summer Melfort			1990 Winter Melville		
1 <sup>st</sup>	Zone 1	+30.0%	1 <sup>st</sup>	Zone 5	+17.8%
2 <sup>nd</sup>	Zone 6	+18.6%	2 <sup>nd</sup>	Zone 6	+6.9%
3 <sup>rd</sup>	Zone 2	+11.5%	3 <sup>rd</sup>	Zone 3	+6.1%
4 <sup>th</sup>	Zone 8	+3.3%	4 <sup>th</sup>	Zone 1	+4.7%
5 <sup>th</sup>	Zone 5	+2.4%	5 <sup>th</sup>	Zone 8	0%
6 <sup>th</sup>	Zone 4	-11.1%	6 <sup>th</sup>	Zone 4	-7.89%
7 <sup>th</sup>	Zone 3	-11.1%	7 <sup>th</sup>	Zone 2	-7.92%
8 <sup>th</sup>	Zone 7	-28.1%	8 <sup>th</sup>	Zone 7	-20.9%

<b>1992 Summer Prince Albert</b>			<b>1994 Winter Kindersley</b>		
1 <sup>st</sup>	Zone 3	+25.2%	1 <sup>st</sup>	Zone 4	+18.7%
2 <sup>nd</sup>	Zone 4	+7.5%	2 <sup>nd</sup>	Zone 7	+18.5%
3 <sup>rd</sup>	Zone 8	+2.4%	3 <sup>rd</sup>	Zone 3	+13.7%
4 <sup>th</sup>	Zone 5	-6.5%	4 <sup>th</sup>	Zone 2	+2.2%
5 <sup>th</sup>	Zone 1	-6.8%	5 <sup>th</sup>	Zone 8	+1.5%
6 <sup>th</sup>	Zone 2	-6.8%	6 <sup>th</sup>	Zone 1	-7.5%
7 <sup>th</sup>	Zone 6	-13.8%	7 <sup>th</sup>	Zone 6	-15.2%
8 <sup>th</sup>	Zone 7	-16.4%	8 <sup>th</sup>	Zone 5	-25.3%

<b>1996 Summer Moose Jaw</b>			<b>1998 Winter Nipawin</b>		
1 <sup>st</sup>	Zone 1	+43.6%	1 <sup>st</sup>	Zone 6	+28.7%
2 <sup>nd</sup>	Zone 3	+13.9%	2 <sup>nd</sup>	Zone 5	+26.8%
3 <sup>rd</sup>	Zone 8	+8.9%	3 <sup>rd</sup>	Zone 3	+5.7%
4 <sup>th</sup>	Zone 2	-0.7%	4 <sup>th</sup>	Zone 2	-4.2%
5 <sup>th</sup>	Zone 7	-6.1%	5 <sup>th</sup>	Zone 8	- 6.3%
6 <sup>th</sup>	Zone 5	-8.0%	6 <sup>th</sup>	Zone 1	-13.4%
7 <sup>th</sup>	Zone 6	-13.3%	7 <sup>th</sup>	Zone 7	-16.5%
8 <sup>th</sup>	Zone 4	-23.9%	8 <sup>th</sup>	Zone 4	-17.5%

<b>2000 Summer Yorkton</b>			<b>2002 Winter Humboldt</b>		
1 <sup>st</sup>	Zone 4	+102.99%	1 <sup>st</sup>	Zone 7	+52.5%
2 <sup>nd</sup>	Zone 1	+49.5%	2 <sup>nd</sup>	Zone 1	+49.4%
3 <sup>rd</sup>	Zone 8	+23.9%	3 <sup>rd</sup>	Zone 5	+46.4%
4 <sup>th</sup>	Zone 5	+11.3%	4 <sup>th</sup>	Zone 2	+23.4%
5 <sup>th</sup>	Zone 3	+7.1%	5 <sup>th</sup>	Zone 4	+17.6%
6 <sup>th</sup>	Zone 6	+4.7%	6 <sup>th</sup>	Zone 6	+14.8%
7 <sup>th</sup>	Zone 2	-1.4%	7 <sup>th</sup>	Zone 8	+9.2%
8 <sup>th</sup>	Zone 7	-11.3%	8 <sup>th</sup>	Zone 3	-23.1%

<b>2004 Summer Weyburn</b>			<b>2006 Winter Melfort</b>		
1 <sup>st</sup>	Zone 7	+36.0%	1 <sup>st</sup>	Zone 6	+9.0%
2 <sup>nd</sup>	Zone 6	+30.0%	2 <sup>nd</sup>	Zone 7	+8.1%
3 <sup>rd</sup>	Zone 2	+20.0%	3 <sup>rd</sup>	Zone 2	+5.8%
4 <sup>th</sup>	Zone 5	+16.0%	4 <sup>th</sup>	Zone 3	+5.2%
5 <sup>th</sup>	Zone 1	-1.0%	5 <sup>th</sup>	Zone 1	-0.8%
6 <sup>th</sup>	Zone 4	-14.0%	6 <sup>th</sup>	Zone 8	-4.9%
7 <sup>th</sup>	Zone 8	-19.0%	7 <sup>th</sup>	Zone 5	-11.0%
8 <sup>th</sup>	Zone 3	-23.0%	8 <sup>th</sup>	Zone 4	-16.1%
			9 <sup>th</sup>	Zone 9	-23.5%

2008 Summer Lloydminster			2010 Winter Moose Jaw		
1 <sup>st</sup>	Zone 3	+10.0%	1 <sup>st</sup>	Team South East	+28.0%
2 <sup>nd</sup>	Zone 8	+5.0%	2 <sup>nd</sup>	Team South West	+18.0%
3 <sup>rd</sup>	Zone 2	-3.0%	3 <sup>rd</sup>	Team Prairie Central	+5.0%
4 <sup>th</sup>	Zone 6	-7.0%	4 <sup>th</sup>	Team North	0%
5 <sup>th</sup>	Zone 7 (tie)	-14.0%	5 <sup>th</sup>	Team Rivers West	-5.0%
6 <sup>th</sup>	Zone 5 (tie)	-14.0%	6 <sup>th</sup>	Team Saskatoon	-6.0%
7 <sup>th</sup>	Zone 4	-15.0%	7 <sup>th</sup>	Team Lakeland	-11.0%
8 <sup>th</sup>	Zone 1	-30.0%	8 <sup>th</sup>	Team Regina	-15.0%
			9 <sup>th</sup>	Team Parkland Valley	-18.0%

2012 Summer Meadow Lake			2014 Winter Prince Albert		
1 <sup>st</sup>	Team Rivers West	+9.5%	1 <sup>st</sup>	Team Prairie Central	+21.9%
2 <sup>nd</sup>	Team Prairie Central	+9.0%	2 <sup>nd</sup>	Team Rivers West	+17.4%
3 <sup>rd</sup>	Team Regina	+7.5%	3 <sup>rd</sup>	Team Regina	+9.0%
4 <sup>th</sup>	Team South East	+3.0%	4 <sup>th</sup>	Team Parkland Valley	+5.7%
5 <sup>th</sup>	Team North	+1.5%	5 <sup>th</sup>	Team Lakeland	+3.0%
6 <sup>th</sup>	Team Saskatoon	-3.0%	6 <sup>th</sup>	Team South West	-5.8%
7 <sup>th</sup>	Team South West	-10.0%	7 <sup>th</sup>	Team South East	-6.0%
8 <sup>th</sup>	Team Parkland Valley	-12.0%	8 <sup>th</sup>	Team Saskatoon	-6.7%
9 <sup>th</sup>	Team Lakeland	-13.0%	9 <sup>th</sup>	Team North	-24.2%

2016 Summer Estevan			2018 Winter North Battleford		
1 <sup>st</sup>	Team South East	+13.2%	1 <sup>st</sup>	Team South East	13.5%
2 <sup>nd</sup>	Team Saskatoon	+8.2%	2 <sup>nd</sup>	Team Rivers West	10.8%
3 <sup>rd</sup>	Team Parkland Valley	+4.8%	3 <sup>rd</sup>	Team Prairie Central	4.9%
4 <sup>th</sup>	Team Regina	-2.0%	4 <sup>th</sup>	Team Saskatoon	3.8%
5 <sup>th</sup>	Team South West	-7.1%	5 <sup>th</sup>	Team Regina	2.4%
6 <sup>th</sup>	Team Rivers West	-13.1%	6 <sup>th</sup>	Team Parkland Valley	-10.3%
7 <sup>th</sup>	Team North	-19.6%	7 <sup>th</sup>	Team South West	-18.0%
8 <sup>th</sup>	Team Prairie Central	-21.1%	8 <sup>th</sup>	Team Lakeland	-28.6%
9 <sup>th</sup>	Team Lakeland	-34.4%	9 <sup>th</sup>	<b>Team North**</b>	<b>+39.0%</b>

**Note:** Team North did not compete in at least 75% of the sports and was not eligible to win the Joe Griffith Award at the 2018 Winter Games.

## APPENDIX B - GAMES FLAG WINNERS AND RANKINGS

1972 Summer Moose Jaw			1974 Winter North Battleford			1976 Summer Swift Current		
1 <sup>st</sup>	Zone 6	122.5	1 <sup>st</sup>	Zone 6	121	1 <sup>st</sup>	Zone 6	117.5
2 <sup>nd</sup>	Zone 2	106	2 <sup>nd</sup>	Zone 2	113	2 <sup>nd</sup>	Zone 2	116
3 <sup>rd</sup>	Zone 3	96	3 <sup>rd</sup>	Zone 3	80	3 <sup>rd</sup>	Zone 3	104
4 <sup>th</sup>	Zone 1	70	4 <sup>th</sup>	Zone 8	70	4 <sup>th</sup>	Zone 7	88
5 <sup>th</sup>	Zone 5	59	5 <sup>th</sup>	Zone 4	67	5 <sup>th</sup>	Zone 5	66.5
6 <sup>th</sup>	Zone 8	58.5	6 <sup>th</sup>	Zone 7	66	6 <sup>th</sup>	Zone 8	66
7 <sup>th</sup>	Zone 7	56.5	7 <sup>th</sup>	Zone 5	62	7 <sup>th</sup>	Zone 4	62
8 <sup>th</sup>	Zone 4	42.5	8 <sup>th</sup>	Zone 1	54	8 <sup>th</sup>	Zone 1	51

1978 Winter Moose Jaw			1980 Summer Estevan			1982 Winter Prince Albert		
1 <sup>st</sup>	Zone 2	110	1 <sup>st</sup>	Zone 6	101	1 <sup>st</sup>	Zone 2	110.5
2 <sup>nd</sup>	Zone 6	104	2 <sup>nd</sup>	Zone 3	99.5	2 <sup>nd</sup>	Zone 8	106
3 <sup>rd</sup>	Zone 3	96	3 <sup>rd</sup>	Zone 2	95.5	3 <sup>rd</sup>	Zone 6	102
4 <sup>th</sup>	Zone 8	84	4 <sup>th</sup>	Zone 8	71.5	4 <sup>th</sup>	Zone 5	73
5 <sup>th</sup>	Zone 1	68.5	5 <sup>th</sup>	Zone 1	63.5	5 <sup>th</sup>	Zone 3	71.5
6 <sup>th</sup>	Zone 5	68	6 <sup>th</sup>	Zone 7	60.5	6 <sup>th</sup>	Zone 1	62
7 <sup>th</sup>	Zone 7	56	7 <sup>th</sup>	Zone 5	52	7 <sup>th</sup>	Zone 7	60
8 <sup>th</sup>	Zone 4	45.5	8 <sup>th</sup>	Zone 4	49.5	8 <sup>th</sup>	Zone 4	52

1984 Summer North Battleford			1986 Winter Yorkton			1988 Summer Melfort		
1 <sup>st</sup>	Zone 7	105	1 <sup>st</sup>	Zone 2	99	1 <sup>st</sup>	Zone 6	105.5
2 <sup>nd</sup>	Zone 6	85.5	2 <sup>nd</sup>	Zone 6	93.5	2 <sup>nd</sup>	Zone 8	89
3 <sup>rd</sup>	Zone 8	76	3 <sup>rd</sup>	Zone 4	89.5	3 <sup>rd</sup>	Zone 2	69.5
4 <sup>th</sup>	Zone 3	68.5	4 <sup>th</sup>	Zone 8	78	4 <sup>th</sup>	Zone 5	64
5 <sup>th</sup>	Zone 2	67	5 <sup>th</sup>	Zone 3	76	5 <sup>th</sup>	Zone 7	55.5
6 <sup>th</sup>	Zone 5	57	6 <sup>th</sup>	Zone 7	71	6 <sup>th</sup>	Zone 1	53.5
7 <sup>th</sup>	Zone 4	49	7 <sup>th</sup>	Zone 1	65.5	7 <sup>th</sup>	Zone 3	41
8 <sup>th</sup>	Zone 1	42	8 <sup>th</sup>	Zone 5	60.5	8 <sup>th</sup>	Zone 4	45

1990 Winter Melville			1992 Summer Prince Albert			1994 Winter Kindersley		
1 <sup>st</sup>	Zone 6	98	1 <sup>st</sup>	Zone 6	98.5	1 <sup>st</sup>	Zone 8	<b>86*</b>
2 <sup>nd</sup>	Zone 2	94.5	2 <sup>nd</sup>	Zone 8	90	2 <sup>nd</sup>	Zone 4	86
3 <sup>rd</sup>	Zone 8	90	3 <sup>rd</sup>	Zone 2	82	3 <sup>rd</sup>	Zone 2	85.5
4 <sup>th</sup>	Zone 4	84	4 <sup>th</sup>	Zone 3	72	4 <sup>th</sup>	Zone 3	82
5 <sup>th</sup>	Zone 3	80	5 <sup>th</sup>	Zone 7	64.5	5 <sup>th</sup>	Zone 6	72
6 <sup>th</sup>	Zone 5	72	6 <sup>th</sup>	Zone 5	64	6 <sup>th</sup>	Zone 7	61.6
7 <sup>th</sup>	Zone 1	61	7 <sup>th</sup>	Zone 4	55	7 <sup>th</sup>	Zone 5	51
8 <sup>th</sup>	Zone 7	58	8 <sup>th</sup>	Zone 1	47	8 <sup>th</sup>	Zone 1	49

**\*\*Note:** In 1994, Zone 8 was awarded the Games Flag based on more First place team placings.



1996 Summer Moose Jaw			1998 Winter Nipawin			2000 Summer Yorkton		
1 <sup>st</sup>	Zone 2	85	1 <sup>st</sup>	Zone 8	104	1 <sup>st</sup>	Zone 8	119
2 <sup>nd</sup>	Zone 3	84.5	2 <sup>nd</sup>	Zone 3	95.5	2 <sup>nd</sup>	Zone 2	118
3 <sup>rd</sup>	Zone 6	83.5	3 <sup>rd</sup>	Zone 2	84	3 <sup>rd</sup>	Zone 1	113
4 <sup>th</sup>	Zone 8	83	4 <sup>th</sup>	Zone 6	82.5	4 <sup>th</sup>	Zone 3	103.5
5 <sup>th</sup>	Zone 1	69.5	5 <sup>th</sup>	Zone 5	69.5	5 <sup>th</sup>	Zone 4	103
6 <sup>th</sup>	Zone 7	67	6 <sup>th</sup>	Zone 4	61	6 <sup>th</sup>	Zone 6	101.5
7 <sup>th</sup>	Zone 5	62	7 <sup>th</sup>	Zone 1	57.5	7 <sup>th</sup>	Zone 7	81
8 <sup>th</sup>	Zone 4	39.5	8 <sup>th</sup>	Zone 7	52	8 <sup>th</sup>	Zone 5	75
						9 <sup>th</sup>	Zone 9	2

2002 Winter Humboldt			2004 Summer Weyburn			2006 Winter Melfort		
1 <sup>st</sup>	Zone 2	104	1 <sup>st</sup>	Zone 2	133	1 <sup>st</sup>	Zone 2	167
2 <sup>nd</sup>	Zone 8	100	2 <sup>nd</sup>	Zone 1	122	2 <sup>nd</sup>	Zone 8	162.5
3 <sup>rd</sup>	Zone 6	98.5	3 <sup>rd</sup>	Zone 6	113.5	3 <sup>rd</sup>	Zone 6	152
4 <sup>th</sup>	Zone 5	83	4 <sup>th</sup>	Zone 8	106.5	4 <sup>th</sup>	Zone 7	121
5 <sup>th</sup>	Zone 1	82.5	5 <sup>th</sup>	Zone 5	100	5 <sup>th</sup>	Zone 3	119.5
6 <sup>th</sup>	Zone 7	75	6 <sup>th</sup>	Zone 3	99.5	6 <sup>th</sup>	Zone 5	114
7 <sup>th</sup>	Zone 4	73	7 <sup>th</sup>	Zone 4	89	7 <sup>th</sup>	Zone 1	106.5
8 <sup>th</sup>	Zone 3	69	8 <sup>th</sup>	Zone 7	76.5	8 <sup>th</sup>	Zone 4	91
9 <sup>th</sup>	Zone 9	17	9 <sup>th</sup>	Zone 9	18	9 <sup>th</sup>	Zone 9	35.5

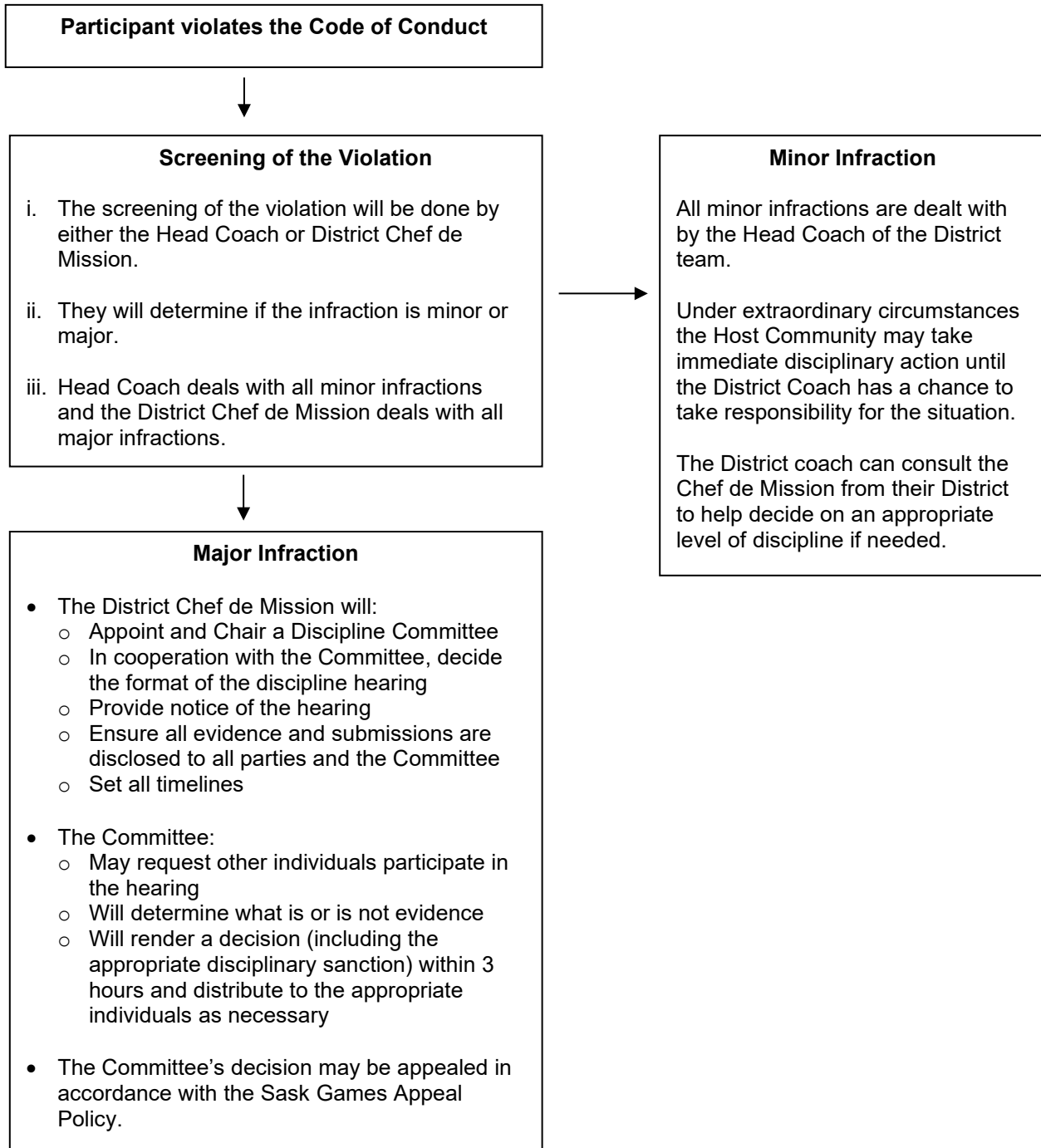
2008 Summer Lloydminster			2010 Winter Moose Jaw		
1 <sup>st</sup>	Zone 2	142.5	1 <sup>st</sup>	Team Regina	120
2 <sup>nd</sup>	Zone 6	135.5	2 <sup>nd</sup>	Team Saskatoon	114
3 <sup>rd</sup>	Zone 8	117	3 <sup>rd</sup>	Team Lakeland	111
4 <sup>th</sup>	Zone 3	114.5	4 <sup>th</sup>	Team South West	104
5 <sup>th</sup>	Zone 5	99.5	5 <sup>th</sup>	Team South East	99
6 <sup>th</sup>	Zone 7	89	6 <sup>th</sup>	Team Prairie Central	86
7 <sup>th</sup>	Zone 1	87	7 <sup>th</sup>	Team Rivers West	85
8 <sup>th</sup>	Zone 4	75.5	8 <sup>th</sup>	Team Parkland Valley	48
9 <sup>th</sup>	Zone 9	56.5	9 <sup>th</sup>	Team North	35

2012 Summer Meadow Lake			2014 Winter Prince Albert		
1 <sup>st</sup>	Team Saskatoon	135.5	1 <sup>st</sup>	Team Regina	180
2 <sup>nd</sup>	Team Regina	131	2 <sup>nd</sup>	Team Saskatoon	161
3 <sup>rd</sup>	Team South West	112	3 <sup>rd</sup>	Team Lakeland	157
4 <sup>th</sup>	Team Rivers West	108.5	4 <sup>th</sup>	Team South West	143
5 <sup>th</sup>	Team Lakeland	108	5 <sup>th</sup>	Team Prairie Central	139
6 <sup>th</sup>	Team Prairie Central	105	6 <sup>th</sup>	Team Rivers West	129
7 <sup>th</sup>	Team South East	100	7 <sup>th</sup>	Team South East	105
8 <sup>th</sup>	Team Parkland Valley	59	8 <sup>th</sup>	Team Parkland Valley	88
9 <sup>th</sup>	Team North	46	9 <sup>th</sup>	Team North	25

<b>2016 Summer Estevan</b>			<b>2018 Winter North Battleford</b>		
1 <sup>st</sup>	Team Saskatoon	178	1 <sup>st</sup>	Team Saskatoon	184
2 <sup>nd</sup>	Team Regina	163	2 <sup>nd</sup>	Team Regina	178
3 <sup>rd</sup>	Team South East	149	3 <sup>rd</sup>	Team Prairie Central	149
4 <sup>th</sup>	Team South West	131	4 <sup>th</sup>	Team Rivers West	143
5 <sup>th</sup>	Team Rivers West	128	5 <sup>th</sup>	Team Lakeland	128
6 <sup>th</sup>	Team Parkland Valley	114	6 <sup>th</sup>	Team South East	128
7 <sup>th</sup>	Team Prairie Central	110	7 <sup>th</sup>	Team South West	116
8 <sup>th</sup>	Team Lakeland	105	8 <sup>th</sup>	Team Parkland Valley	92
9 <sup>th</sup>	Team North	61	9 <sup>th</sup>	Team North	41

## APPENDIX C - DISCIPLINE POLICY AND PROCEDURES

### Discipline Procedures Flowchart



## **Discipline Policy and Procedures**

### **Purpose**

Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Saskatchewan Games code of conduct, policies, rules and regulations. Non-compliance may result in sanctions pursuant to these guidelines.

### **Application of this Policy**

This Policy applies to all individuals and matters that may arise during the Saskatchewan Games or travel to and from the Saskatchewan Games. This Policy does not prevent discipline from being applied for misconduct on the field of play. Further discipline may be applied according to this Policy. Any infractions or complaints occurring specific to the field of play will be dealt with by the procedures specific to the sport.

### **District Discipline Committee**

The District Discipline Committee will be responsible for considering all major infractions and imposing the appropriate disciplinary sanctions. The Discipline Committee will be made up of three individuals including: District Chef de Mission (Chair), Head Coach for the sport, and the Mission Staff person assigned to that sport. If any of these individuals are deemed to be in conflict of interest or if the Chef de Mission predicts potential bias against the person facing disciplinary action then he/she may recruit another coach or mission staff person from their District as a replacement(s).

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

### **Discipline Procedures**

The Chef de Mission, in cooperation with the Discipline Committee, will decide the format under which the complaint will be heard. This decision may not be appealed. All efforts will be made to deal with incident as soon as possible after it has been reported. The format of the hearing which may involve direct communication with the parties, can be an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Chef de Mission and the Discipline Committee deem appropriate in the circumstances, provided that:

1. The Parties will be given at minimum, three (3) hours' notice, of the day, time, and place of the hearing.
2. The Hearing will be held in a private location.
3. Copies of any written documents to which the parties wish to have the Committee consider will be provided to all Parties, through the Chef de Mission, in advance of the hearing and/or decision rendered.

4. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
5. The Discipline Committee may request that other individuals participate and give evidence at the hearing.
6. The Discipline Committee may allow as evidence at the hearing, any oral evidence or documents that are relevant to the subject matter of the complaint but may exclude such evidence if it is unduly repetitious and will place such weight on the evidence as it deems appropriate.
7. The decision will be by a majority vote of the Discipline Committee.

In cases where several individuals are the subject of a disciplinary hearing, the Chef de Mission can choose to deal with the individuals as a group, individually, or by another combination as he/she sees fit.

If the Accused acknowledges the facts of the incident, the Accused may waive the hearing, in which case the Discipline Committee will determine the appropriate disciplinary sanction. The Discipline Committee may still hold a hearing for the purpose of determining an appropriate sanction.

If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal, this 3<sup>rd</sup> party will become a part of the complaint procedure to the complaint in question and will be bound by the decision.

In fulfilling its duties, the Committee may obtain independent advice.

## **Types of Infractions**

### **Minor Infractions**

All minor infractions will be reported to the Head Coach. The Head Coach 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. The Coach can consult the Chef de Mission or their assigned Mission Staff to discuss appropriate sanctions if they desire.

Minor infractions are considered to be, but are not limited to:

- Use of tobacco products, including snuff and chewing tobacco or vaping, 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;
- Inappropriate or disrespectful behavior or comments;
- Unsportsmanlike conduct such as arguing;
- Social media comments or suggestions which are designed to cause annoyance, inconvenience, or needless anxiety to others. The Head Coach should keep a written log of all minor infractions in case incidents happen again or become more serious.

## Zero-tolerance Infractions

The following **zero-tolerance infractions** will result in the removal from the Saskatchewan Games and the District team, including the return of the team uniforms and immediate departure from the Games at the individual's expense. These infractions will be investigated by the District Chef de Mission or their designate and in consultation with the Saskatchewan Games Council prior to disciplinary sanction.

- Use of drugs or alcohol by a minor at any time;
- Under the influence of alcohol or drugs by any Games participant;
- Any offense deemed criminal by law.

**Note:** other serious infractions that are not listed above but are deemed by the District Chef de Mission or Saskatchewan Games Council as major infractions worthy of immediate departure from the Games.

## Major Infractions

All major infractions will be dealt with by the District Discipline Committee and include but are not limited to:

- Offensive, abusive, racist, homophobic or sexist comments or actions including bullying;
- Involvement in or providing support to abusive “hazing” or “initiation” rituals;
- Inappropriate use of social media that relates to abuse, harassment, bullying, discrimination, or other actions deemed to affect the safe and positive environment of the individual(s);
- Repeated minor infractions;
- Unsportsmanlike conduct such as fighting;
- Curfew violations;
- Bringing disgrace to the District Team, your sport, or the Saskatchewan Games program;
- Major disruptions;
- Activities or behavior which disrupt competition;
- Pranks, jokes or other activities which endanger the safety of others.

**Note:** Other infractions that are not listed above but are deemed by the District Chef de Mission or Saskatchewan Games Council as major infractions worthy of discipline.

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

The person who has committed the infraction will be informed of the procedures outlined in this policy. The person who is accused of the infraction will be given the opportunity to submit a written report.

## Disciplinary Sanctions

The District Discipline Committee or Head Coach will determine the appropriate sanctions using the guidelines outlined below.

The Head Coach (for minor infractions) or District 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 discipline is handed out by a sport through the rules of the sport, the Discipline Committee may choose to support the disciplinary measure(s) of that sport only or add additional sanctions:

- Early curfew;
- Verbal or written reprimand;
- Verbal apology;
- Hand-delivered written apology;
- Service or other voluntary contribution to the Host Community, the Sport, or the District Team;
- Confined to residence or Athletes Village;
- Suspension from Games non-competition activities such as opening or closing ceremonies;
- Suspension from one or more competition(s);
- Suspension from competition for the remainder of the Games;
- Letter to the Provincial Sport Governing Body recommending additional suspensions;
- Removal of the District Team uniform;
- Sent home at individual's expense;
- Payment of the cost of repairs for property damage;
- Notify the authorities of a criminal offense;
- Any other sanction considered appropriate.

**Note:** The Provincial Sport Governing Body may issue additional sanctions or enforce further discipline after the Games.

In applying sanctions, the Discipline Committee may consider the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is a first offence or repeated offence;
- The person's acknowledgement of responsibility;
- The person's extent of remorse;
- The age, maturity, or experience of the person; and
- The prospect for rehabilitation.

## **Decision**

After hearing and/or reviewing the matter, the Discipline Committee will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within three (3) hours of the hearing's conclusion, the Discipline Committee's written decision, with reasons, will be distributed to all Parties, and the Saskatchewan Games Council. In extraordinary circumstances, the Discipline Committee may first issue a verbal or summary decision immediately after the hearing's conclusion, with the full written decision to be issued before the end of the three (3) hour period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Committee.

Unless the Discipline Committee decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Committee will result in an automatic suspension until such time as compliance occurs.

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. Infractions that result in discipline will be recorded and records will be maintained by the Association.

## **Appeals**

The Saskatchewan Games Council and the District teams are committed to making fair and ethical decisions in a transparent manner and are committed to being accountable for such decision-making through the appeal process. The person(s) who have been handed a decision of discipline can appeal the decision through the Saskatchewan Games Council's appeal policy and will be afforded due process in the resolution of the dispute.

## **Suspension Pending a Hearing**

The Chef de Mission or the Saskatchewan Games Council may determine that an alleged incident is of such seriousness that it warrants suspension of an individual pending completion of the criminal process, a hearing or a decision of the Committee.

## **Criminal Convictions**

An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Games. Criminal Code offences may include, but are not limited to:

- Any child pornography offences;
- Any sexual offences;
- Any offence of physical violence;
- Any offence of assault;
- Any offence involving trafficking of illegal drugs.

## **Confidentiality**

The discipline and complaints process are confidential and involves only the Parties, the Discipline Committee, and any independent advisors to the Committee. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## **Timelines**

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

## **Records and Distribution of Decisions**

Other individuals or organizations may be advised of any decisions rendered in accordance with this Policy.



## APPENDIX D - PARTICIPANT CODE OF CONDUCT

### Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behavior consistent with this Code. The Saskatchewan Games support equal opportunities, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

The Saskatchewan Games Code of Conduct is the minimum standard of conduct expected of each athlete, coach, manager, mission staff and any other accredited individual of the District Teams.

### Application and Scope

This Code applies to participants of the Saskatchewan Games program which are defined as: athletes, coaches, managers and mission staff.

Appropriate behavior consistent with this Code is expected from the time participants board Saskatchewan Games transportation (or arrive at the Games by their own transportation) and until they return home. Any behavior contrary to the spirit of the Saskatchewan Games or the Code of Conduct will result in appropriate disciplinary action.

Provincial Sport Governing Bodies (PSGBs) and/or coaches may choose to develop guidelines for the conduct of their Games team(s) in addition to this 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 Organizing Committee, but they cannot set a curfew which is later. Prior to the Games the athletes, coaches and managers are subject to the standards of conduct outlined by their respective PSGBs.

### Responsibilities

Participants have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of fellow participants, volunteers, spectators and all other individuals involved in the Games by:
  - Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation;
  - Focusing comments or criticism appropriately and avoiding public criticism of the individual or the Association;
  - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
  - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
  - Consistently treating individuals fairly and reasonably;
  - Ensuring adherence to the rules of the sport and the spirit of those rules.
2. Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:

- Written or verbal abuse, threats, or outbursts;
  - The display of visual material which is offensive or which one ought to know is offensive;
  - Unwelcome remarks, jokes, comments, innuendo, or taunts;
  - Leering or other suggestive or obscene gestures;
  - Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - Any form of hazing;
  - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - Unwelcome sexual flirtations, advances, requests, or invitations;
  - Physical or sexual assault;
  - Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment;
  - Retaliation or threats of retaliation against an individual who reports harassment.
3. Refrain from any behaviour that constitutes **Sexual Harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
    - Sexist jokes
    - Display of sexually offensive material
    - Sexually degrading words used to describe a person
    - Inquiries or comments about a person's sex life
    - Unwelcome sexual flirtations, advances, or propositions
    - Persistent unwanted contact
  4. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Saskatchewan Games Council adopts and adheres to the Canadian Anti-Doping Program. The Council will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the PSGB or any other sport Association.
  5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
  6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
  7. Refrain from consuming alcohol, tobacco products, vaping or e-cigarettes, or recreational drugs while participating in the Games program, activities, competitions, or events. The Games are a smoke free event.
  8. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Games. Coaches and managers must ensure that their ability to

perform the responsibilities of their position is not impaired in any way. A minor is defined by the laws of Saskatchewan (legal age is 19 years).

***There is zero-tolerance for being under the influence of, or in possession of, drugs or alcohol by a minor. Infractions of this nature will result in immediate removal from the District team and the Saskatchewan Games.***

9. Respect the property of others and not willfully cause damage.
10. Adhere to all federal, provincial, municipal and host country laws.
11. Comply, at all times, with the Games policies, procedures, and rules and regulations, as adopted and amended from time to time.
12. When driving a vehicle with an individual:
  - Not have his or her license suspended
  - Not be under the influence of alcohol, illegal drugs or substances
  - Have valid car insurance
13. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
14. Refrain from using social media to engage in any form of inappropriate behavior as described in Section 3 above. Use of social media is viewed the same as if you verbally or physically engaged in that activity.
15. Abide by the curfew established for the Games Village. After curfew no one will be allowed admission to the Games Village. Those arriving late will be detained by security until the District mission staff arrives to deal with the situation.
16. The Saskatchewan Games supports Fair Play in Sport as described by the Canadian Center for Ethics in Sport (CCES). We recognize that winning is an important goal but that it is not the most important objective. The Saskatchewan Games 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. For more information, visit [www.cces.ca](http://www.cces.ca).
17. Wear the District ceremonial walkout uniform at opening or closing ceremonies and during awards/medal presentations.
18. Attend the opening or closing ceremonies as a member of your District Team.
19. Travel to and from the Games on the transportation provided unless otherwise authorized (except the host District).

## **Coaches and Managers**

The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be careful not to abuse it, consciously or unconsciously.

Coaches will:

- Set a positive example for their athletes by compliance with all policies, rules and standards of conduct;
- Act in the best interest of the athlete's development as a whole person, avoiding all unsafe and unacceptable circumstances, and seeking advice of appropriate medical personnel before deciding if an injured athlete is to resume competition;
- Supervise and be responsible for the conduct of their athletes at all times during the Games, including transportation to and from the Games.

## **Types of Infractions**

### **Minor infractions**

- Use of tobacco products, including snuff and chewing tobacco or vaping 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 uniform;
- A minor disturbance or disruption after quiet time in the Athletes' Village;
- Inappropriate or disrespectful behavior or comments;
- Unsportsmanlike conduct such as arguing;
- Social media comments or suggestions which are designed to cause annoyance, inconvenience, or needless anxiety to others.

The Head Coach will inform the District Chef de Mission of any minor infractions and the disciplinary action they have taken. Should the Coach not be able to determine the level of severity, they should consult with their mission staff or the Chef de Mission. If the Head Coach has committed the infraction, then the District Chef de Mission will determine the disciplinary action.

### **Major Infractions**

The following zero-tolerance infractions will result in the removal from the District Team and the Saskatchewan Games, including the return of the team uniform and immediate departure from the Games at the individual's expense. These infractions will be investigated by District Chef de Mission prior to disciplinary sanction:

- Use of drugs or alcohol by a minor at any time;
- Under the influence of alcohol or drugs by any Games participant;
- Any offense deemed criminal by law.

**Note:** Other infractions that are not listed above but are deemed by the District Chef de Mission as major infractions worthy of immediate departure from the Games.

Major infractions which will be dealt with by the District Discipline Committee:

- Offensive, abusive, racist, homophobic or sexist comments or actions including bullying;
- Involvement in or providing support to abusive hazing or initiation rituals;

- Inappropriate use of social media that relates to abuse, harassment, bullying, discrimination, or other actions deemed to affect the safe and positive environment of the individual(s);
- Repeated minor infractions;
- Unsportsmanlike conduct such as fighting;
- Curfew violations;
- Bringing disgrace to the District Team, your sport, or the Saskatchewan Games program;
- Major disruptions;
- Activities or behavior which disrupt competition;
- Pranks, jokes or other activities which endanger the safety of others.

**Note:** Other infractions that are not listed above but are deemed by the District Chef de Mission as major infractions worthy of discipline.

### **Disciplinary Sanctions**

Any violation of the above or any behavior contrary to the spirit of the Saskatchewan Games will be subject to disciplinary action. The type of discipline will depend on the severity of the infraction and may result in full suspension of Games privileges, including removal from competition, to complete expulsion from the Games with the return home of the offender(s) at their own expense. The Provincial Sport Governing Body may sanction additional disciplinary action. Individuals responsible for willful damage will be responsible for full restitution.

The following are examples of disciplinary sanctions which may be applied. The Head Coach (for minor infractions) or District 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 discipline is handed out by a sport through the rules of the sport, the Discipline Committee may choose to support the disciplinary measure(s) of that sport only or add additional sanctions.

- Early curfew
- Verbal or written reprimand
- Verbal apology
- Hand-delivered written apology
- Team service or other voluntary contribution to the Host Community or District
- Confined to residence or Athletes Village
- Suspension from Games non-competition activities such as opening and closing ceremonies
- Suspension from one or more competition(s)
- Suspension from competition for the remainder of the Games
- Letter to the Provincial Sport Governing Body recommending additional suspensions
- Removal of the District team uniform
- Sent home at individual's expense
- Notify authorities of a criminal offense.

### **Procedure for Discipline**

**First Level** - The Head Coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the District Mission may take immediate disciplinary action until the coach has had a chance to take responsibility for the situation. If the minor infraction is committed by the Head Coach the District Chef de Mission is responsible to deal with the disciplinary action.

**Second Level** - A District Discipline Committee is responsible for responding to all major infractions. The Discipline Committee is chaired by the District Chef de Mission and includes the Head Coach for the sport, the Mission Staff assigned to the sport and one other person chosen from the District Mission staff.

**Third Level** - The Appeals Committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals. All appeals will be dealt with using the Saskatchewan Games Council's appeal policy.

#### **Additional Discipline**

The Provincial Sport Governing Body may enforce further discipline after the Games.

#### **Appeals**

The Saskatchewan Games Council and the Districts are committed to making fair and ethical decisions in a transparent manner and are committed to being accountable for such decision-making through an appeal process. The person(s) who have been handed a decision of discipline can appeal the decision following the Saskatchewan Games Council's appeal policy and will be afforded due process in the resolution of the dispute.

## PARTICIPANT CODE OF CONDUCT DECLARATION

The purpose of this Code of Conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behavior consistent with this Code. The Saskatchewan Games support equal opportunities, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

The Saskatchewan Games Code of Conduct is the minimum standard of conduct expected of each athlete, coach, manager, technical official, mission staff and any other accredited individual participating in the Games.

This document has been condensed but includes important and specific information. In signing, you are agreeing to all responsibilities listed in the full Saskatchewan Games Code of Conduct which can be found at [www.saskgames.ca](http://www.saskgames.ca)

### DECLARATION:

I, \_\_\_\_\_, being a member of the \_\_\_\_\_ (District), representing \_\_\_\_\_ (sport), agree to abide by the Saskatchewan Games Code of Conduct and agree to follow the rules, regulations and policies of the Saskatchewan Games, and the Saskatchewan Games Host Society. Should I choose not to follow this agreement, I realize my actions will be reviewed and I may be disciplined. Should I be subject to discipline resulting in being sent home, I agree to cover these costs. As a member of my District Team, I hereby grant the Saskatchewan Games Council and Sask Sport Inc., and any of their partners and stakeholders the right to use photograph(s), video(s) or interview quotations of me for the purposes of promoting and/or advertising sport, and/or Saskatchewan Lotteries in Saskatchewan or 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.

\_\_\_\_\_

Signature of the Participant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**If the participant is under the age of majority, then the signature of the parent/guardian is required. The age of majority in Saskatchewan is 18 years of age.**

## APPENDIX E - OFFICIALS CODE OF CONDUCT

### Officials Code of Conduct

#### Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behavior consistent with this Code. The Saskatchewan Games support equal opportunities, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

The Saskatchewan Games Code of Conduct is the minimum standard of conduct expected of each major technical official.

#### Application and Scope

This Code applies to the major technical officials that will be officiating at the Saskatchewan Games.

Appropriate behavior consistent with this Code is expected from the time the Officials arrive at the Saskatchewan Games until they leave. Any behavior contrary to the spirit of the Saskatchewan Games or the Code of Conduct will result in appropriate disciplinary action.

Provincial Sport Governing Bodies (PSGBs) may choose to develop guidelines for the conduct of their Officials in addition to this code of conduct, providing that they are not in conflict with the Saskatchewan Games Code of Conduct.

#### Responsibilities

Officials have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of fellow officials, participants, volunteers, spectators and all other individuals involved in the Games by:
  - Respecting all individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - Focusing comments or criticism appropriately and avoiding public criticism of individual or the Association
  - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - Consistently treating individuals fairly and reasonably
  - Ensuring adherence to the rules of the sport and the spirit of those rules
2. Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
  - Written or verbal abuse, threats, or outbursts
  - The display of visual material which is offensive or which one ought to know is offensive



- Unwelcome remarks, jokes, comments, innuendo, or taunts
  - Leering or other suggestive or obscene gestures
  - Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - Any form of hazing
  - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - Unwelcome sexual flirtations, advances, requests, or invitations
  - Physical or sexual assault
  - Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - Retaliation or threats of retaliation against an individual who reports harassment
3. Refrain from any behaviour that constitutes **Sexual Harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
    - Sexist jokes
    - Display of sexually offensive material
    - Sexually degrading words used to describe a person
    - Inquiries or comments about a person's sex life
    - Unwelcome sexual flirtations, advances, or propositions
    - Persistent unwanted contact
  4. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Saskatchewan Games Council adopts and adheres to the Canadian Anti-Doping Program. The Council will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the PSGB or any other sport Association
  5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
  6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
  7. Refrain from consuming alcohol, tobacco products, vaping or e-cigarettes, or recreational drugs while participating in the Games program, activities, competitions, or events. The Games are a smoke free event.

In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Games. Officials must ensure at all times that their ability to perform the responsibilities of their position is not impaired in any way. A minor is defined by the laws of Saskatchewan (legal age is 19 years).

***There is a zero-tolerance for being under the influence of, or in possession of, drugs or alcohol, by a minor. Infractions of this nature will result in immediate removal from the Saskatchewan Games.***

8. Respect the property of others and not willfully cause damage.
9. Adhere to all federal, provincial, municipal and host country laws
10. Comply, at all times, with the Games policies, procedures, and rules and regulations, as adopted and amended from time to time
11. When driving a vehicle with an Individual:
  - Not have his or her license suspended
  - Not be under the influence of alcohol, illegal drugs or substances
  - Have valid car insurance
12. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
13. Refrain from using **social media** to engage in any form of inappropriate behaviors as described in Section 3 above. Use of social media is viewed the same as if you verbally or physically engaged in that activity.
14. Abide by the rules and procedures of the Athletes Village while using the cafeteria or attending other scheduled meetings or events.
15. The Saskatchewan Games supports **Fair Play in Sport** as described by the Canadian Center for Ethics in Sport (CCES). We recognize that winning is an important goal but that it is not the most important objective. The Saskatchewan Games values the enjoyment and the opportunities for personal growth and development that sport has to offer. Officials are expected to promote and abide by the fair play principles of integrity, fairness and respect. For more information, visit [www.cces.ca](http://www.cces.ca).
16. Attend the opening or closing ceremonies as a member of the Officials group.

In addition to the above, Officials will have the additional responsibilities to:

- Maintain and update their knowledge of the rules and rules changes
- Work within the boundaries of their position's description while supporting the work of other officials
- Act as an ambassador of their sport by agreeing to enforce and abide by national and provincial rules and regulations
- Take ownership of actions and decisions made while officiating
- Respect the rights, dignity, and worth of all individuals
- Not publicly criticize other officials or any club or the Association
- Act openly, impartially, professionally, lawfully, and in good faith
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings

- Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- When writing reports, set out the true facts
- Dress in proper attire for officiating

### **Disciplinary Sanctions**

Any violation of the above or any behavior contrary to the spirit of the Saskatchewan Games will be subject to disciplinary action.

The type of discipline will depend on the severity of the infraction and may result in full suspension of Games privileges, including removal from competition, to complete expulsion from the Games with the return home of the offender(s) at their own expense. The Provincial Sport Governing Body may sanction additional disciplinary action.

Individuals responsible for willful damage will be responsible for full restitution.

### **Appeals**

The Saskatchewan Games Council and the District teams are committed to making fair and ethical decisions in a transparent manner and are committed to being accountable for such decision-making through an appeal process. The person(s) who have been handed a decision of discipline can appeal the decision following the Saskatchewan Games Council's appeal policy and will be afforded 'due process' in the resolution of the dispute.

## APPENDIX F - RELEASE, WAIVER AND CONSENT

### Participant Release, Waiver and Consent

All athletes, coaches, managers and mission staff must read, understand, consent to, and acknowledge the following important information:

#### 1. Release of Liability, Waiver of Claims and Indemnity Agreement:

**Liability waiver and Release:** In consideration of acceptance of my participation in the YEAR Saskatchewan SUMMER/WINTER Games, I waive any and all claims I may have against, and release from all liability, and agree not to sue the City of HOST, the HOST Saskatchewan SUMMER/WINTER Games Host Society, the Saskatchewan Games Council Inc., the District Sport Associations and their respective directors, officers, servants, agents, sponsors, employees, and volunteers for any personal injury, death, property damage or loss sustained by me as a result of my attendance at and participation in the YEAR Saskatchewan SUMMER/WINTER Games, arising out of any cause whatsoever including without limitation negligence or breach of statutory duty. In addition, I grant permission to administer any medical treatment that may be required.

**Risk:** I am participating voluntarily in the YEAR Saskatchewan SUMMER/WINTER Games and the event. In consideration of my participation, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related to the YEAR Saskatchewan SUMMER/WINTER Games, its activities, events and programs. I further state that I am in proper physical condition to participate in these Games.

#### 2. Consent Regarding Medical and Personal Information:

I hereby grant to the Saskatchewan Games Council, the HOST Saskatchewan SUMMER/WINTER Games Host Society, and the Districts the following rights to collect, use and disclose my personal information given by me during the Games:

- a) To collect and use, without payment of any fee, charge, or compensation of any kind, including royalties, any and all written information about me (but not including information given on the Medical Form), for non-commercial promotional purposes, or research purposes and I also agree to waive any right to approve such use or disclosure now and in the future.
- b) To disclose my personal information (including medical), collected during the registration process in GEMS.pro, to the District Chef de Mission, the Provincial Games Consultant and medical professionals for the continuity of care in the event of injury, medical emergency or an existing condition requiring treatment during the Games.
  - Information collected during the registration process in GEMS.pro may be stored on servers located in Denmark. For the GEMS.pro privacy policy please see [GEMS.Pro privacy policy](#). To disclose my personal information collected during the registration process in GEMS.pro to the HOST Saskatchewan SUMMER/WINTER Games Host Society medical personnel and, if applicable, to local medical partners, in order for them to provide me with necessary medical treatment I may require while participating in the Games.

- c) If I am removed from play for medical reasons, to disclose information pertaining to my removal from play, including the specific medical condition or injury, to my District Chef de Mission and Provincial Games Consultant.
- d) To use or disclose any and all personal medical information about me in an anonymous form only, for the purposes of creating reports and to do statistical analysis of medical incidents among Games athletes.

### **3. Waiver of Rights and Release Regarding Images/Photos:**

I agree that any photograph, work expressed by any process analogous to photography, video or cinematographic film (the 'Work') produced by, at the request of or under the direction or control of the Saskatchewan Games Council, the HOST Saskatchewan SUMMER/WINTER Games Host Society or under its supervision during the YEAR Saskatchewan SUMMER/WINTER Games and in which I, or the minor person appear may be used, adapted, altered, cropped, produced, published, republished, distributed to the public, communicated to the public by telecommunication, publicly presented as a cinematographic work, presented at a public exhibition or archived by the Saskatchewan Games Council, the City of HOST, the Districts and their representatives, assigns, employees and agents and any person acting under their authority, for any purpose related to departmental programming and its promotion throughout the world and indefinitely including but not limited to, in any publication, broadcast, posting on the Internet (Web) advertising or display, and I hereby forever release and discharge the Saskatchewan Games Council, the HOST Saskatchewan SUMMER/WINTER Games Host Society, the City of HOST, the Districts and their representatives, assigns, employees, agents and any person acting under their authority from any claims of any kind arising out of or in connection with the use of the Work, including, without limitation, any and all claims for invasion of privacy and libel as described above.

I, hereby waive any and all rights I may have in the Work, including moral rights, and I hereby waive any right to receive remuneration of any kind, including but not limited to royalties, for the use of the Work.

### **4. Privacy Act and the Freedom of Information and Protection of Privacy (FOIPP)**

As a result of my application as a participant in the YEAR Saskatchewan SUMMER/WINTER Games, the Saskatchewan Games Council, the Districts, and the HOST Saskatchewan SUMMER/WINTER Games Host Society will receive personal information from me. In accordance with the legislative requirements, personal information received from me will be held securely and in confidence and will be used only for the purpose of accreditation, communication, information sharing, promotion, and statistical reporting for the Saskatchewan Summer Games. I consent to those uses listed above.

### **5. Participant Code of Conduct - (*participants must read the full code of conduct*)**

The purpose of the Code of Conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behaviour consistent with the Code. The Saskatchewan Games support equal opportunities, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect and fairness.

***Click here to access and read the full code of conduct.***

I have read, understand, and agree to abide by the Code of Conduct while traveling to, participating in and returning from the YEAR Saskatchewan SUMMER/WINTER Games. I understand that if I do not abide by this Code of Conduct, disciplinary sanctions may be imposed against me and this discipline may result in expulsion from the YEAR Saskatchewan SUMMER/WINTER Games with the return home at my own expense.

**Acknowledgement:**

**For Participants 18 years old and over:**

I declare that I have read and understood the information listed above and by checking the "Yes, I agree" and by typing my name as a participant below, I agree and give my consent.

Participant name: \_\_\_\_\_ Yes, I agree

Sport: \_\_\_\_\_ Address: \_\_\_\_\_

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

**For Participants under the age of 18 years:**

*For Participants under the age of 18 years the form below must be printed off and signed in ink by the participant as well as his/her Parent/Guardian and either provided to your Coach/Manager in original hard copy or emailed as a scanned copy of the original. Faxed copies are not recommended as they can be illegible.*

**For Participants under the age of 18 years: (must be signed by both the participant and parent)**

We declare that we have read and understood the information listed above and by signing below we agree and give our consent.

Participant name: \_\_\_\_\_

Sport: \_\_\_\_\_ Address: \_\_\_\_\_

Participant signature: \_\_\_\_\_

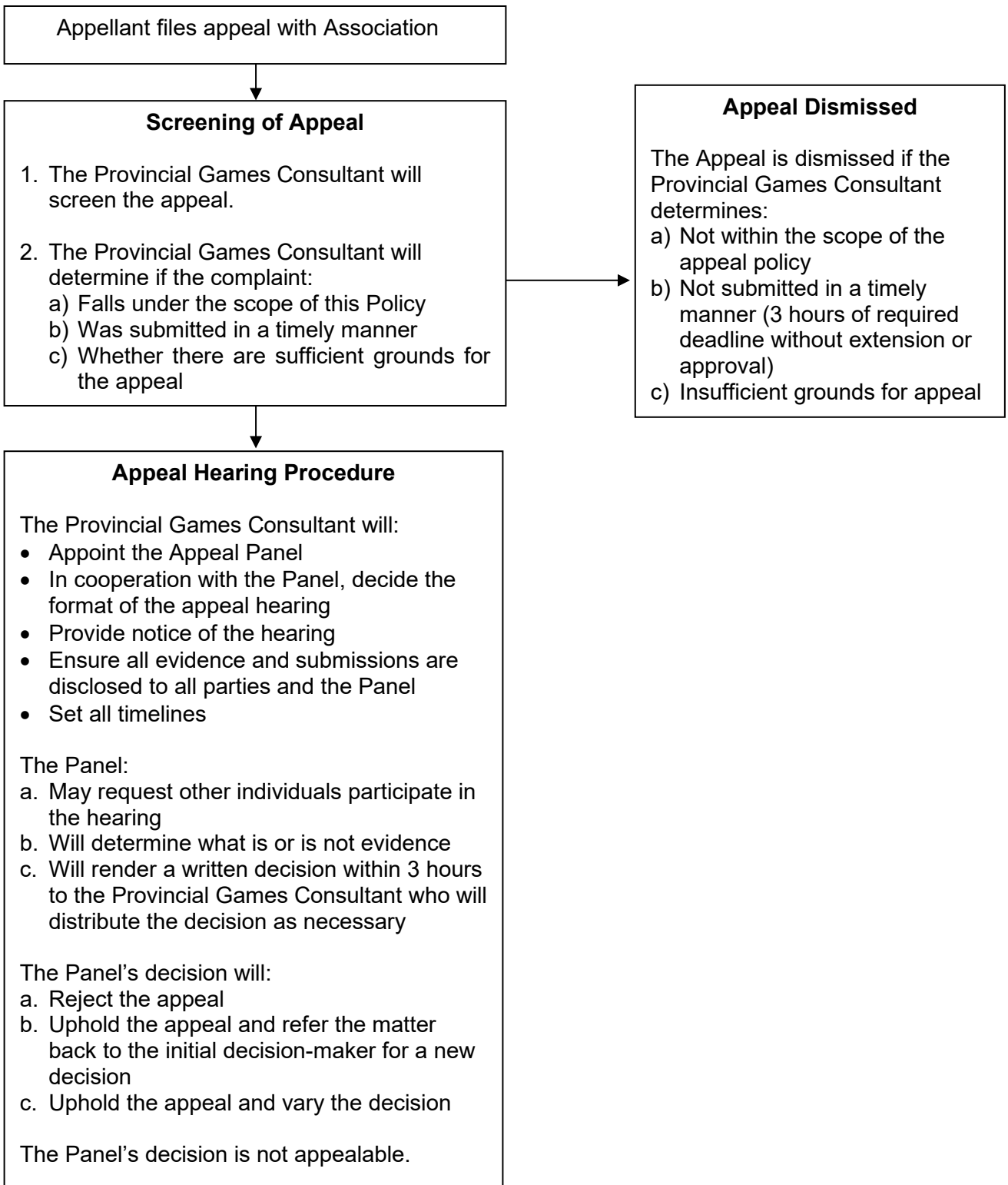
Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

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

## APPENDIX G - APPEAL POLICY

### Appeal Policy Flow Chart



## SASKATCHEWAN GAMES - APPEAL POLICY

### Definitions

The following terms have these meanings in this Policy:

- a. “*Appellant*” – The Party appealing a decision
- b. “*Appeals Panel*” – Three persons, who will hear and decide the appeal.
- c. “*Association*” – Saskatchewan Games Council Inc.
- d. “*Provincial Games Consultant*” – the staff person hired by the Saskatchewan Games Council who acts as the lead consultant to the Host Society and the Saskatchewan Games program.
- e. “*Days*” – Days including weekend and holidays
- f. “*In writing*” – A letter, fax or email sent directly to the Association.
- g. “*Individuals*” – All coaches, managers, athletes, technical officials and Mission Staff participating in the Saskatchewan Games
- h. “*Respondent*” – The body whose decision is being appealed

### Purpose

The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association.

### Scope and Application of this Policy

Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

This Policy **will not apply** to decisions relating to:

- Infractions for doping offenses
- The rules of the sport
- Budgeting and budget implementation
- Decisions rendered by entities other than Association (appeals of these decisions will be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
- Commercial matters
- Decisions made under this Policy

### Timing and Conditions of Appeal

Individuals who wish to appeal a decision have **3 hours** from the time in which they received notice of the decision to submit, in writing to the Association, the following:

- Notice of the intention to appeal
- Contact information and status of the Appellant
- Name of the Respondent and any affected parties, when known to the Appellant
- Date and time that the Appellant was advised of the decision being appealed
- A copy of the decision being appealed, or description of decision if written document is not available
- Grounds for the appeal
- Detailed reasons for the appeal



- All evidence that supports the appeal
- Requested remedy or remedies
- An appeal fee of one hundred dollars (\$100) which will be refunded if the appeal is successful or forfeited if the appeal is denied.

An Individual who wishes to initiate an appeal beyond the 3 hour period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the 3 hour period will be at the sole discretion of the Provincial Games Consultant and may not be appealed.

Appeals should be submitted to the Provincial Games Consultant:

Greg Perreux, Provincial Games Consultant  
[gperreux@saskgames.ca](mailto:gperreux@saskgames.ca)  
 Ph: 306-530-2161

### **Grounds for Appeal**

1. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Provincial Games Consultant. Sufficient grounds only include the Respondent:
  - Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
  - Failed to follow its own procedures (as set out in the Respondent's governing documents)
  - Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - Made a decision that was grossly unreasonable
2. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

### **Screening of Appeal**

3. In screening the appeal, the Provincial Games Consultant will have the following responsibilities:
  - Determine if the appeal falls under the scope of this Policy
  - Determine if the appeal was submitted in a timely manner
  - Decide whether there are sufficient grounds for the appeal
4. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Association will be notified, in writing, by the Provincial Games Consultant of the reasons for this decision. This decision may not be appealed.
5. If there are sufficient grounds for an appeal, the Provincial Games Consultant will appoint an Appeal Panel (the "Panel") which will consist of three (3) persons appointed to hear the appeal. The Provincial Games Consultant can either act as one of the hearing panel members and or can attend the appeal hearing as a non-voting member of the Panel.
6. The Appeals Panel will consist of three (3) persons selected from one or more of the following: the Sask Games Council Board and/or Technical Committee, the Provincial Technical Liaison

for the sport, the Host Society Board or the Sask Games Council staff who are at the Games. One of the three will be appointed as the Chair.

7. Anyone who participated in the decision being appealed or is deemed to have a conflict or interest in the situation will not sit on the Appeal Panel.
8. The Provincial Games Consultant will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

### **Procedure for Appeal Hearing**

9. The Provincial Games Consultant, in cooperation with the Panel, will then decide the format under which the appeal will be heard. This decision may not be appealed. All efforts will be made to deal with the appeal as soon as possible after it has been filed.
10. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Provincial Games Consultant and the Panel deem appropriate in the circumstances, provided that:
  - The hearing will be held within a timeline determined by the Provincial Games Consultant
  - The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - The Panel may request that any other individual participate and give evidence at the hearing
  - The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and will place such weight on the evidence as it deems appropriate
  - If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
  - The decision to uphold or reject the appeal will be by a majority vote of the Panel
11. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
12. In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

13. The Panel will issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
  - Reject the appeal and confirm the decision being appealed
  - Uphold the appeal and refer the matter back to the initial decision-maker for a new decision

- Uphold the appeal and vary the decision
14. The Panel's written decision, with reasons, will be distributed to all Parties, the Provincial Games Consultant, and the Association within 3 hours of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

15. The appeals process is confidential and involves only the Parties, the Provincial Games Consultant, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

16. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.
17. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

## APPENDIX H - DISTRICT CONTACT INFORMATION

### **South East Sport, Culture and Recreation District**

Tara-Leigh Heslip  
Box 1182 Indian Head, SK S0G 2K0  
Phone: (306) 695-2066  
Email: [cdc@southeastdistrict.ca](mailto:cdc@southeastdistrict.ca)

### **South West District for Culture, Recreation and Sport**

Anne Weisgerber  
Box 638 Maple Creek, SK S0N 1N0  
Phone: (306) 662-3242  
Email: [anne@gosouthwest.ca](mailto:anne@gosouthwest.ca)

### **Parkland Valley Sport, Culture and Recreation District**

Erin Sobkow  
Box 263 Yorkton, SK S3N 2V7  
Phone: (306) 786-6585  
Email: [esobkow@parklandvalley.ca](mailto:esobkow@parklandvalley.ca)

### **Prairie Central District for Sport, Culture and Recreation**

Stephanie Cuddington  
Box 818 Wynyard, SK S0A 4T0  
Phone: (306) 554-2414  
Email: [stephanie.pcdscr@sasktel.net](mailto:stephanie.pcdscr@sasktel.net)

### **Rivers West District for Sport, Culture and Recreation**

Donna Johnston-Genest  
Box 1480 Rosetown, SK S0L 2V0  
Phone: (306) 882-3030  
Email: [rwdscr.donna@sasktel.net](mailto:rwdscr.donna@sasktel.net)

### **Lakeland District for Sport, Culture and Recreation**

Lyle Campbell  
Box 280 Prince Albert, SK S6V 5R5  
Phone: (306) 953-1623  
Email: [lyle.ldscr@sasktel.net](mailto:lyle.ldscr@sasktel.net)

### **Northern Sport, Culture and Recreation District**

Ryan Karakochuk  
Box 580 Creighton, SK S0P 0A0  
Phone: (306) 688-2122  
Email: [rkarakochuk@nscrd.com](mailto:rkarakochuk@nscrd.com)

**\*\*NOTE:** The Saskatoon and Regina District contacts will be updated once the part-time Coordinators have been hired.

## APPENDIX I - SPORT TECHNICAL EXPLANATION OF TERMS

### Explanation of Terms: Saskatchewan Games Technical Packages

#### 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 for 1<sup>st</sup> or 2<sup>nd</sup> half of the Games. 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. 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 with the application to be on the Games sport calendar. Changes must be approved by the Saskatchewan Games Council. If your sport has Special Olympic athletes or Para-sport athletes, please indicate the number of 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 **CLASSIFICATION:**

- 3.1 **Year of Birth:** Clearly state the age classification for participants. If applicable, please indicate the division category (i.e., U15). Indicate the year(s) a participant must be born in to be eligible.
- 3.2 **Year of Birth:** Special Olympics or Para-sport athletes.

#### 4.0 **ELIGIBILITY:**

- 4.1 **Athletes:** Clearly state the eligibility criteria for the participants within the age classification listed above. For example, athletes must be an active member of your PSGB. If your sport has Special Olympics or Para-sport athletes, please indicate any additional eligibility criteria.
- 4.2 **Coaches/Managers:** The Saskatchewan Games Council recommends a minimum of NCCP Competition Introduction Certified for all head coaches. Please indicate any additional coaching requirements your sport may require. All coaches and managers

must complete the Respect in Sport for Coaches Training and pass a Criminal Record and Vulnerable Sector Check.

- 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:**

- 5.1 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.

## **6.0 PROVINCIAL TECHNICAL LIAISON:**

The 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 or Para-sport are a part of your sport, please indicate the contact information for those disciplines as well.

This person is the "technical" person appointed by the PSGB. The duties include providing technical information to the Host Society as required. The PTL needs to be available to attend at least two meetings with the Sport Chairperson of the Host Society. Also, the PTL will 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 for the 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 District from first to ninth spot at the competition of the event. For example, 1<sup>st</sup> place = 9 points, 2<sup>nd</sup> = 8 points, etc.

## **9.0 TIE BREAKING PROCEDURE:**

Clearly state the tie breaking procedure as per your sport's rulebook, handbook, etc.

## **10.0 SPORT PROTEST PROCEDURE:**

Clearly state the sport protest 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 the 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 sport 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 play downs and team selection competitions are to be waived.

## **17.0 PROVINCIAL SPORT CONTACT:**

Please indicate the name, address and contact information for the Executive Director or the designated individual who will be the primary contact for your sport. This individual will be contacted by the District sport coordinators to obtain specific information relating to District sport initiatives, play-downs and coach selection etc.

## **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 at and have the appropriate person within the organization (President or CEO) sign the document. Please provide their name, address, phone number and email address.

## **APPENDIX J - SPORT SELECTION INFORMATION**

All sports that wish to be considered for inclusion in the 2022 Saskatchewan Winter Games are required to complete this application.

Throughout the application process, each sport will be given the opportunity to demonstrate how the 2022 Saskatchewan Winter Games fit into their sport development plans and how those plans meet the purpose and goals of the Saskatchewan Games program.

Established in 1972 to provide an incentive and competitive development program for the province's athletes, coaches and officials, the Saskatchewan Games have grown into one of the largest Multi-sport events held in the province.

### **Purpose and Goals of the Saskatchewan Games**

#### **Purpose**

To provide an opportunity for the province's 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 a Provincial Sport Governing Bodies (PSGB) Long Term Athlete and Coach Development 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 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 a higher level of sport skill and physical well-being.
- To promote athlete, coach and officials' 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.

### **General Selection Criteria**

The PSGB must clearly identify where the 2022 Saskatchewan Winter Games fit within its LTAD framework. The Saskatchewan Games are identified to be in the 'Train to Train' stage of development; however, the Saskatchewan Games Council (SGC) will consider applications outside of this stage if the PSGB can clearly demonstrate how a different stage better helps with their development process. The Train to Train stage of development is referenced in Appendix 2.

- Sports must identify the LTAD stage for the level of competition being proposed for the Games.
- If the LTAD stage is outside of Train to Train, the sport must provide an explanation as to why.



- Sports must demonstrate that they have sufficient membership in the age range being proposed who would be eligible to compete in the 2022 Saskatchewan Winter Games, showing a gender and District breakdown.

### **Eligibility for Inclusion in the Saskatchewan Games**

- Recognized as the Provincial Sport Governing Body (PSGB) in Saskatchewan and be a member in good standing with Sask Sport Inc.
- Demonstrate that the PSGB has active membership in 6 of 9 Districts (see Appendix 1 for District Map); exceptions may include situations where facilities are non-existent in a District. These exceptions will be determined by the SGC.

### **Events, Categories and Numbers**

- Sports must provide a list of the events they propose to hold at the 2022 Saskatchewan Winter Games with details explaining the next level(s) of competition for Games athletes.
- Sports must outline the proposed number of participants from each District, the number of coaches, and the number of officials required for a viable competition.
- Sports must outline their team selection process within all nine Districts and demonstrate the ability to have a meaningful selection process in at least 6 of 9 Districts (see exception rule under eligibility). This implies that there are more potential athletes able to try out than positions available on the District team.

### **Venues and Equipment**

Sports applying must include:

- Detailed minimum facility requirements. Facilities will vary from community to community; however, the 2022 Saskatchewan Winter Games commits to providing a facility that meets the minimum standard.
- Information about the equipment and availability of equipment for the competition.

### **Athlete Development Criteria**

- The age of the athletes attending the Games must fit within the LTAD framework for their sport's development model. It is recommended that the athlete should be a minimum of 10 and a maximum of 18 years of age.
- The age range for Games athletes should be set to allow all eligible athletes to progress from the 2022 Saskatchewan Winter Games to the next level of competition.

### **Coach Development Criteria**

- All Games head coaches must be fully certified at NCCP Competition Introduction in the sport they are coaching at the 2022 Saskatchewan Winter Games. Based on the age classification and development of the athletes, the PSGB may elect to increase the level of coaching certification required for the Games.
- Sports must demonstrate their commitment to coaching development in all Districts by using the 2022 Saskatchewan Winter Games as an opportunity to train, upgrade, and/or mentor coaches.
- Sports must demonstrate that coaches participating in the 2022 Saskatchewan Winter Games are working toward increasing their coaching competency.

- Sports must provide information about the coach training and certification available for their sport (i.e., NCCP or other certification available).
- Sports must strive to recruit male and female coaches proportionate to the number of male and female athletes participating in the 2022 Saskatchewan Winter Games.

### **Officials Development Criteria**

- Sports must demonstrate their commitment to the development of officials by using the 2022 Saskatchewan Winter Games as an opportunity to train, upgrade, and/or mentor officials.
- Sports must demonstrate that officials participating in the 2022 Saskatchewan Winter Games are working toward increasing their officiating competency.
- Sports must strive to recruit male and female officials proportionate to the number of male and female athletes participating in the 2022 Saskatchewan Winter Games.

### **Evaluation**

#### **Sport Selection Process**

- All applications will be reviewed by a selection committee designated by the Saskatchewan Games Council (SGC).
- A scoring tool will be used to adjudicate the applications. The scoring tool will reflect the priority areas outlined in the application (athlete development, district participation, etc.).
- The scoring criteria will reflect the ratio of male and female participants, maximum and minimum participant numbers per District, the host communities' ability to provide the appropriate venue and equipment as per the sport minimum standard requirements, and the PSGB sport development initiatives.
- Sports that best meet the scoring criteria will be given preference for inclusion in the 2022 Saskatchewan Winter Games.

#### **Sport Selection Timelines**

- Applications are due by **June 28, 2019**.
- Applications will be reviewed and sports will be selected and notified by **August 2, 2019**.

### **Monitoring**

#### **2022 Saskatchewan Winter Games**

Upon selection, sports will be monitored throughout the developmental process leading up to the 2022 Saskatchewan Winter Games. If it is determined by the SGC that the sport is not fulfilling commitments as per this application, inclusion in the 2022 Saskatchewan Winter Games may be revoked.

#### **Future Saskatchewan Winter Games**

- Sports that best meet the criteria (i.e., have more athletes in more Districts) are more likely to be included in future Saskatchewan Winter Games.
  - Sports with less than 60% of the overall maximum number of participants or with less than 6 Districts represented may be excluded from future Games.

- Sports with less than 75% of the overall maximum number of participants or less than 6 Districts represented shall be considered “at risk”. With two successive “at risk” designations in Games, that sport may be excluded from future games.
- Sports that were included in the 2018 Saskatchewan Winter Games were evaluated and this evaluation will be used as part of the assessment for inclusion in the 2022 Winter Games.

\*\*The complete Sport Selection application document can be found [HERE](#).

## **APPENDIX K - DISTRICT ADVISORY TEAM**

### **Purpose**

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

### **Function**

This 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 group will discuss and make decisions as they relate to the District teams, such as team walkout uniforms and transportation, participation fees, souvenirs and Saskatchewan Games promotions.

### **Members**

- Staff of the Saskatchewan Games Council including the Executive Director, Provincial Games Consultant, and Games Services and Communications Lead
- 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
- Sask Sport Inc. District Liaison
- Guests as deemed appropriate by the Advisory Team

### **Time Commitment**

Face to face meetings or conference calls will be held 1 or 2 times annually depending on the Games cycle. The meetings will take place on mutually agreed upon dates and locations. Every effort will be made to tie into existing District meetings or gatherings.

Closer to the Games, the Council may convene monthly meetings with the District Sport Coordinators and District Chef de Mission to enhance communication and problem solve any issues or concerns.

### **Costs**

The Saskatchewan Games Council will work with the Districts to cost share expenses for attendance and hosting of these meetings.

## **APPENDIX L - DISTRICT MISSION STAFF RESPONSIBILITIES**

### **District Mission Staff Responsibilities**

Mission Staff are an integral component of each District Team. They are a group of volunteers who are responsible for the effective management, operation, administration, and supervision of their District Team prior to and during the Games.

Each member of the Mission Staff, as part of the District Team, will provide leadership, direction and assistance to support the athletes, coaches, and managers.

### **The Responsibilities of all Mission Staff**

#### **Prior to the Games**

- Become familiar with all information related to the operation and participation of the District Team at the Saskatchewan Games.
- Become familiar with the operation of the Games and the venues as provided by the Host.
- Become familiar with the technical package(s) for the sport(s) assigned. This includes technical information, sport schedules, eligibility, protest procedures, facilities, coaches' meetings, etc.
- Attend and assist with the District Pep Rally.
- Act as a liaison between assigned sport(s) and the Chef de Mission and ensure that the assigned sport(s) are aware of all information regarding the Games.
- Facilitate requests from your assigned sport(s) or other areas of responsibility prior to and during the Games.
- Facilitate the logistics of the operation of the District Team and specific sports or other areas of responsibility.
- Develop a positive relationship with the Mission Staff, sport(s) and the Host Society prior to and during the Games.
- Understand the rules and policies governing the overall operation of the Games.
- Contact and meet coaches, managers and athletes of your sport(s) at least once prior to the Games, and if possible, attend a pre-Games competition or practice.
- Act on pre-Games committees as assigned.

#### **During the Games**

- Ambassador and representative for the District.
- Facilitate requests of the District Teams, the Host Society and assigned sport(s) or areas of

responsibility at the Games.

- Provide a detailed briefing to assigned sport(s) upon arrival.
- Meet with assigned sport(s) upon their arrival at the Games and assist with their accreditation and accommodations.
- Attend daily Mission Staff Meetings.
- Mission Staff will be assigned desk duty at the Mission Centre. Mission Staff will be responsible for being punctual and perform all administrative functions at the Mission Desk as required and find replacements if necessary.
- In conjunction with the Chef de Mission, resolve specific sport problems or preparation of protests regarding their assigned sport(s).
- In conjunction with the Chef de Mission resolve disciplinary issues required for any team members of the assigned sport(s) that is not handled by the coach/manager adequately.
- Ensure that any situation requiring disciplinary action to be reported to the Chef de Mission.
- Act as a liaison between the sport and host community.
- During the Games be familiar with the sport venues and services available.
- Meet with assigned sport(s) daily to update information, deal with issues, provide team support and facilitate requests and needs.
- Ensure coaches and managers check in with the Mission Desk daily.
- Attend assigned sport(s) technical or coaches' meetings and competitions.
- Ensure that coaches and managers are aware of and in attendance at all sport meetings.
- Assist in marshalling the athletes for the opening and closing ceremonies.
- Be aware of and enforce the rules, regulations and policies of the athletes' village, Host Society and the District.
- Assist in the departure of the athletes from the Host Community.

**Note:** All District Mission Staff must complete a Criminal Record Check, a Vulnerable Sector Check and hold a valid driver's licence.

## APPENDIX M - SAFE TRAVEL PROCEDURES

### Background

The Saskatchewan Games Council is committed to ensuring the safety and well-being of all Saskatchewan Games participants from the time they leave for the Games until they are returned to their parent or guardian's supervision.

The Council recognizes that clear procedures are required in the event that a natural disaster, accident, or road/weather conditions prohibits transporting participants to or from the Saskatchewan Games host community.

### Bus Transportation

The Saskatchewan Games Council, via a tendering process, hires the bus companies which will provide transportation for participants to and from a Saskatchewan Games host community (except for the Host District).

Upon selection of a carrier for each District, the company contact information is provided to each District Sport Coordinator to make all the logistical arrangements regarding date, time, and location of the pickup and drop off of passengers.

### Drivers' Responsibility

We have learnt in consulting with bus companies that it is ultimately the responsibility of the bus driver to determine whether he/she can provide safe transportation for the passengers.

The driver will determine if driving hazards will present unique challenges for the safe transport of passengers.

Driving hazards may include but are not limited to:

- Reduced visibility
- Reduced steering visibility
- Reduced traction
- Increased time and space required to bring the vehicle to a stop
- Any mechanical malfunction caused by extreme heat/cold

If weather conditions meet the above criteria, bus service may be cancelled by individual bus drivers.

A driver may refuse to drive due to adverse weather conditions, if prior to the start of work the weather is hazardous at or near the time he/she is scheduled to begin, so as to make it unsafe to operate a commercial vehicle on the highway.

Drivers must always make their decisions based upon the most recent information available (weather reports radio, television, personal observations, Ministry of Highways Highway Hot Line, Highway Patrol, etc.). The driver cannot speculate unreasonably into the future regarding what the road conditions will be like beyond a few hours.

## **Travel Scenarios**

### **Enroute to and from the Games Host Community**

In the event a bus departs to or from the Games and becomes stranded or encounters an accident, the following procedures should occur:

1. The bus driver notifies 911 and the company dispatch centre.
2. The nearest appropriate community/regional response team would be dispatched to respond to the situation. Communities are required to have an Emergency Response Team along with an action plan which will be activated, ensuring the safety and well-being of the passengers.
3. Should temporary accommodations be required, the community will implement an action plan to ensure passengers are safe, fed, and accommodated. If hotel accommodations are required, the Games participants will be responsible for these costs, as well as food costs.
4. The Bus Company/Driver notifies District Chef de Mission. The District Chef de Mission then contacts the Games Manager and Saskatchewan Games Council Provincial Games Consultant.
5. The Games Manager informs the Games Host Chairperson(people) and the appropriate host Board of Directors of details.
6. The Chef de Mission establishes contact with the District Executive Director.
7. The designated District lead on the bus establishes ongoing communication with the District Chef de Mission assessing the situation and providing updates. Recognizing that almost all participants will have a cell phone, it is important that the District lead on the bus communicates to all passengers immediately to ensure information is accurate and reassuring so that information sent via email, text or social media is appropriate.
8. The District Chef de Mission develops a fan out contact system whereby all families are notified (e.g. using mission staff, volunteers, etc.) along with any subsequent information which is made available. As much information should be gathered prior to making contact to ensure information is accurate and up to date. This data can be accessed via GEMS.pro. It is recommended this contact be made by phone to ensure everyone is notified. Email is more convenient; however, it may not reach the family contact in sufficient time.
9. District Chef de Mission will establish ongoing communication with the Games Manager and Sask Games Council Provincial Games Consultant providing updates. The local Games office will coordinate responses to the appropriate Districts affected.

*Note: If the incident occurs on the way home from the Games, the role of the Host Society is minimal; however, the Saskatchewan Games Consultant will keep the Games Manager and Chairperson(s) up to date on the situation.*

### **Departure from the Host Community**

In the event of severe weather conditions, natural disasters or other situations as outlined in the previous information, the bus driver in collaboration with the Saskatchewan Games Council



Provincial Games Consultant, Games Manager, and the host organizing committee Board Chairperson(s) will determine whether to venture out on the road home.

Should travel not be permitted, the following team will convene promptly to develop an action plan ensuring the safety, well-being and comfort of the participants is first and foremost:

- Host Society Games Manager
- Athlete Services Chairperson(s)
- Host Committee Board Chairperson(s)
- Saskatchewan Games Council Provincial Games Consultant
- City Emergency Response Individual (if required)
- Any other Games Division Chairs whose divisions may be affected

The above committee will ensure that an open line of communication is established with the bus drivers and District Chef de Missions.

The District Chef de Mission develops a fan out system whereby all families are notified (e.g. using mission staff, volunteers, etc.) along with any subsequent information which is made available. As much information should be gathered prior to making contact to ensure information is accurate and up to date. This data can be accessed via GEMS.pro. It is recommended this contact be made by phone to ensure everyone is notified. Email is more convenient; however, it may not reach the family contact in sufficient time.

### **Media Spokesperson**

The spokesperson regarding any media requests surrounding any transportation issues will be the Saskatchewan Games Council Provincial Games Consultant or Executive Director.

### **Essential Requirements for Passenger and Districts for Bus Travel**

1. The District Chef de Mission must have the contact information of the bus driver and Bus Company.
2. Ensure the driver has the District Chef de Mission's full contact information.
3. It is imperative that all Districts have a manifest of all passengers who are travelling on each bus.
4. Ensure full contact information is available for each passenger, including family contact information. This can be obtained from GEMS.pro.
5. A lead point of contact should be secured for each bus along with their full contact information.
6. Passengers should be informed to take a travel bag on the bus which may include snacks, water, medications and other necessary items.

### **Costs**

Because the Host Society is responsible for the care and comfort of athletes from the time they arrive until the time they leave the host community, costs associated with any holdover of participants is the responsibility of the Host Society.

As mentioned under the “Enroute” section of this document, if hotels and meals need to be secured because participants are stranded to and/or from the Games and the supporting community cannot provide food and/or accommodations at no cost through its emergency measures budget, then those costs will be the responsibility of the participant.

### **Travel Delays**

If travel to the Saskatchewan Games host community is delayed by more than 30 minutes, the Bus Driver will notify the District Chef de Mission to advise them of the delay and the new time of arrival.

Significant delays on returns home (more than one hour) should be communicated by the Bus Driver to the Chef de Mission who will advise the participant's family contact using the fan out method described earlier.

## APPENDIX N - SUGGESTED HOST COMMITTEE ORGANIZATIONAL CHART

