

Saskatchewan games Handbook



Table of Contents

Saskatchewan Games History.....	3
Purpose and Goals of the Saskatchewan Games	7
Awards	8
Roles & Responsibilities of the Participating Partners	
Saskatchewan Games Council.....	9
Provincial Sport Governing Bodies.....	12
Districts.....	16
Government of Saskatchewan.....	18
Sask Sport Inc.....	19
Saskatchewan High Schools Athletic Association.....	20
Host Corporation.....	21
Sport	
Sport Advisory Panel.....	22
Sport Selection Guidelines.....	23
Eligible Sports.....	24
Sport Selection Criteria.....	25
Sport Technical Packages.....	28
Protests.....	31
Games Jury	32
Sport Evaluation Criteria	33
Bidding & Selection Procedures	
Bid/Selection Timelines.....	34
Invitation to Bid.....	35
Site Selection.....	37
Supporting Organizations.....	39
Hosting Guidelines	
Organizational & Administrative Guidelines.....	40
Financial Guidelines.....	43
Policies & General Governing Rules	
Athlete Eligibility.....	44
District Walkout and Competition Uniforms.....	46
District Registration.....	48
Games Scoring Procedure.....	49
Host Corporation.....	51
Ceremonies.....	53
District Boundaries.....	54
Criminal Record and Vulnerable Sector Checks.....	57
Discipline, Code of Conduct & Appeals	58
Sport Fill Policy.....	59
Appendices	
APPENDIX A – Joe Griffith Award – History.....	62
APPENDIX B – Games Flag Award – History.....	67
APPENDIX C – Discipline Policy & Procedures	72
APPENDIX D – Participant Code of Conduct	78
APPENDIX E – Officials Code of Conduct.....	84
APPENDIX F – Release, Waiver & Consent.....	87
APPENDIX G – Appeal Policy	91
APPENDIX H – District Contact Information.....	97
APPENDIX I – Sport Technical – Explanation of Terms (Technical Package).....	98
APPENDIX J – Sport Technical – Sport Application Criteria.....	102
APPENDIX K – Districts Advisory Team	103
APPENDIX L - Guidelines for District Mission Staff Responsibilities	104
APPENDIX M – Suggested Host Committee Organization Chart	106
APPENDIX N – Safe Travel Procedures.....	112

Saskatchewan Games Handbook

HISTORY

In 1972 Attorney-General Roy Romanow, then Minister in charge of the Saskatchewan Youth Agency, attended the first Sask Sport annual meeting. His announcement to the delegates fulfilled a dream for many people working in amateur sport in Saskatchewan: 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 to select a team to represent them. Expectations were that approximately 1,500 athletes would attend the Games with over 10,000 participants involved in the zone competitions leading to the Games.

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

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

Four Saskatchewan cities submitted invitations to host the first-ever Saskatchewan 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 - September 3, 1972 included: baseball, canoeing, cycling, diving, field hockey, lacrosse, lawn bowling, rowing, shooting, soccer, softball, swimming, tennis, track and field, water polo and water skiing.

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

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

The majority of sports had participants from every zone. As well, the number of participants in each sport increased at a 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 indicated the strong community support given the Games as 5,000 people filled the Exhibition Grandstand. 1,532 athletes, coaches and managers participated at Swift Current after being selected from many more competitions in the zone level play downs.

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

The second cycle was completed when Moose Jaw again hosted the Saskatchewan Winter Games in 1978. The event was staged from February 16-29, 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 21-26, 1980. The Summer Games included 16 sports: archery, baseball, diving, equestrian, field hockey, golf, lacrosse, sailing, soccer, softball, swimming, tennis, track and field, trapshooting, water polo and water skiing.

The 1982 Saskatchewan Games were held in Prince Albert. 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 20-27 and the calendar of events included the following sports: alpine skiing, badminton, basketball, 5 pin bowling, boxing, broomball, cross country skiing, curling, figure skating, gymnastics, hockey, judo, ringette, synchronized swimming, table tennis, team handball, volleyball and Olympic wrestling.

For the second time since the Games cycle began, the city of North Battleford hosted the 1984 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 Sask Winter Games. This first time opportunity for Zone 4 to host a Games proved very beneficial to overall sport development. The Winter Games included 16 sports: badminton, basketball, biathlon skiing, 5 pin bowling, boxing, curling, figure skating, gymnastics, hockey, judo, ringette, speed skating, synchro swimming, team handball, volleyball and weightlifting.

Melfort, at the time 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 1500 enthusiastic, innovative and dedicated volunteers successfully hosted over 1800 athletes in 15 sports: badminton, basketball, 5 pin bowling, boxing, curling, figure skating, gymnastics, hockey, judo, ringette, speed skating, team handball, volleyball, karate and cross-country skiing.

Prince Albert, also a second-time Games host, was awarded the 1992 Summer Games which were held August 9 - 15, 1992. These highly successful Games left the City of Prince Albert with a legacy of major capital improvements including an all-weather track and a new baseball diamond. The enthusiasm and cooperation generated by over 1,500 volunteers created a provincial impact for 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 program, hosted the 1994 Saskatchewan Winter Games from February 13 - 19, 1994. The local community spirit and inter-community cooperation with the Towns of Rosetown and Stranraer created a warm and hospitable feeling throughout the province. A legacy of facilities and equipment have been left in the communities which 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 - 10, 1996. The city's first 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 - 28, 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 - 29, 2000. The first Games of the new millennium generated over 2000 volunteers and 1800 athletes, coaches and managers. Sports included in the 2000 Saskatchewan Summer Games were: athletics, baseball, basketball, canoe kayak, equestrian, golf, intercrosse, 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 - 23, 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 - 14, 2004. Sports included: athletics, baseball, basketball, golf, soccer, softball, speed swimming, synchronized swimming, tennis, cycling and archery. A new athletics track was built adjacent to the 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 - 18, 2006. Sports included alpine skiing, curling (male & female), Curling (including Special Olympics), figure skating, hockey (M & F), table tennis, volleyball (M & F), weightlifting, air pistol, badminton, bowling (including Special Olympics), cross-country skiing, judo and speed skating. A well organized and enthusiastic Host Community did an excellent job in

embracing the entire community, ensuring a legacy of facilities, equipment and a core of community leaders were left for years to come.

Lloydminster, the border city, hosted the 2008 Saskatchewan Summer Games from August 2 – 9, 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 also provided accommodation for the mission staff teams. The 2008 Saskatchewan Summer Games would be the last Games in which the teams were identified as zones. The success of the Games in Lloydminster was recognized by Tourism Saskatchewan as the recipient of an award for excellence in the area of Promotional/Marketing Campaigns for 2008.

In 2010, Moose Jaw hosted the Saskatchewan Games for the fourth time. The 2010 Saskatchewan Winter Games, held from February 14-20, 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 (male & female), 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 forty 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 is 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 a number of upgraded sport facilities including a new track and field venue and major upgrades to the tennis courts. The Saskatchewan Games Legacy Grant of \$250,000 contributed significantly to the construction/renovations of the sport facilities.

13 sports were included in the Games: Archery, Athletics, Baseball, Basketball, Canoe/Kayak, Equestrian, Golf, Soccer, Softball (f), Swimming, Special Olympics Swimming, Tennis, Triathlon and Indoor 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 - 24, 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 online, a Saskatchewan Games first.

The 2018 Games marked another major first in Saskatchewan Games history: a parasport was included in the sport calendar, with para-nordic skiing competition occurring 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 50th anniversary of the Saskatchewan Games!

Saskatchewan Games Handbook **PURPOSE & GOALS**

Purpose

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

Goals

- To provide an athlete-centered multi sport experience that compliments provincial sport governing bodies, long term athlete and coach developmental plans, generally in the LTAD ‘Train to Train’ stage of development.
- To identify Saskatchewan participants with the potential to advance to higher levels of competition.(Provincial Team, National Competitions, Canada Games, Western Canada Summer Games, North American Indigenous Games).
- To enhance community development through a sport legacy of upgraded equipment, facilities, experienced officials, cultural understanding and appreciation, and a corps of volunteers.

- To motivate participants to achieve higher level of sport skill and physical well being.
- To promote athlete, coach and official development programs within all Districts in the province.
- To provide a provincial showcase which increases public awareness and support for amateur sport in Saskatchewan.
- To generate economic and tourism benefits within the host community and surrounding area.

Saskatchewan Games Handbook
AWARDS

Joe Griffith Trophy

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

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

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

Listing of Joe Griffith award and rankings APPENDIX A, page 61

Games Flag

The Games Flag Winner is determined by the aggregate sport points, (ie. the District that accumulates the most sports points during competition week wins the Games Flag).

Listing of Games Flag winners and rankings APPENDIX B, page 66

Saskatchewan Games Handbook

ROLES & RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS

Saskatchewan Games Council

The Saskatchewan Games Council

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

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

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

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

involved in the Saskatchewan Games Program. (ie. Host Community, Districts and PSGB's)

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

- The Council shall require a commitment from the PSGBs that they will not sanction another provincial championship or other major event in the same classification as the Saskatchewan Games for five (5) days preceding, during, or five (5) days following the Saskatchewan Games. Changes to this policy must receive approval from the Saskatchewan Games Council.
- The Council shall approve the type of draw or schedule to be used for each Games.
- o. The Council shall develop policies and regulations regarding district athlete eligibility. (Athlete eligibility, pg. 43)
- p. The Council shall approve all components of the sport technical packages as outlined under 'sport technical packages' (pg. 26).
- q. The Council shall approve and regulate the use of all official symbols, flags, medals, walkout uniform logos / advertising, insignia and other symbols of the Games.
- r. The Council shall determine and provide appropriate recognition in respect to the Games Flag and Joe Griffiths Award winners.
- s. The Council shall provide the host community with a detailed Saskatchewan Games Planning Guide.
- t. The Council shall endeavour to secure Corporate and Funding Partners. This will facilitate a centralized and coordinated approach to servicing the needs of the corporate and funding partners as well as supporting the financial needs of the Host Community.
- u. The Council is responsible for establishing the athlete participation fee.
- v. The Council receives funding to off-set the cost of team uniforms and transportation.
- w. The Council, in coordination with the Districts will establish the walkout uniform pieces for each Saskatchewan Games.
- x. The Council will provide the Host Community with the rights to use of the logo(s) and website established for the Saskatchewan Games program.
- y. The Council will provide the Host Community with an event database program (GEMS.pro) to manage the registration program for all Games participants, volunteers and the sports results.

Saskatchewan Games Handbook

ROLES & RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS

Provincial Sport Governing Bodies

Provincial Sport Governing Bodies (PSGBs)

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

Sport Development and Promotion

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

Sport Technical

- a) Provide appropriate procedures for the District team selection (playdowns) and the competitions at the Host Community.
- b) Develop the Sport Technical Package. When special needs groups (ie. Special Olympics) are involved, the PSGB will consult with the appropriate special needs group to develop that portion of the technical package.
- c) Provide the commitment that the PSGB will not sanction another provincial championship or other major event of the same classification as the Saskatchewan Games for five (5) days proceeding, during, or five (5) days after the Saskatchewan Games. Changes to this policy MUST receive approval from the Saskatchewan Games Council.
- d) The PSGB will identify the number of major and minor officials required to conduct the competition. The designated head official will work with the Host for daily schedule assignments. The PSGB is responsible for all costs incurred for the training and development of major officials. In conjunction with the PSGB, the Host will train the number of required minor officials. The Host Community is responsible for the costs of the major officials including mileage, meals and accommodation.
- e) Ensure the appropriate individuals and processes are in place for dealing with disputes, protests or issues which may arise on the field of play. This process should follow the rules and regulations as defined in the NSO/PSO rules of play. If a process is not in place the Saskatchewan Games Council suggests that a three person Sport Jury be identified, consisting of the PTL, Host Sport Chairperson and the Head Official.

- f) Appoint a Provincial Technical Liaison (PTL).
1. The PTL is responsible to provide technical assistance and information regarding their sport to the host committee and the Districts.
 2. To ensure a consistent and efficient process is implemented in team development with all Districts. It is desirable to have the PTL designated from within the staffing component of the PSGB. (ie. Technical Director, etc)
 3. The following are the roles and responsibilities of the Provincial Technical Liaison person as they relate to the Saskatchewan Games program. The PTL is selected by the PSGB.
 - a) Ensure that the technical regulations are clearly defined and meet the requirements for a successful competition (eg. field of play meets minimum requirements, equipment, etc.)
 - b) Develop the daily sport competition schedule in co-operation with the host sport chair.
 - c) Ensure the technical regulations are followed at District and Games competitions.
 - d) Be the liaison between the PSGB 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 while attending the Games.
 - g) Prepare a final evaluation on the competition to be submitted within two weeks of the completion of the event.
 - h) Be available to attend two planning meetings with the sport chairperson of the host community in advance of the Games. The PSGB is responsible for all expenses incurred.
 - i) Be knowledgeable and experienced in all technical aspects of the sport and requirements for a successful competition.
 - j) Assist the District and PSGBs in identifying the need for clinics and/or workshops.

District Sport Development

- a) Within each District the PSGB is responsible for planning and organizing a number of initiatives relative to sport development:
 - Upgrading and training coaches
 - Athlete development
 - skills clinics
 - competitions
 - sports science initiatives
 - Officials development

The PSGB must ensure communication is established with each District Sport Coordinator, ensuring a seamless approach to the selection of the district team and coaches.

The Executive Director and/or the Provincial Technical Liaison shall be designated as the primary contact for your sport. The Provincial Sport Governing Body shall establish communication with the District Sport Coordinator and maintain dialogue up until the commencement of the Games.

Each sport shall 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) shall ensure a coordinated approach is taken for the district team selection. Clubs and individuals, within the specific age class, shall be contacted informing them of the upcoming district team selection process.

District Team Selection Process

- a) Determine the process for selecting the District athletes, coaches and managers that will advance to the Saskatchewan Games. The PSGB will be responsible for determining a playoff structure, designating a playoff site, taking registrations, determining the draw, securing officials and financing the District selection processes.
- b) Establish communication with the District Sport Coordinator for assistance in promoting and creating an awareness of the event.
- c) Assist with promotion of the team selection process (playdowns) and the Saskatchewan Games Programs.
- d) Communicate with the PSGB to determine the financial resources available to conduct the District selection process.
- e) Ensure the coaches and managers selected for the District team meet the minimum coaching certification requirements.
- f) Prior to and upon completion of the District team selection process communicate with the District Coordinator the following information:
 - a. results of the team selection/playdown process;
 - b. completion of the Host Community registration form as supplied by the District Coordinator for each member of the District team;
 - c. an outline of the policies and procedures for the District team selection.

- g) Apply to the Sask. Games Council for any coaching exemptions or any other matters that pertain to the selection of the District team.
- h) Upon selection of the district team any training cost prior to the Games are the responsibility of the PSGB.

Upon completion of the District team selection the District Coordinator will inform the team of all the logistical arrangements in attending the Games.

Eligibility

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

District Team Coach Roles and Responsibility

Prior to the Games:

Upon selection as the coach of the district team, following are the responsibilities:

- Submit a Criminal & Vulnerable Sector Check to the PSGB.
- Completion of the Respect in Sport (RiS) online training program for coaches.
- Meet with the Provincial Sport Governing Body (PSGB) to review the sport technical information for your sport
- Contact the Sport, Recreation and Culture District office to introduce yourself and to advise them of the district team selection (try-out) dates and locations and to enlist their help in promoting such
- Promote the Saskatchewan Games and the district team selection (try-out) dates and locations to those involved in your sport within the district.
- Provide logistical support to the teams once chosen:
 - Uniform sizing
 - On-line registration
 - Collection of participant fees
 - Provide team members with information applicable to the team's participation in the Games, including transportation, pep rallies or staging events
 - Finalize rosters and submit to the District representative

During the Saskatchewan Games:

- Coach their district team at the Saskatchewan Games
- Travel with the team to the host community on the transportation provided by the Saskatchewan Games Council
- All coaches must stay in the athlete's village with their teams to ensure the safety and wellbeing of their teams
- Coaches with the support of the Team Manager will supervise their teams during their stay in the host community.

Saskatchewan Games Handbook

ROLES & RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS

Districts

Districts

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

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

Mission Staff

Establish a mission staff to manage the district team and assume responsibility for team conduct. The Districts will approve the number of male and female mission staff according to team size, numbers of male/female competitors, venue locations and available funds. Guidelines for mission staff responsibilities, APPENDIX L, page 96.

Team Preparation

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

District team to and from the Games.

- f) Plan and organize a District pep rally/pre-Games staging event.
- g) The District must ensure that each team is provided with detailed travel arrangements, walkout uniforms, registration procedures, pep rally dates, competitive schedules, the participant code of conduct and host handbooks as well as any other information as it pertains to their involvement in the Saskatchewan Games program.
- h) Compile and complete all required forms relative to the participation of the District team and forward them to the appropriate organization.
- i) Manage the participant registration process for their District Team in GEMS.pro, which includes verifying and approving participants based on the final District team rosters.

For a complete listing of District Sport Contacts see APPENDIX H, page 97

Saskatchewan Games Handbook

**ROLES & RESPONSIBILITIES OF
PARTICIPATING GAMES PARTNERS**

Government of Saskatchewan

Government of Saskatchewan

Ministry of Parks, Culture and Sport

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

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

Saskatchewan Games Handbook

ROLES & RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS

Sask Sport Inc.

Sask Sport Inc.

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

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

Saskatchewan Games Handbook

**ROLES & RESPONSIBILITIES OF
PARTICIPATING GAMES PARTNERS**

Saskatchewan High Schools Athletic Association

Saskatchewan High Schools Athletic Association

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

- a) 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 S.H.S.A.A.
- b) Assist in identifying Saskatchewan Games issues that impact sport at the secondary level of the Saskatchewan education system.

Saskatchewan Games Handbook

ROLES & RESPONSIBILITIES OF PARTICIPATING GAMES PARTNERS

Host Corporation

Organization and Planning

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

Upon request, the host society is responsible for providing a report to the Saskatchewan Games Council regarding progress in planning and staging of the Games.

Divisions

- a) Sport Venues
 - Ensure all sport facilities meet the minimum standards acceptable to the PSGB.
 - Coordinate the requirements for the officials, equipment needs and results distribution.
- b) Finance and Administration
 - Develop, implement and monitor the operational and capital budgets for the Games.
 - Provide the necessary human resources and administration support to assist in delivering the needs of the various divisions.
- c) Volunteer
 - Ensure approximately 1300 volunteers are recruited to conduct the Games.
- d) Logistics
 - Provide internal transportation, communication and security needs for the safety and well-being of the participants.
- e) Athlete Services
 - Establish a Games Village which will accommodate, provide food and medical services for a minimum of 900 participants per half.
- f) Marketing and Promotion
 - Develop and execute a plan leading up to and during the Games that will allow for the effective and timely coverage of the Games.
 - Develop a plan for the sale of souvenir merchandise and ticket sales.
- g) 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.
- h) Culture
 - Plan, organize and present all aspects of cultural events which will complement the sport competitions and related Games activities.
- i) Information and Technology

Establish the needs of the staff and volunteers and provide the adequate

equipment and technology to support the operation of the Games.

j) Sponsorship & Fundraising

Develop and implement a plan for soliciting the required funds to assist in organizing and delivering the Games.

Saskatchewan Games Handbook

SPORT

Sport Advisory Panel

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:

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

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

Saskatchewan Games Handbook

HOSTING GUIDELINES

Sport Selection Guidelines

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

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

43 months prior to the event

Sport Applications for inclusion in the next Games will be sent to eligible Provincial Sport Governing Bodies.

41 months prior to the event

Submission of completed 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.

Saskatchewan Games Handbook

SPORT

Eligible Games Sports

Sports for each Saskatchewan Games are selected by the Saskatchewan Games Council. The Council is the permanent regulatory body whose responsibilities also include rules of competitor eligibility, numbers of athletes and officials per sport, and Games facility standards. The Council shall request each PSGB to submit a "Sport Application," applying for inclusion in the upcoming Games program.

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

Note: Para sport was introduced into the 2018 Winter Games. The Council is committed to work with the parasport bodies to ensure inclusion in all Summer & Winter Games.

Summer Sports

Archery
Athletics
Baseball
Basketball
Canoe/Kayak
Cycling
Diving
Football
Golf
Equestrian
Lacrosse
Rifle
Rowing
Rugby
Sailing
Soccer
Softball
Special Olympics
Swimming
Tennis
Triathlon
Volleyball (Indoor & Beach)
Water Polo
Waterski & Wakeboard
Ultimate Disc

Winter Sports

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

Saskatchewan Games Handbook

SPORT

Sport Selection Criteria

All Sports that wish to be considered for inclusion in the Saskatchewan Games are required to complete an application for each Games. All sports selected for inclusion in a previous Summer or Winter Games will be evaluated prior to their status for the upcoming Games being determined.

Through an 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

All PSGBs must provide a copy of their sport's current LTAD framework, clearly identifying where the Saskatchewan Games fit (keeping in mind the Saskatchewan Games are identified to generally be in the 'Train to Train' stage of development).

- Sports must identify within what stage the ranges/abilities and level of competition being proposed for the Games fits;
- Sports must demonstrate they have sufficient membership in the age range being proposed who would be eligible to compete in the next Games, showing a gender and District breakdown.

Eligibility for Inclusion in the Saskatchewan Games

- Recognized Provincial Sport Governing Body (PSGB);
- Must be members in good standing with Sask Sport Inc.;
- Provide proof that the PSGB has accident and liability insurance coverage of a minimum of two million dollars (\$2 million) in place for its members;
- Demonstrate that the PSGB has active membership in 6 of 9 Saskatchewan Games districts.

Events, Categories & Numbers

- Sports must provide a list of the events they propose to hold at the Saskatchewan Games with details about the next level(s) of competition for Games athletes.
- Sports must include technical information outlining the proposed number of participants from each District, the number of coaches, the number of officials required for a viable competition.

- Sports must outline their team selection process within all nine districts. The sport is able to have meaningful playoffs in at least 6 of 9 districts, this implies that there are more athletes potentially able to try out than positions available on the District team.

Venues, Equipment and Rules

Sports applying must include:

- Detailed minimum facility requirements. Facilities will vary from community to community, sports must be prepared to hold competition in less than ideal standards, however, the Saskatchewan Games commits to providing a facility that meets the minimum standard.
- Information about the availability of venues for the sport in the communities eligible to host the Saskatchewan Games.
- Information about the equipment and availability of equipment for the competition.
- A copy of the rules that govern the sport and any modifications for the Games competition that are being proposed.

Athlete Development Criteria

- Athletes attending the Games are under 18 (exemptions will be considered where it is demonstrated that the older age group meets the criteria).
- 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.
- Sports must bring at least 50% of their maximum athlete allocation and 50% of their gender allocation per district in at least 6 of 8 districts, as outlined in their technical package.

Coach Development Criteria

- All Games head coaches must be fully certified at NCCP Competition - Introduction or the old NCCP Level 1 in the sport they are coaching at the Saskatchewan Games.
- Sports must demonstrate their commitment to coaching development in all Districts.
- Sports must demonstrate that the Saskatchewan Games are used as an opportunity to train, upgrade, and/or mentor coaches.
- Sports must demonstrate that coaches participating in the Saskatchewan 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 levels available).
- Sports must strive to bring a proportional number of male and female coaches to their number of male and female athletes participating in the Saskatchewan Games.

Officials Development Criteria

- Sports must demonstrate their commitment to officials' development in all Districts.
- Sports must demonstrate that the Saskatchewan Games are used as an opportunity to train, upgrade, and/or mentor officials.
- Sports must demonstrate that officials participating in the Saskatchewan Games are working toward increasing their officiating competency.
- Sports must strive to bring a proportional number of male and female officials to their number of male and female athletes participating in the Saskatchewan Games.

Other considerations:

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

Responsibilities:

Provincial Sport Governing Body:

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

Saskatchewan Games Council:

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

Saskatchewan Games Handbook

SPORT

Sport Technical Packages

- 1) The sport technical package shall be the document governing conduct of each specific sport in the Games.
- 2) A technical package template for each Games shall be distributed by the Saskatchewan Games Council. It is the responsibility of the Saskatchewan Games Council to coordinate with the PSGB the development of the technical package.
- 3) The sport technical package shall be distributed by the Saskatchewan Games Council to the districts and other interested groups at least 24 months prior to the start of the Games.
- 4) The proposed age classes shall be distributed by the Saskatchewan Games Council to the districts and other interested groups at least 25 months prior to the start of the Games.
- 5) Technical Package Components
 - a. **Proposed Age Classification Components**
 - Sport
 - Team Size
 - Age Classification
 - b. **Technical Package Components**
 - Sport
 - Sanction
 - Number of Competitors
 - Team Size
 - Classification - Year of Birth
 - Eligibility
 - Athlete Eligibility
 - Provincial Registration
 - Provincial Technical Liaison
 - Type of Competition – list of events
 - Results Procedure
 - Tie Breaking procedure
 - Sport Protest Procedure
 - Equipment
 - Sport Jury
 - Officials Required

Medical Services
Medals
Additional information required
District Team Selection Procedure
Provincial Sport Contact

COMPETITIONS

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

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

1A VSC 2B
2A VSC 1B

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

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

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

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

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

In the spirit of providing "meaningful competition" the Council may ask the PSGB to establish the round robin competition schedule to matchup those District teams who are determined to have similar skill level.

- 4) Non-team or individual type sports competition shall be conducted as outlined in the technical package.
- 5) The PTL in co-operation with the host sport chairperson shall develop the daily sport competition schedule. The Saskatchewan Games Council shall approve the schedule along with subsequent changes.
- 6) Games Time – Sport Rescheduling Procedure
In the event of weather conditions or other circumstances which may affect schedule changes, each sport chairperson is asked to adhere to the following procedures:
 - a) Prior to the Games each sport committee must have a plan which would include alternate facilities and tentative schedule.

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

Technical Package – Explanation of Terms – APPENDIX I, page 98

Sport Application Criteria – APPENDIX J, page 102

Saskatchewan Games Handbook

SPORT

Protests

Protests

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

Saskatchewan Games Handbook

SPORT

Games Jury

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

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

Saskatchewan Games Handbook

SPORT

Sport Evaluation Criteria

Upon conclusion of each Saskatchewan Games the Saskatchewan Games Council will evaluate each sport and determine their eligibility for application for participation in future Games.

Past Games Evaluation Criteria

The following criteria will assist in measuring the sports progress and success towards the Games goals and objectives.

- 1) Sports with less than 60% of the overall maximum number of participants or with less than 6 districts represented may be excluded from the Games.
- 2) Sports with less than 75% of the overall maximum number of participants or less than 6 Districts represented shall be considered “at risk”. With 2 successive “at risk” designations in Games that 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 be evaluated based on the timelines attached to the sport acceptance form. Activities will include:
- 4)
 - Compiling Technical Packages
 - Appoint of the Provincial Technical Liaison (PTL)
 - Compiling daily sport competition schedules
 - Appointing major officials
 - Attendance at the Games in a technical capacity and official protocol functions.
 - Ongoing support from the PTL and host Sport Chair (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.

Saskatchewan Games Handbook

BIDDING & SELECTION PROCEDURES

Bid/Selection Timeline

40 months prior to the event

An invitation letter, information package, and the sport calendar, will be sent to all eligible municipalities. Communities interested in hosting will be asked to submit a letter of intent to bid.

38 months prior to the event

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

Bid to Host workshops will be offered for communities interested in bidding.

34 months prior to the event

Bid application deadline for the communities interested in bidding for the Saskatchewan Games.

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

33 months prior to the event

Announcement of the successful bid for the Saskatchewan Games.

Saskatchewan Games Handbook

BIDDING & SELECTION PROCEDURES

Invitation to Bid

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

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

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

Invitation to bid

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

**Saskatchewan Games Council
324, 1777 Victoria Avenue
Regina, SK S4P 4K5**

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

Accompanying bid documentation and commitment

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

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

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

Saskatchewan Games Handbook

BIDDING & SELECTION PROCEDURES

Site Selection

Bid Review and Site Selection Process

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

The Saskatchewan Games Council shall rank all the bids received, and will determine the number of communities to be scheduled for a site evaluation.

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

Site Evaluation Criteria

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

- I. Organization
 - A. Board of Directors
 - B. Community Achievements
 - C. Bidding Guidelines

- II. Elements of organization for each sport

- III. Games services
 - A. Committee structure
 - B. Athlete Accommodations
 - C. Other Accommodations
 - D. Communications
 - E. Food Services
 - F. Medical
 - G. Transportation
 - H. Security
 - I. Mission Centre

- IV. Marketing/Communications
- V. Finance
- VI. Cultural Component

- VII. Volunteers
- VIII. Legacy
- IX. Protocol
- X. Previous Hosting of a Saskatchewan Games

Announcement of successful community

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

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

The Provincial Minister responsible for Sport should also be asked to participate in the announcement.

All of the unsuccessful bidding communities will receive notification from the Saskatchewan Games Council prior to the announcement of the successful bid.

Saskatchewan Games Handbook

BIDDING & SELECTION PROCEDURES

Supporting Organizations

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

They include:

Sport, Recreation and Culture Districts

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

Provincial Sport Governing Bodies

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

Sport Medicine and Science Council of Saskatchewan

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

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

Saskatchewan Games Handbook

HOSTING GUIDELINES

Organizational & Administrative Guidelines

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

The bid shall contain an outline of the Corporation's volunteer structure and identify members of the Board of Directors, key volunteer positions and responsibilities of each committee. To ensure all aspects of planning, administration and organization are fulfilled, the potential host community shall provide a plan to ensure the availability and support of approximately 1200 to 1500 volunteers for the event.

Other general requirements of the Host Corporation will include:

- The availability and provision of **sporting facilities** which meet standards acceptable to the PSGB.
- The **storage and transporting of equipment** required for the Games; including storage and transportation of bunk beds from the previous host. The bunk beds and other miscellaneous equipment is safely & securely stored in 9 sea-cans owned by the Sask Games Council. The host community will be responsible for transporting the sea-cans from the previous host to a safe and secure location within their host community. Costs associated with transporting and storing the sea-cans is the responsibility of the host. Proper loading/unloading and transport equipment must be used when handling 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.
- Establishment of an **Athletes' Village** appropriate sleeping accommodations for a minimum of 900 athletes, coaches and managers per day. Separate accommodations for males and females must be provided. A minimum of 40 square feet of floor space per person is required. Based on available room size the number of participants per room per day may vary ensuring access for easy maintenance, sufficient storage space and quality air control. Saskatchewan Public Health guidelines requires a minimum of 1 showerhead per 25 people per gender. The Saskatchewan Games Council provides the necessary bunk beds for sleeping accommodations.
- The host will provide adequate **accommodation, food services** and **transportation** for approximately 75 officials per half attending the Games.

- The Host Corporation will establish a **Security Headquarters** within the Athletes Village, staffed by volunteers and/or paid security personnel. To ensure the safety and well-being of participants, equipment and facilities, the host must provide 24-hour security at the Athletes Village.
- The Host Corporation will provide all necessary **meals** for a minimum of 900 participants per day for the duration of the Games. Meals are to be provided at the village site; however, if necessary, may be served in close proximity and convenient to the sleeping accommodations. The Communities bid shall include a daily menu prepared by a qualified food nutritionist.
- The bid must include a detailed plan ensuring that proper and adequate **medical care services** for all participants are available at the Athletes Village(s) and sport venues. The bid shall be supported by commitments from the medical profession within the community.
- The host community must ensure that **transportation services** are available for coaches/managers/athletes to and from the Athletes Village and the respective sport competition.
- District Mission Staff
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:

- 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.
- Facilitate the Mission Orientation (not earlier than 4 months prior to the Games)
 - o Provide two (2) hotel rooms and expenses for one (1) vehicle per district
 - o Provide three (3) meals per participant (a supper, breakfast and lunch)
 - o 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.

- Facilitate an orientation & social one day prior to the opening ceremonies, costs associated with the social will be the responsibility of the districts.
- Provide sufficient space for a **mission centre** which would accommodate space for 9 district mission desks with telephones, display space, duplicating equipment, facsimile machines and space available for walk-in traffic.
- Provide a cellular phone for each Chef de Mission (9 phones)
- 35 meal tickets/district (315 total)
- Provide four (4) parking spots/district in close proximity to the mission center.
- Facilitate a daily meeting between the District Chef's and the host

organizing committee to discuss issues and concerns, sharing information and provide updates. Time of day to be determined by the Host.

- Adequate space to receive, record and **handle all Games results** must also be provided. The community will ensure human resources are available and will partner with the Saskatchewan Games Council to ensure the results are delivered and publicised in a timely manner on the website.
- The bid must include a proposed plan to ensure a **communication network** is established to coordinate activities in sporting facilities, non-sporting facilities, Athletes Village, transportation, results, etc.
- The Host Corporation may provide a **venue for the press, radio and television** along with the appropriate technical requirements. This space shall be adjacent to the results area.
- The Host Corporation will be responsible for **all protocol**. The bid must ensure distinctive and appropriate protocol procedures are planned that will provide a warm receptive environment for V.I.P.'s, sponsors, guests, officials and volunteers while maintaining the focus on the athletes. The Host corporation will stage an exciting and memorable official opening ceremonies (90 min. recommended) and closing ceremonies (75 min. recommended), medal presentations, opening reception and other designated hospitality services. All receptions, dinners, entertainment and other special events planned for the Games must be endorsed by the Saskatchewan Games Council.
- In preparing the bid, the Host Corporation shall ensure the availability of a minimum of 104 **hotel/motel rooms** as follows:

Officials	40 rooms
VIP	25 rooms
Media	5 rooms
Mission	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 shall 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.
- To ensure adherence to the Saskatchewan Games Council's policy of a "**Smoke & Drug Free**" Games.

Saskatchewan Games Handbook

HOSTING GUIDELINES

Financial Guidelines

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

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

- The local Municipal Council 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 in hosting the Games.

The level of funding assistance provided to the host community by the Saskatchewan Games Council will be determined prior to issuing of "request for bids to host" and communicated to potential host communities at that time. This funding may be used toward the overall operation of the Saskatchewan Games (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.

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Athlete Eligibility

1. The Saskatchewan Games shall 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 shall be comprised of eligible athletes whose Saskatchewan domicile or actual residence for at least six months prior to the Games, was located within the recognized boundaries of the district they are representing. 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 their home district must be enrolled in a minimum of 60% of the eligible credits to be considered a full time student.

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

4. First Nations athletes who reside and attend school in one District but are members of a First Nation Reserve in another District may elect to participate in either District; but not both. If they try out for one District and are not selected for that team, they are 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:

- They reside near the Saskatchewan boundary and attend school on a full time basis in a recognized Saskatchewan education system;
- In the year of the Saskatchewan Games they must be a registered

- member of the appropriate Saskatchewan Provincial Sport Governing Body and shall not be a member of another province;
- 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:

- 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;
- In the year of the Saskatchewan Games they must be a registered member of the appropriate Saskatchewan Provincial Sport Governing Body and shall not be a member of another province;
- 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:

- In the year of the Saskatchewan Games they must be a registered member of the appropriate Saskatchewan Sport Governing Body;
- Where a team has members from two or more Saskatchewan Games Districts, and is registered in a recognized league, it shall compete in the district where the majority of the players reside. Teams in this position may have members living in adjacent districts within reasonable commuting distance.

- 8.** The Games shall be open only to amateur athletes recognized as such by the applicable 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 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 model for each sport. Recognizing the multi—sport environment that athletes are exposed to at the Games, each sport shall 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 each respective sport technical package.
- 13.** Prior to the Games, the eligibility of any athlete not clearly established by these rules shall be determined by the Saskatchewan Games Council. During the Games the eligibility shall be determined by the Games Jury.

14. Coaches, managers and athletes of the district team must stay in the athletes' village during the Games.

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

District Walkout and Competition Uniforms

A. District Walkout Uniforms

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

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

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

- 2) Markings on the District walkout uniforms shall 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 shall not exceed 100cm². The maximum surface area for a single marking shall not exceed 50cm².

B. Competition Uniforms

- 1) The PSGB is responsible to coordinate and provide the District competition uniforms.
- 2) The sport competition uniforms must follow 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 shall not exceed 50cm².

C. Restrictions

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

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Registration

All district team members must comply with 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 on to the Host.

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

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Games Scoring Procedure Medals & Awards

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

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

- 2) If a tie occurs for first place in the final aggregate ranking for the Games flag, the district with the greatest number of non-tied first place Game flag points shall be declared the winner. If the tie persists, the district with the greatest number of first place finishes including tied for first placed Game flag points shall be declared the winner. If the tie persists, the same procedure is repeated for second place game flag points and if necessary third place Game flag points and so on to resolve the tie.

- 3) Most Improved District Award

The Joe Griffith Trophy will be awarded to the District showing the greatest improvement in final standing from the previous Saskatchewan Games, the comparison being made on a winter to winter and summer to summer basis.

The Joe Griffith Trophy will be awarded on these criteria:

- a) Joe Griffith trophy is based 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 shall be posted.
 - d) The scoring and points awarded for the Joe Griffith Trophy shall be for each sport; the top district shall receive 9 points, the district finishing second shall receive 8 points and so on until the last

place district (9th place) shall receive 1 point.

MEDALS/AWARDS

- 1) Medals specially 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 is less than 3 competitors in the event as long as the team and/or athlete actually compete. (example: 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 & Silver medal. However, 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 shall approve the medal design for each Games. The medal and/or ribbon shall 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/medallion, etc.) will be provided to each coach and manager participating in the Games.
- 6) Keeper plaques shall be presented to the district that captures the Joe Griffith Trophy and Games Flag.
- 7) To create team spirit and encourage maximum participation and performance in the Games, the Games Council will present the Games Flag to the District aggregating the largest number of Games points from all events in the Games.
- 8) Sports which include both male and female participants in a mixed event or relay shall count points for that event towards the Games Flag.

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Host Corporation

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

- 9) The Games Host Corporation must ensure that proper facilities are available for all sports on the calendar of the Saskatchewan Games.
- 10) Appropriate technical and working facilities are to be established for persons representing the press, television and radio.
- 11) The Games Host in conjunction with the PSGB shall appoint a Sport Jury for each sport which shall be comprised of: the Chairperson of the Sport Committee, the head official of the sport, the Provincial Technical Liaison of the PSGB, and one or two additional people as may be required by the sport governing body rules.
- 12) At the conclusion of the Games the Host Corporation shall prepare a final report on the Games' operations and provide such report to the Saskatchewan Games Council. The report shall include information on all facets of Games operation as well as a detailed final financial report. This report will be made available upon request to Districts, and the next Host Corporation.
- 13) The Host Society may present each participant with a Games memento.
 - a) During the Games the Host Society shall be responsible for the meals for four mission staff per district.
 - b) An audited financial statement must be presented to the Saskatchewan Games Council no later than 6 months following the Games.
 - c) The Host Corporation may be required to store 9 sea-cans containing the bunk beds, podiums, tents, flags, mascots and other equipment provided by the Council.

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Ceremonies

GAMES OPENING AND CLOSING CEREMONIES

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

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

- 4) Officials' Oath

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

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

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

District Boundaries

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

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

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

Team Regina - City of Regina (formerly Regina Sport District; formerly Zone 2)

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

R.M. #10	R.M. #72	R.M. #108
R.M. #11	R.M. #73	R.M. #109
R.M. #12	R.M. #74	R.M. #110
R.M. #17	R.M. #75	R.M. #111
R.M. #18	R.M. #76	R.M. #130
R.M. #19	R.M. #77	R.M. #131
R.M. #40	R.M. #78	R.M. #132
R.M. #42	R.M. #79	R.M. #133
R.M. #43	R.M. #100	R.M. #134
R.M. #44	R.M. #101	R.M. #135
R.M. #45	R.M. #102	R.M. #136
R.M. #46	R.M. #103	R.M. #137
R.M. #49	R.M. #104	R.M. #138
R.M. #51	R.M. #105	R.M. #139
R.M. #70	R.M. #106	R.M. #141
R.M. #71	R.M. #107	R.M. #142
R.M. #160	R.M. #168	R.M. #222
R.M. #161	R.M. #169	R.M. #223

R.M. #162	R.M. #171	R.M. #224
R.M. #163	R.M. #190	R.M. #229
R.M. #164	R.M. #193	R.M. #230
R.M. #165	R.M. #194	R.M. #231
R.M. #166	R.M. #221	R.M. #232
R.M. #167		

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

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

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

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

Team Saskatoon – City of Saskatoon (formerly Saskatoon Sports Council, formerly Zone 6)

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

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

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

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

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

Includes the regions of:

- Athabasca
- Beaver River
- Clearwater
- Neyanun
- Sagastew

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

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 undertake a CRC and a VSC for service with the vulnerable sector. The term “vulnerable persons” are persons who, because of their age, disability or other circumstances, whether temporary or permanent;

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

It will be the responsibility of the coach, trainer, or manager to submit the findings of their CRC and their 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 shall provide the individual with a letter outlining their volunteer service. This letter is required by the local police service or the RCMP.

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.

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Discipline, Code of Conduct & 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 72

Participants Code of Conduct – see Appendix D, page 78

Officials Code of Conduct – see Appendix E, page 84

Release, Waiver & Consent Form – see Appendix F, page 87

Appeal Policy – see Appendix G, page 91

Saskatchewan Games Handbook

POLICIES AND GENERAL GOVERNING RULES

Sport Fill Policy

The Fill Policy allows PSGB's the opportunity to add additional competitors to districts teams if at the conclusion of the district team selection process not all district teams are able to field a full team.

The number of athletes competing at the provincial level would not exceed the maximum number of projected athletes from all Districts.(e.g. X Country Ski has a District team size of 12 athletes per district x 9 = 108. This would be the maximum allowed at the provincial event). The number of districts eligible to participate will be based on Team Norths ability to field teams in each sport. As all financial expenditures costs are based on maximum participation at the Games, additional costs for the fill participants is not an issue.

Criteria

- 1) The sports inclusion on the sport calendar is based on participation from each District, therefore every effort must be made by the sport to ensure a full complement of developmental-stage appropriate athletes (ie. 'Train-to Train') from each District. A clear message will be communicated to the provincial sport governing bodies that this policy does not abdicate their responsibility for developing sport in all Districts within the province
- 2) The replacement athlete **MUST** be fully eligible and have participated in a District play down or selection camp. The selected fill participants will become part of the District team (as determined by the athlete eligibility criteria) and will be included in all components of the team's logistical support. (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; therefore the Council must approve these procedures well in advance of the Games. Individual sports will be requested to submit their intent to participate in the fill policy within the designated timelines for the technical package submission.
- 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, shall be eligible to receive medals, however the points accumulated for that individual shall not be counted.

- 8) Should a district sport team exceed the designated team size by more than 50% due to addition of fill athletes, a request for additional coaches/managers will be considered. The Sask Games Council must approve the addition of coaches/managers.
- 9) Team sports will not be included in the Fill Policy, however, future discussion and consideration of 'Team Sport Fill Policy' provisions may occur should circumstances dictate so.
- 10) PSGB's must ensure, through a logical and transparent process, that athletes designated as replacements are within the appropriate stage of athlete development (Train to Train or higher), to ensure the integrity and caliber of the competition.
- 11) Fill athletes must pay the appropriate athlete registration fee.

Saskatchewan Games Handbook

APPENDICES

- APPENDIX A** | Joe Griffith Award – History
- APPENDIX B** | Games Flag Award – History
- APPENDIX C** | Discipline Policies & Procedures
- APPENDIX D** | Participant Code of Conduct
- APPENDIX E** | Officials Code of Conduct
- APPENDIX F** | Release, Waiver & Consent
- APPENDIX G** | Appeal Policy
- APPENDIX H** | District Sport Contact Information
- APPENDIX I** | Sport Technical – Explanation of Terms (Technical Package)
- APPENDIX J** | Sport Technical – Sport Application Criteria
- APPENDIX K** | Districts Advisory Team
- APPENDIX L** | Guidelines for District Mission Staff Responsibilities
- APPENDIX M** | Suggested Host Committee Organization Chart
- APPENDIX N** | Safe Travel Procedures

Saskatchewan Games Handbook

APPENDIX A

Joe Griffith Award Rankings

Joe Griffith Award Rankings

Games at Swift Current - 1976 Summer

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

Games at Moose Jaw – 1978 Winter

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

Games at Estevan – 1980 Summer

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

Games at Prince Albert - 1982 Winter

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

Games at North Battleford - 1984 Summer

1st	Zone 7 - North Battleford, Rosetown	+70.00%
-----	-------------------------------------	---------

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

Games at Yorkton - 1986 Winter

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

Games at Melfort - 1988 Summer

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

Games at Melville - 1990 Winter

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

Games at Prince Albert - 1992 Summer

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

Games at Kindersley - 1994 Winter

1st	Zone 4 - Yorkton, Melville	+18.696%
2nd	Zone 7 - North Battleford, Rosetown	+18.496%
3rd	Zone 3 - Swift Current	+13.696%
4th	Zone 2 - Regina	+ 2.196%
5th	Zone 8 - Prince Albert, Melfort	+ 1.496%

6 th	Zone 1 - Weyburn, Estevan	- 7.496%
7 th	Zone 6 - Saskatoon	- 15.196%
8 th	Zone 5 - Humboldt, Watrous	- 25.296%

Games at Moose Jaw - 1996 Summer

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

Games at Nipawin - 1998 Winter

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

Games at Yorkton – 2000 Summer

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

Games at Humboldt – 2002 Winter

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

Games at Weyburn – 2004 Summer

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

Games at Melfort – 2006 Winter

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

Games at Lloydminster – 2008 Summer

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

Games at Moose Jaw – 2010 Winter

1 st	Team SouthEast – Weyburn, Estevan	28%
2 nd	Team SouthWest – MJ, Swift Current	18%
3 rd	Team Prairie Central – Humboldt	5%
4 th	Team North	0%
5 th	Team RiversWest – NB, Rosetown	-5%
6 th	Team Saskatoon	-6%
7 th	Team Lakeland - PA, Melfort	-11%
8 th	Team Regina	-15%
9 th	Team Parkland Valley – Yorkton, Melvil	-18%

Games at Meadow Lake – 2012 Summer

1 st	Team Rivers West	9.5%
2 nd	Team Prairie Central	9%
3 rd	Team Regina	7.5%
4 th	Team South East	3%
5 th	Team North	1.5%
6 th	Team Saskatoon	-3%
7 th	Team South West	-10%
8 th	Team Parkland Valley	12%
9 th	Team Lakeland	-13%

Games at Prince Albert – 2014 Winter

1 st	Team Prairie Central	21.9%
2 nd	Team Rivers West	17.4%
3	Team Regina	9%
4 th	Team Parkland Valley	5.7%
5 th	Team Lakeland	3%
6 th	Team South West	-5.8%
7 th	Team South East	-6%
8 th	Team Saskatoon	-6.7%
9 th	Team North	-24.2%

Games at Estevan – 2016 Summer

1 st	Team South East	13.2%
2 nd	Team Saskatoon	8.2%
3	Team Parkland Valley	4.8%
4 th	Team Regina	-2%
5 th	Team South West	-7.1%
6 th	Team Rivers West	-13.1%
7 th	Team North	-19.6%
8 th	Team Prairie Central	-21.1%
9 th	Team Lakeland	-34.4%

Games at North Battleford – 2018 Winter

1 st	Team South East	13.5%
2 nd	Team Rivers West	10.8%
3	Team Prairie Central	4.9%
4 th	Team Saskatoon	3.8%
5 th	Team Regina	2.4%
6 th	Team Parkland Valley	-10.3%
7 th	Team South West	-18.0%
8 th	Team Lakeland	-28.6%

Team North: 39.0%

Note: Team North was not eligible to win the Joe Griffith Award at the 2018 North Battleford Games due to not competing in at least 75% of the sports.

Saskatchewan Games Handbook

APPENDIX B

Games Flag Winners and Rankings

Games Flag Winners and Rankings

Games at Moose Jaw - 1972 Summer

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

Games at North Battleford - 1974 Winter

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

Games at Swift Current - 1976 Summer

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

Games at Moose Jaw - 1978 Winter

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

Games at Estevan – 1980 Summer

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

Games at Prince Albert - 1982 Winter

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

Games at North Battleford - 1984 Summer

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

Games at Yorkton - 1986 Winter

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

Games at Melfort - 1988 Summer

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

Games at Melville - 1990 Winter

1 st	Zone 6 - Saskatoon	98
2nd	Zone 2 - Regina	94.5
3rd	Zone 8 - Prince Albert, Melfort	90
4th	Zone 4 - Yorkton, Melville	84

5 th	Zone 3 - Moose Jaw, Swift Current	80
6 th	Zone 5 - Humboldt	72
7 th	Zone 1 - Weyburn, Estevan	61
8 th	Zone 7 - North Battleford, Rosetown	58

Games at Prince Albert - 1992 Summer

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

Games at Kindersley - 1994 Winter

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

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

Games at Moose Jaw - 1996 Summer

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

Games at Nipawin - 1998 Winter

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

Games at Yorkton – 2000 Summer

1 st	Zone 8 – Prince Albert, Melfort	119
2 nd	Zone 2 – Regina	118
3 rd	Zone 1 – Weyburn, Estevan	113
4 th	Zone 3 – Moose Jaw, Swift Current	103.5
5 th	Zone 4 – Yorkton, Melville	103
6 th	Zone 6 – Saskatoon	101.5
7 th	Zone 7 – North Battleford, Rosetown	81

8 th	Zone 5 – Humboldt, Watrous	75
9 th	Zone 9 - Northern District	2

Games at Humboldt – 2002 Winter

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

Games at Weyburn – 2004 Summer

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

Games at Melfort – 2006 Winter

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

Games at Lloydminster – 2008 Summer

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

Games at Moose Jaw – 2010 Winter

1 st	Team Regina	120
2 nd	Team Saskatoon	114
3 rd	Team Lakeland – PA, Melfort	111
4 th	Team SouthWest – MJ, Swift Current	104
5 th	Team SouthEast – Weyburn, Estevan	99
6 th	Team Prairie Central – Humboldt	86
7 th	Team RiversWest – NB, Rosetown	85

8 th	Team Parkland Valley – Yorkton, Melvil	48
9 th	Team North	35

Games at Meadow Lake – 2012 Summer

1 st	Team Saskatoon	135.5
2 nd	Team Regina	131
3 rd	Team South West	112
4 th	Team Rivers West	108.5
5 th	Team Lakeland	108
6 th	Team Prairie Central	105
7 th	Team South East	100
8 th	Team Parkland Valley	59
9 th	Team North	46

Games at Prince Albert – 2014 Winter

1 st	Team Regina	180
2 nd	Team Saskatoon	161
3	Team Lakeland	157
4 th	Team South West	143
5 th	Team Prairie Central	139
6 th	Team Rivers West	129
7 th	Team South East	105
8 th	Team Parkland Valley	88
9 th	Team North	25

Games at Estevan – 2016 Summer

1 st	Team Saskatoon	178
2 nd	Team Regina	163
3	Team South East	149
4 th	Team South West	131
5 th	Team Rivers West	128
6 th	Team Parkland Valley	114
7 th	Team Prairie Central	110
8 th	Team Lakeland	105
9 th	Team North	61

Games at North Battleford – 2018 Winter

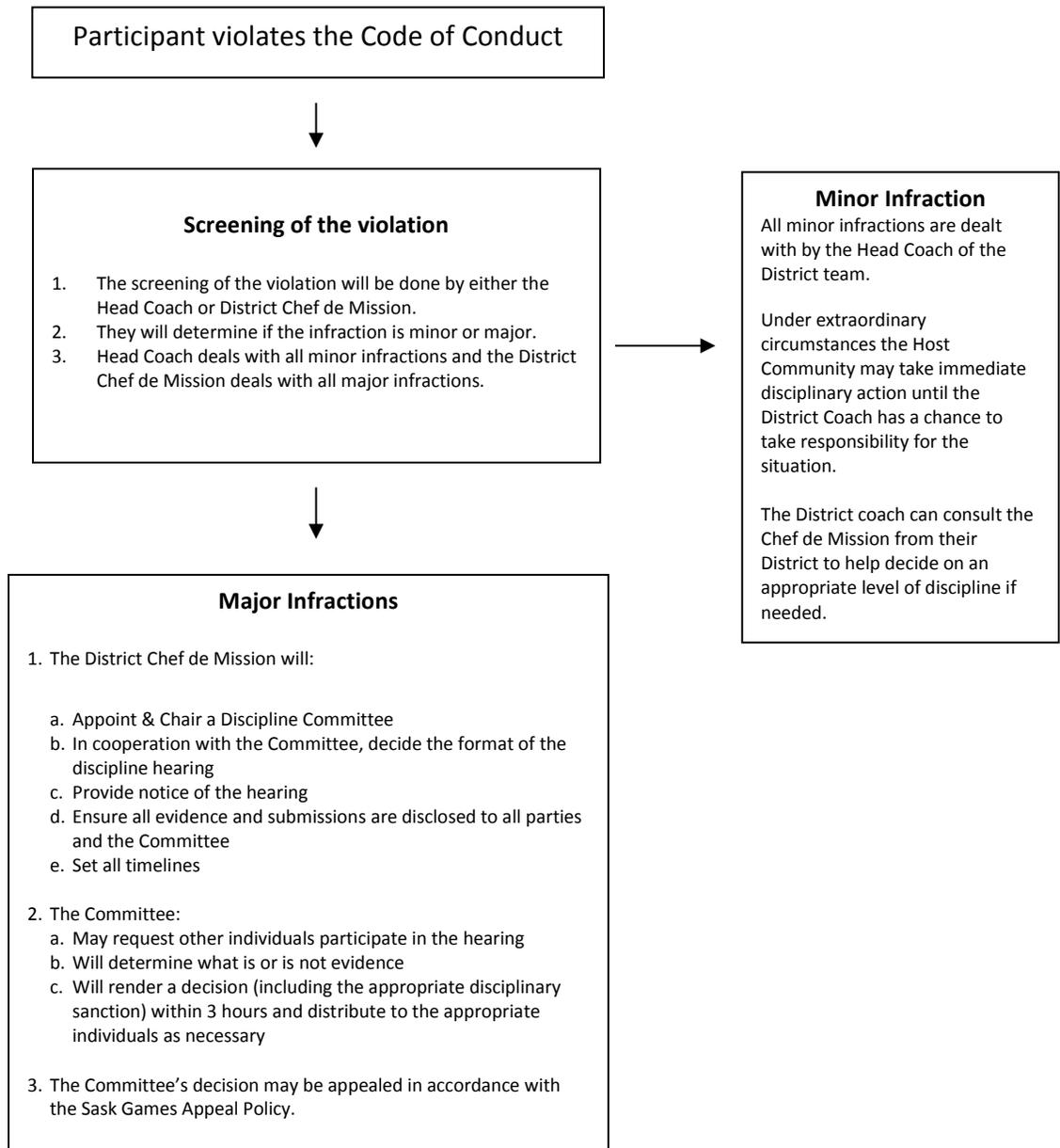
1 st	Team Saskatoon	184
2 nd	Team Regina	178
3	Team Prairie Central	149
4 th	Team Rivers West	143
5 th	Team Lakeland	128
5 th	Team South East	128
7 th	Team South West	116
8 th	Team Parkland Valley	92
9 th	Team North	41

Saskatchewan Games Handbook

APPENDIX C

Discipline Policy & Procedures

Discipline Procedures Flowchart



Discipline Policy & 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 relating to matters that may arise during the course of participation in 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 field of play will be dealt with by the procedures specific to the sport. Service or other voluntary contribution to the Host Community, the Sport, or District Team

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 3 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 perceives a 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 Mission Staff, the Chef de Mission shall 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 communications with the Parties, 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:

- a) The Parties will be given at minimum, three (3) hours' 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
- b) The Hearing is held in private
- c) Copies of any written documents 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
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Discipline Committee may request that any other individual participate and give evidence at the hearing
- f) The Discipline Committee may allow as evidence at the hearing any oral evidence and

document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate

g) 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 some other 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 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 3rd party to the extent that the 3rd party would have recourse to a complaint or an appeal in their own right, that 3rd party will become a party and apart 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.

Infractions

a) Minor Infractions

All minor infractions shall 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 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.

b) 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.

c) Major Infraction

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

- offensive, abusive, racist or sexist comments or actions, such as bullying or homophobic;
- 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 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. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.

Disciplinary sanctions:

The District Discipline Committee or Head Coach shall determine 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 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.

- Earlier curfew
- Verbal or written reprimand
- Verbal apology
- Hand-delivered written apology
- Service or other voluntary contribution to the Host Community, the Sport, or District Team
- Confined to residence or Athletes Village
- Suspension from Games non-competition activities (e.g. opening/closing ceremonies)
- Suspension from one or more competition(s)
- Suspension from competition for the remainder of the Games
- Letter to Provincial Sport Governing Body recommending additional suspensions

- Take away the District Team uniform
- Sent home at individual's expense
- Payment of the cost of repairs for property damage
- Notify authorities (e.g. Host Society, police) of criminal offense.
- Any other sanction considered appropriate for the offense.

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

In applying sanctions, the Discipline Committee may have regard to 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 soon 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.

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 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 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.

Suspension Pending a Hearing

The Chef de Mission or the Saskatchewan Games Council may determine that an alleged incident is of such seriousness as to warrant 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:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

The discipline and complaints process is 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, including but not limited to, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

Saskatchewan Games Handbook

APPENDIX D

Participant Code of Conduct

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:

- a) Maintain and enhance the dignity and self-esteem of fellow participants, volunteers, spectators and all other individuals involved in the Games by:
 - i. 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
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts
 - b. The display of visual material which is offensive or which one ought to know is offensive

- c. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d. Leering or other suggestive or obscene gestures
 - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g. Any form of hazing
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i. Unwelcome sexual flirtations, advances, requests, or invitations
 - j. Physical or sexual assault
 - k. 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
 - l. Retaliation or threats of retaliation against an individual who reports harassment
- c) 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:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- d) 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
- e) 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)
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) 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. Coaches and managers 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 district team and the Saskatchewan Games.

- h) Respect the property of others and not willfully cause damage.
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with the Games policies, procedures, and rules and regulations, as adopted and amended from time to time

- k) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended
 - ii. Not be under the influence of alcohol, illegal drugs or substances
 - iii. Have valid car insurance

- l) 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.

- m) 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.

- n) 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.

- o) 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.

- p) Wear the District ceremonial walkout uniform at opening or closing ceremonies and during awards/medal presentations.

- q) Attend the opening or closing ceremonies as a member of your District Team.

- r) Travel to and from the Games on the transportation provided unless otherwise authorized (except the host District)

In addition, for all coaches/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:

- s) Set a positive example for their athletes by compliance with all policies, rules and standards of conduct;

- t) 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.

- u) Supervise and be responsible for the conduct of their athletes at all times during the 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 shall 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 uniforms 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 serious 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 or sexist comments or actions, such as bullying or homophobic;
- 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.

- Earlier 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 (e.g. opening/closing ceremonies)
- Suspension from one or more competition(s)

- Suspension from competition for the remainder of the Games
- Letter to Provincial Sport Governing Body recommending additional suspensions
- Take away the District team uniform
- Sent home at individual's expense
- Notify authorities (e.g. Host Society, police) of criminal offense.

1. 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 Saskatchewan Provincial Sport Organizations 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

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 & 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

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 shall 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, the age of majority in Saskatchewan is 18 years of age, then the signature of the parent/guardian is required.

Saskatchewan Games Handbook

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:

- v) Maintain and enhance the dignity and self-esteem of fellow officials, participants, volunteers, spectators and all other individuals involved in the Games by:
 - vii. 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
 - viii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
 - ix. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - x. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - xi. Consistently treating individuals fairly and reasonably
 - xii. Ensuring adherence to the rules of the sport and the spirit of those rules

- w) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts
 - b. The display of visual material which is offensive or which one ought to know is offensive
 - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d. Leering or other suggestive or obscene gestures
 - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions

- f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g. Any form of hazing
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i. Unwelcome sexual flirtations, advances, requests, or invitations
 - j. Physical or sexual assault
 - k. 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
 - l. Retaliation or threats of retaliation against an individual who reports harassment
- x) 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:
- vii. Sexist jokes
 - viii. Display of sexually offensive material
 - ix. Sexually degrading words used to describe a person
 - x. Inquiries or comments about a person's sex life
 - xi. Unwelcome sexual flirtations, advances, or propositions
 - xii. Persistent unwanted contact
- y) 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
- z) 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)
- aa) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- bb) 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.

- cc) Respect the property of others and not willfully cause damage.
- dd) Adhere to all federal, provincial, municipal and host country laws
- ee) Comply, at all times, with the Games policies, procedures, and rules and regulations, as adopted and amended from time to time
- ff) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended

- ii. Not be under the influence of alcohol, illegal drugs or substances
 - iii. Have valid car insurance
- gg) 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.
- hh) 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.
- ii) Abide by the rules and procedures of the Athletes Village while using the cafeteria or attending other scheduled meetings or events.
- jj) 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.
- kk) 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:

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

Saskatchewan Games Handbook

APPENDIX F

Release, Waiver & Consent

Participant Release, Waiver & Consent

All athletes, coaches, managers and mission staff must have read, understood, 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 & 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

- i. 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; and
- 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 & 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 & 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 & 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: _____

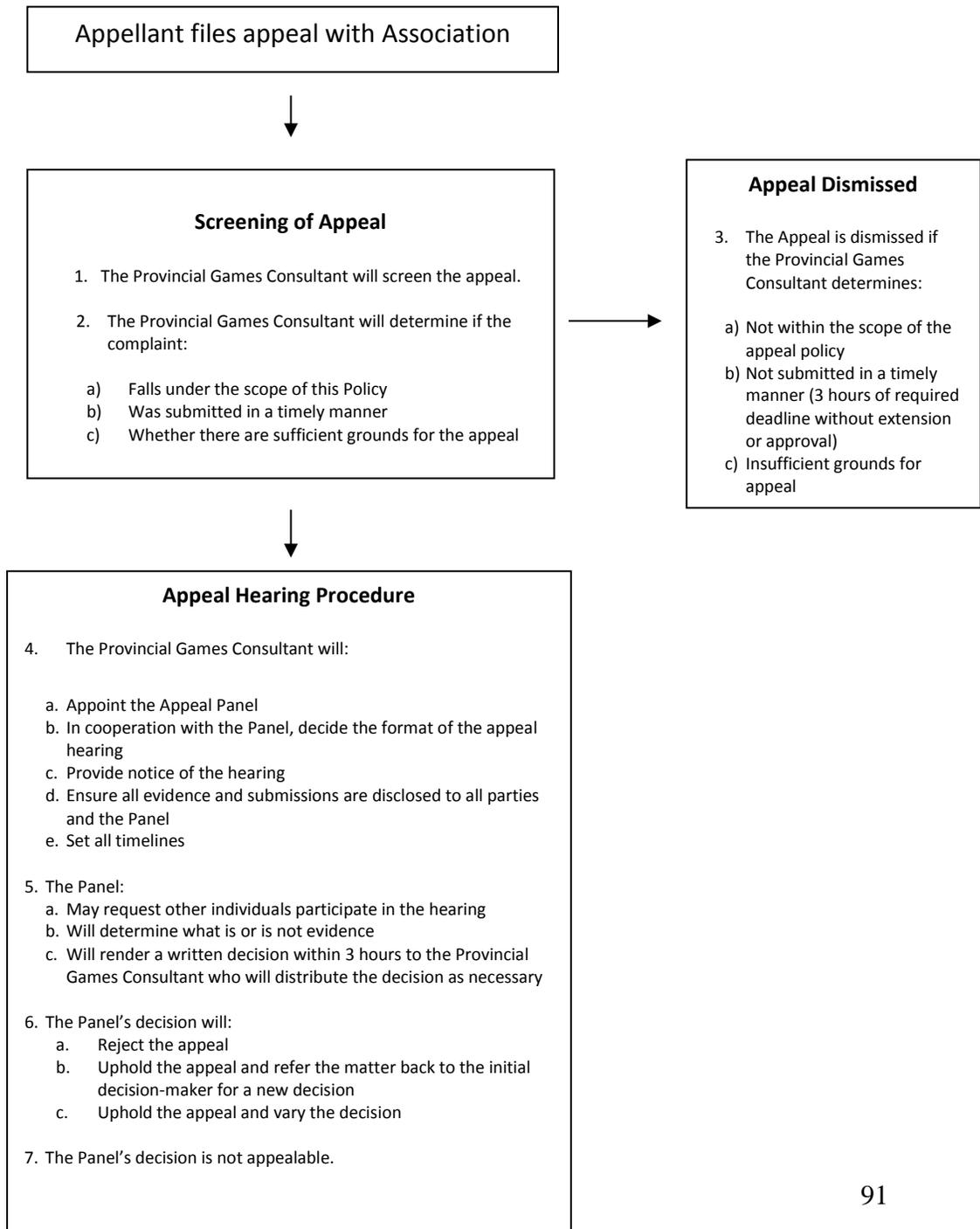
Date: _____

Saskatchewan Games Handbook

APPENDIX G

Appeal Policy

Appeal Policy Flow Chart



Saskatchewan Games - Appeal Policy

Definitions

1. 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

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

Scope and Application of this Policy

3. 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.
4. This Policy **will not apply** to decisions relating to:
 - a) Infractions for doping offenses
 - b) The rules of the sport
 - c) Budgeting and budget implementation
 - d) Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
 - e) Commercial matters
 - f) Decisions made under this Policy

Timing and Conditions of Appeal

5. 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:
 - a) Notice of the intention to appeal
 - b) Contact information and status of the Appellant
 - c) Name of the Respondent and any affected parties, when known to the Appellant
 - d) Date and time that the Appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal

- h) All evidence that supports the appeal
 - i) Requested remedy or remedies
 - j) An appeal fee of one hundred dollars (\$100) which will be refunded if the appeal is successful, or forfeited if the appeal is denied.
6. 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.
7. Appeals should be submitted to the Provincial Games Consultant:

Lorne Lasuita, Provincial Games Consultant
 (who will be on site in the host community during the Games)
 306-533-1293

Grounds for Appeal

8. 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:
- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent’s governing documents)
 - b) Failed to follow its own procedures (as set out in the Respondent’s governing documents)
 - c) 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)
 - d) Made a decision that was grossly unreasonable
9. 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

10. In screening the appeal, the Provincial Games Consultant will have the following responsibilities:
- a) Determine if the appeal falls under the scope of this Policy
 - b) Determine if the appeal was submitted in a timely manner
 - c) Decide whether there are sufficient grounds for the appeal
11. 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.
12. If there are sufficient grounds for an appeal, the Provincial Games Consultant will appoint an Appeal Panel (the “Panel”) which shall 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.
13. 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.

14. Anyone who participated in the decision being appealed or is deemed to have a conflict or interest in the situation shall not sit on the Appeal Panel.
15. 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

16. The Provincial Games Consultant, in cooperation with the Panel, shall 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.
17. 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:
 - a) The hearing will be held within a timeline determined by the Provincial Games Consultant
 - b) 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
 - c) 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
 - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e) The Panel may request that any other individual participate and give evidence at the hearing
 - f) 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 shall place such weight on the evidence as it deems appropriate
 - g) 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
 - h) The decision to uphold or reject the appeal will be by a majority vote of the Panel
18. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
19. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

20. The Panel shall 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:
 - a) Reject the appeal and confirm the decision being appealed
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
 - c) Uphold the appeal and vary the decision
21. 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

22. 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

23. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.
24. 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.

Saskatchewan Games Handbook

APPENDIX H

District Contact Information

Districts and District Team Coordinators

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

Joni Hagen
Box 370 Weyburn, SK S4H 2K6
Phone: (306) 842-2188
Fax: (306) 842-2186
Email: jhagen@southeastconnection.ca

Team Regina

Vacant

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

Anne Weisgerber
Box 368 Maple Creek, SK S0N 1N0
Phone: (306) 662-3242
Fax: (306) 662-2131
Email: anne@gosouthwest.ca

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

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

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

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

Team Saskatoon

Vacant

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

Donna Johnston-Genest
Box 1480 Rosetown, SK S0L 2V0
Phone: (306) 882-3030
Fax: 882-2744
Email: rwdscl.donna@sasktel.net

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

Lyle Campbell

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

Phone: (306) 953-1623

Email: lyle.ldscr@sasktel.net

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

Ryan Karakochuk

Box 580 Creighton, SK S0P 0A0

Phone: (306) 688-2122

Email: rkarakochuk@nscrd.com

Saskatchewan Games Handbook

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 in regards to 1st or 2nd half.

(Each half has 2.5 days of competition.)

1.3 Sanction:

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

2.0 PARTICIPANTS:

2.1 Competitors:

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

2.2 Coaches/Managers:

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

3.0 CLASSIFICATIONS:

3.1 Year of Birth:

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

3.2 Year of Birth (Special Olympic Athletes):

4.0 ELIGIBILITY:

4.1 Athletes:

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

4.2 Coaches/Managers:

(The Saskatchewan Games Council requires a minimum of NCCP Level 1 or its equivalent under the revised NCCP certification program. The PSGB may require a coaching certification higher than Level 1. Please indicate any additional coaching requirements your sport may require, ie. Special "O" coaches. All coaches & managers require Respect in Sport as well as 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:

Registration is with:

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

6.0 PROVINCIAL TECHNICAL LIAISON:

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

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

- *The duties include providing technical information to the Host Society as required.*
- *To be available to attend at least two meetings with the Sport, Chairperson of the Host Society.*
- *To be available to assist the District Sport Contact in the development of your sport in the nine (9) districts.*

7.0 TYPE OF COMPETITION:

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

8.0 RESULTS:

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

9.0 TIE BREAKING PROCEDURE:

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

10.0 SPORT PROTEST PROCEDURE:

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

11.0 EQUIPMENT:

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

12.0 SPORT JURY:

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

13.0 OFFICIALS REQUIRED:

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

14.0 MEDICAL SERVICES:

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

15.0 MEDALS:

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

16.0 DISTRICT TEAMS SELECTION CRITERIA:

(Outline the process that will be used to select the district team for your sport. . Sanctioning fees for district play downs, 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 sports. 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, have your President sign and provide their name, address, phone number and email address. The Technical Package will not be reviewed by the Saskatchewan Games Council without this being completed.)

Saskatchewan Games Handbook

APPENDIX J

Sport Technical: Sport Application Criteria

Sport Application Criteria for Inclusion in the Saskatchewan Games

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

Saskatchewan Games Handbook

APPENDIX K

Districts Advisory Team

Purpose

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

Function

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 district teams, such as team walkout uniforms and transportation, participation fees, souvenirs and Saskatchewan Games promotions.

Members

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

Time Commitment

Face to face meetings or conference calls shall be held 1 – 2 times annually dependent on the Games cycle. The meetings will take place on mutually agreed upon dates and 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 Missions 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.

Saskatchewan Games Handbook

APPENDIX L

Guidelines for District Mission Staff Responsibilities

Guidelines for 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 our Mission Staff, as part of the District Team will provide leadership, direction and assistance generally to concerns of our athletes, coaches, and managers.

The Responsibilities of all Mission Staff:

Prior to the Games:

- Familiarization with all information regarding the operation and participation of the District Team at the Saskatchewan Games
- Familiarization with the information regarding the operation of the Games and its facilities as provided by the Host Community
- 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 any and all information regarding the Games
- Facilitating requests and logistics of your assigned sport(s) or area of responsibility prior to and during the Games
- Facilitate the logistics of the operation of the District Team and specific sports or area of responsibility
- Develop a positive relationship between the Mission Staff, sports and Host Society prior to and during the Games
- Familiarization of rules, regulations and policies governing the overall operation
- 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
- Facilitating requests of District Teams, the Host Society and assigned sport(s) or area of responsibility at the Games
- Meet with assigned sports upon their arrival at the Games and assist with their accreditations and accommodations. Provide a detailed briefing with assigned sports upon arrival.
- 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 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) on a daily basis to update information, deal with issues, provide team support and facilitate requests and needs.
- Ensure coaches and managers check in with the Mission Desk at least once a day
- Attend assigned sport(s) technical/coaches meetings and competitions
- Ensure that coaches and managers are aware of and in attendance at all meetings relative to their sports
- 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 athlete's from the Host Community

Saskatchewan Games Handbook

APPENDIX M

Safe Travel Procedures

Background:

The Saskatchewan Games Council is committed to ensuring the safety and well-being of 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, that 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 Coordinator to make all the logistical arrangements in regards to date, time, and location of the pick up 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:

a) 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:

- a) The bus driver notifies 911 and the company dispatch centre.
- b) 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.
- c) 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.
- d) 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.
- e) The Games Manager informs the Games Host Chairperson(people) and the appropriate host Board of Directors of details.
- f) The Chef de Mission establishes contact with the District Executive Director.
- g) 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.
- h) 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.
- i) 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(people) up to date on the situation.

b) 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(people) 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(people)
- Host Committee Board Chairperson(people)
- 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:

- a) The District Chef de Mission must have the contact information of the bus driver and Bus Company.
- b) Ensure the driver has the District Chef de Mission's full contact information.

- c) It is imperative that all Districts have a manifest of all passengers who are travelling on each bus.
- d) Ensure full contact information is available for each passenger, including full contact information. This can be obtained from GEMS.pro.
- e) A lead point of contact should be secured for each bus along with their full contact information.
- f) Passengers should be informed to take a travel bag on the bus which may include snacks, water, medications and other necessary items.

Costs:

- a) 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.
- b) 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.

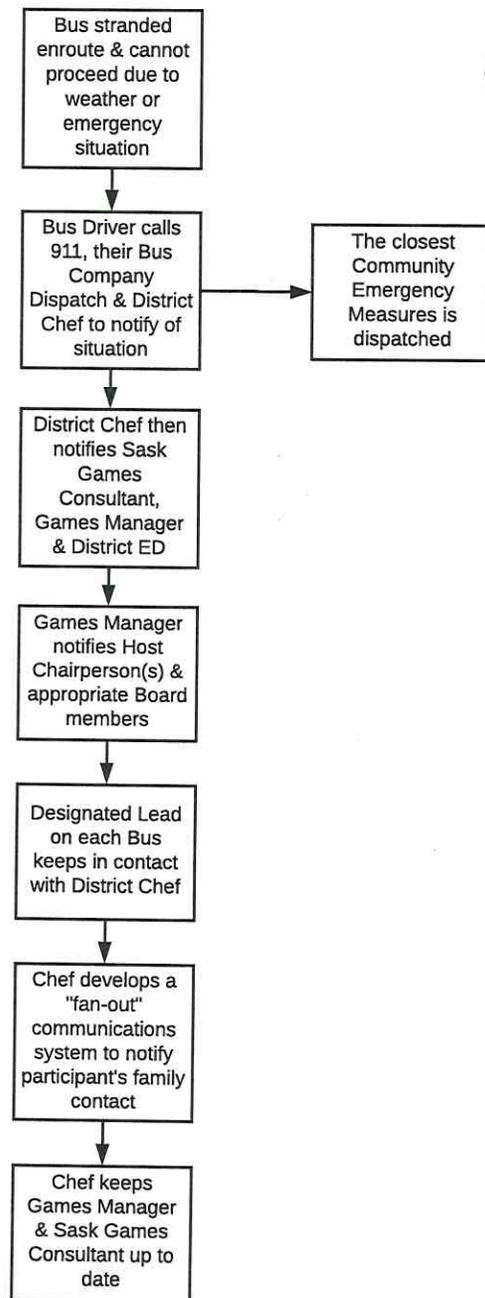
Travel Delays:

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.

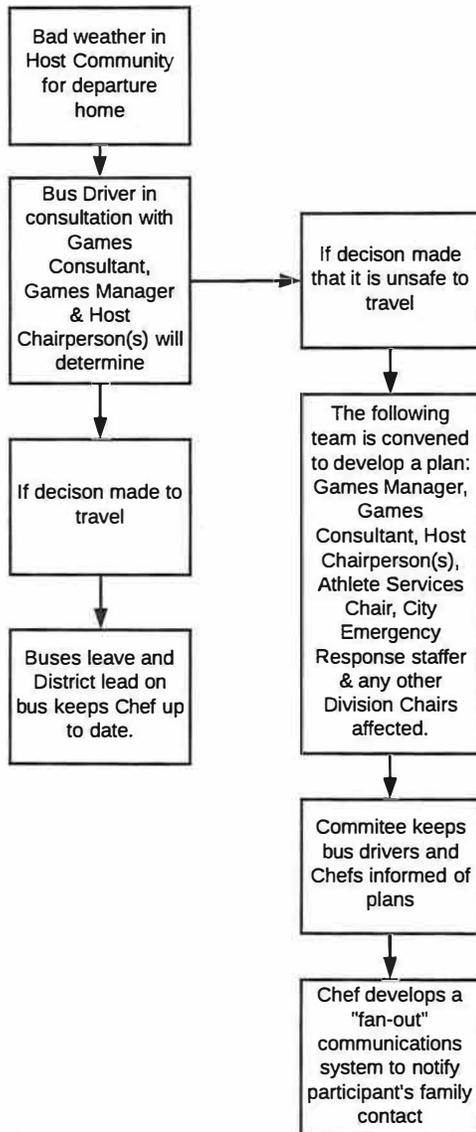


Safe Travel Procedure - Communications Flow Chart "enroute"





Safe Travel Procedure - Communications Flow Chart "Can't leave Host"



APPENDIX N

Suggested Host Committee Organizational Chart

