2026-27

OFSAA

CONVENOR MANUAL



ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATIONS
FÉDÉRATION DES ASSOCIATIONS DU SPORT SCOLAIRE DE L'ONTARIO

Vision

OFSAA is recognized as the leader in providing opportunities for education through school sport.

Mission

To enrich all individuals in the school community by providing opportunities for overall health, personal growth, and education through school sport.

Values

Leadership, Equity, Diversity, Inclusivity, Integrity, Respect

Who We Are

OFSAA is a federation of 18 regional school athletic associations geographically spread across the province. We are student-athletes, teacher-coaches, administrators, and school sport leaders, all committed to the philosophy of education through school sport.

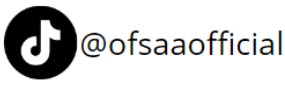
Our main priority is to work with volunteer teacher-coaches to provide 46 provincial championships for Ontario's student-athletes; however, we offer other programs and services that enhance school sport in the province. These include scholarships and awards, student leadership programs, coach development programs and resources, tournament sanctioning, and funding that is provided to support athletic programs at the school level. We also take a proactive role in dealing with issues that affect students, coaches, schools and communities.

Mailing Address

Ontario Federation of School Athletic Associations
305 Milner Avenue, Suite 207
Toronto, Ontario
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ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATIONS
FÉDÉRATION DES ASSOCIATIONS DU SPORT SCOLAIRE DE L'ONTARIO

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The Convenor Manual is updated annually; however, changes to event logistics may occur throughout the school year as needed. Any updates will be communicated directly to convenors to ensure they have the most current information. If you are reading this as a future convenor, please review the content for general understanding, but note that you will receive the most updated version prior to your championship.

OFSAA CHAMPIONSHIPS

The goals of a championship are:

- To operate an event that effectively encompasses fair play, and is a valuable and rewarding experience for the competitors, coaches, spectators, and the volunteers who participate
- To be an event that encompasses all of the educational values integral to OFSAA
- To offer an event centered towards student-athletes
- To involve and enrich the school community

RESPONSIBILITIES IN CONDUCTING A CHAMPIONSHIP

Throughout this manual, you will find valuable information with regards to organizing your championship. You will find suggestions for your organizing committee as well as a checklist to keep you on track. Please do not hesitate to reach out to the OFSAA office at any time should you have any questions.

Although an OFSAA event, it is important to note that you as the convenor are responsible for the entire organization including but not limited to; organizing and scheduling officials, eliciting sponsorship, booking facilities, and securing equipment. With that being said, by appointing a helpful organizing committee, you will undoubtedly run a successful event.

The convenor is **not responsible for interpreting or making decisions related to OFSAA regulations, playing regulations, policies, or eligibility requirements**. At times, questions of this nature may be directed to the convenor by coaches, parents, student-athletes, or other individuals. Where appropriate, questions should be referred to the OFSAA staff liaison, who can provide guidance or direct the inquiry through the appropriate OFSAA process.

OFSAA Office

- Convenor Manual
- List of association commitments attending championship
- Attendance by an OFSAA designated representative at the championship
- Championship information in the OFSAA Bulletin
- Ordering, payment, and delivery of OFSAA awards and medals for championships
- Distribution of OFSAA event banners (to be returned)
- Delivery of OFSAA host and champions banner
- Website for the convenor to convey all championship information
- Championship forms, program advertisements, and OFSAA logo formats
- The OFSAA HUB online registration tool
- Insurance for the host committee, volunteers, and facilities as required
- Sponsorship templates & resources
- Organize online coaches meetings
- Assistance with OFSAA policies and playing regulations
- Assistance in handling any major problems that may arise

- Consultation on any items related to the championship

The OFSAA office will be in frequent communication with convenors prior to the event. Please reach out to your OFSAA staff liaison at any time for assistance and support.

Convenor

- Develop an organizing committee to assist during planning stages (see suggested roles below)
- Oversee the organizing committee roles and ensure deadlines are met
- Communicate with OFSAA staff liaison and teacher-coaches
- Ensure OFSAA By-Laws, Regulations and Policies are followed
- Oversee the coordination of all aspects of the championship
- Determine committee meeting dates and locations
- Deal with unforeseen problems during the championship
- Submit nominations for the Leadership in School Sport Award (to be presented at the banquet)
- Sit on the Protest Committee
- Connect with your school board and administration to ensure support as on-call coverage is not provided by OFSAA

The following suggestions have been forwarded by past OFSAA convenors:

- Check all details of permits for facilities carefully
- Have regular reporting by all sub-committees and an occasional meeting of the entire group so that everyone is aware of logistical expectations
- Have your school principal involved as they can be extremely helpful in securing people, facilities, etc
- Make use of your school staff members and students
- Keep your school office staff well informed of the championship so that they will be able to field questions about the championship for you
- Avoid assigning yourself any specific duties on the day of the championship so that you are free to handle unforeseen problems
- Start sponsorship requests as soon as possible
- Designate volunteers who have experience to oversee specific areas of responsibility

ORGANIZING COMMITTEE & STUDENT VOLUNTEERS

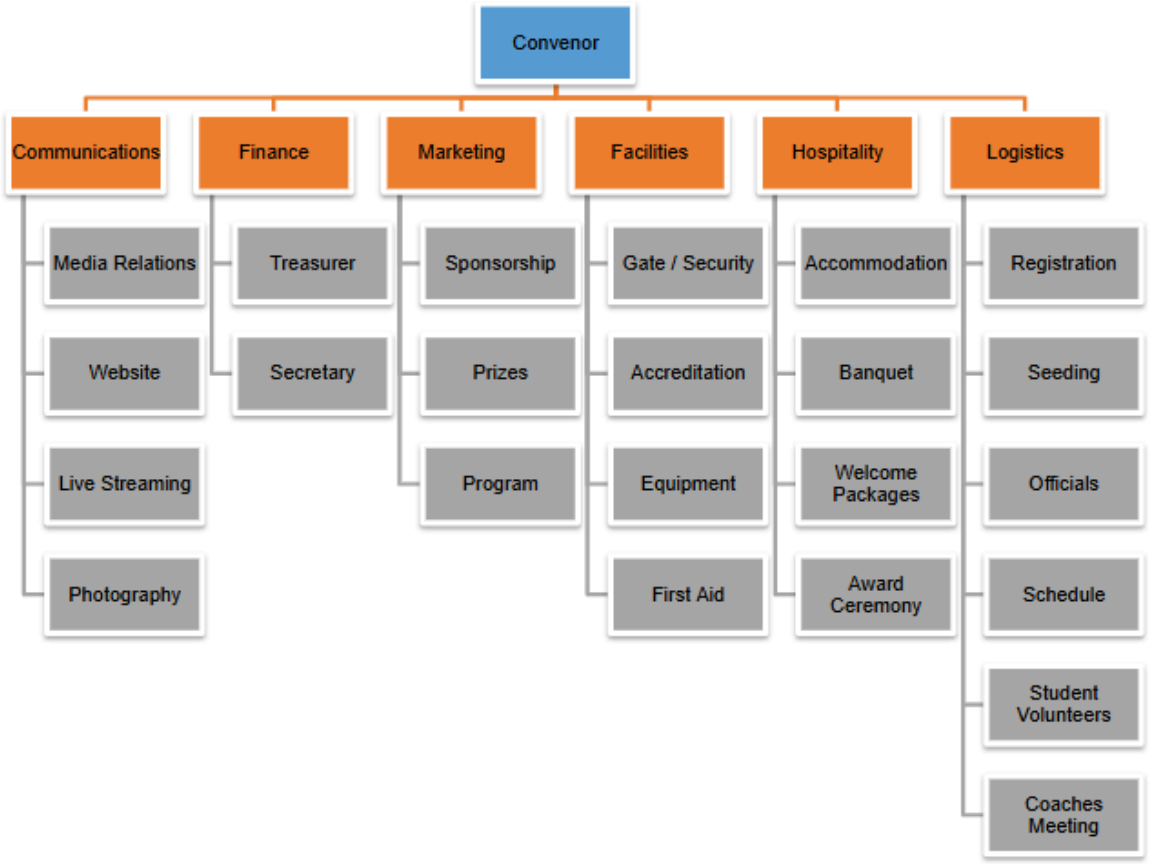
Organizing Committee

As stated previously, you will develop a committee to assist you in the organization of your championship. The important roles are mentioned throughout the document and include more information on their responsibilities. A list of suggested roles can be found below:

Convenor	**Media Relations**	**Website**	**Treasurer**
Welcome Packages	**First Aid**	**Security/Gate**	**Results**

Facilities & Equipment	**Officials**	**Accommodations**	**Registration**
Seeding	**Photography**	**Program**	**Sponsorship & Activation**
Banquet	**Schedule**	**Prizes**	**Site Managers**
Concessions	**Hospitality**	**Awards Presentation**	**Student Volunteers**
Live Streaming	**Social Media**	**Rowan's Law**	**Souvenir Clothing**

The chart below provides a sample structure your organizing committee could follow. As a convenor, you can add and/or eliminate responsibilities/roles as you please. It is what will work best for your event, school, and committee.



Student Volunteers

As stated previously, OFSAA encourages student participation at all events. This provides leadership opportunities for students and will promote lifelong skills and improve the hosting experience. Someone on your organizing committee should be responsible for the coordination of the student volunteers.

Some suggestions to take into consideration are as follows:

- Many schools have leadership or skill-specific programs for their senior students; get your school involved and recruit some of these students to adopt part of your duties (website, banquet, etc.)

- Approach fellow teachers to see if their students could work on a particular aspect of your championship
- Business and technology classes often are very interested in getting hands-on experience, so keep them in mind for advertising, media, website, webcasting and photography opportunities

Additional notes on student volunteers should be carefully reviewed in the *SOUVENIR CLOTHING* section.

FINANCES

A preliminary budget must be produced early in the organization of the championship and copies must be sent to OFSAA for approval. Some fees are pre-determined (entry, hosting, banquet, etc.)

The preliminary budget template will be sent to you by OFSAA staff, indicating the type of items that may be included under operating costs.

A preliminary budget consisting of operating and non-operating sections must be signed by yourself and the principal and then submitted to your Association Representative for signature. The Association Representative will then send it to the OFSAA office at least two months prior to the championship date. When estimating costs, the proposed budget should show a profit or break-even result.

Managing a Championship Budget

OFSAA firmly believes entry fees and special event costs should be kept as low as possible for participants and teams. Entry fees should only cover the cost of officials, facilities, and other costs associated with the competition.

Gifts, mementos, and additional features of a championship are important in making each OFSAA a unique experience. However, special items such as player gifts, and additional social functions should be provided at no additional cost to the teams and/or participants. It is recommended that team banners are provided to participating schools. The use of donations, sponsorships, souvenir sales, and value-in-kind relationships (i.e. trade merchandise for advertising) will allow convenors to prepare special features for their event at no cost to those involved.

The majority of equipment should already be available for use at the school prior to applying, and therefore any additional purchases should be kept to a minimum.

OFSAA encourages organizers to negotiate sponsorship agreements which benefit the student-athletes first and foremost. Likewise, committee “perks” negotiated with sponsors should be done while keeping in mind the best interests of the student-athletes and the overall event.

It is OFSAA’s hope that each convenor will share these philosophies and prepare a first-rate championship within the confines of their budget. If you have any questions, please do not hesitate to discuss them with your OFSAA staff liaison.

Operating Budget

The operating portion of your budget includes all expenses and revenues related directly to the conduct of the championship. This section of the budget must operate at least on a break-even basis (i.e. monies received from entry fees, clothing revenue, and gate receipts must cover all operating costs). High-profile sports with good potential for gate revenue should attempt to generate a profit. Any profit will benefit the host association or school and is an indication of a well-run event.

Operating expenses include the following:

- Officials
- Custodial services
- Publicity/Photography/Media
- Meals for officials and volunteers
- Facility cost
- Postage
- Committee planning meetings and volunteer clothing
- Souvenirs and participant certificates/banners
- Programs
- Medical assistance
- Tickets/Passes/Lanyards
- Equipment and supplies

Standardized Entry Fee

The following standardized entry fees represent the maximum amount each championship can charge participating teams and individuals.

Championship	Maximum Entry Fee	Championship	Maximum Entry Fee
Volleyball	$575/team	**Nordic Skiing**	$35/participant *
A & AA Basketball	$550/team	**Alpine Skiing**	$25/participant *
AAA Basketball	$525/team	**Field Hockey**	$450/team
Football Bowls	$400/team	**Snowboarding**	$25/participant *
Ultimate	$375/team	**Track and Field**	$10/participant $25/relay
Hockey	$1300/team	**Cross Country**	$15/participant
Curling	$275/team	**Swimming**	$25/participant $35/team $30/relay
Badminton	$35/participant	**Wrestling**	$65/participant
Tennis	$85/participant	**Golf**	$25/participant *
Boys Rugby	$450/team	**Baseball**	$500/team
Girls Rugby	$475/team	**Soccer**	$525/team
Field Lacrosse	$550/team	**Slo-Pitch**	$475/team

** Note: For Nordic, Alpine, Snowboarding, and Golf - The lift ticket/green fee can be added to the entry fee. This fee is to be outlined on the championship registration webpage.*

OFSAA Hosting Fee

The following hosting fees will be invoiced one month prior to the start of each Championship (HST included). Organizing committees are responsible for submitting a cheque to OFSAA no later than 30 days following the event.

Tier 1					
Football	$2373	**Alpine Skiing**	$1582	**Badminton**	$1582
Track & Field	$3390	**Swimming**	$2373	**Tennis**	$1582
Combined Hockey	$1977				
Tier 2					
Combined Curling	$1483	**Nordic Skiing**	$1130	**Boys' Hockey**	$1130
AAA Basketball	$1130	**Cross Country**	$1130	**Girls' Hockey**	$1130
Tier 3					
Girls' Field Hockey	$847.50	**Rugby**	$847.50	**Wrestling**	$847.50
A Basketball	$847.50	**Boys' Curling**	$847.50	**Soccer**	$847.50
AA Basketball	$847.50	**Girls' Curling**	$847.50	**Girls' Slo-Pitch**	$847.50
Snowboarding	$847.50	**Volleyball**	$847.50	**Ultimate**	$847.50
Tier 4					
Boys' Golf	$439.00	**Girls' Golf**	$439.00	**Field Lacrosse**	$439.00
Boys' Baseball Regional	$439.00				

Any other combined championships will be invoiced at 1.75 times the standard hosting fee (e.g., $847.50 × 1.75 = $1483)

Non-Operating Budget

Non-operating expenses are those costs related to the banquet and social events for the participants. Every championship must provide a banquet and/or social function. This portion of the budget should be a break-even situation.

As high costs are making full-scale banquets impossible for many championships, other ideas are being utilized such as brunches, luncheons, and pizza parties. More information regarding this can be found in the *BANQUET/SOCIAL FUNCTION* section.

Bank Account

If you are opening a bank account specifically for this OFSAA event, make sure it has the name of the OFSAA championship. Please check with your school administration to determine if an area of your school account can be designated for the championship, or if you will be required to create a separate account.

Many banks will not apply service charges on championship accounts, so shop around. Two signing officers must be designated to this account. OFSAA may be required to write a letter to your bank supporting the committee's involvement in the championship. Please request this letter from OFSAA staff if required.

Day of Championship Financial Considerations

- Float for gate, program and concession sales
- System for collecting these monies
- Cheques ready for officials (if necessary)
- Deposit of monies
- Collection of entry and banquet fee cheques (payable to your event)
- Collection of participant fee cheques (payable to OFSAA)

Post-Championship Financial Considerations

- Prepare the final financial statement as outlined and submit to OFSAA and to Association Representatives within 30 days
- Pay all expenses incurred
- Association is responsible for determining responsibility/allocation of profits and deficit

Gate/Security

As a convenor, you should appoint someone to be responsible for the gate if you choose to charge admission. This individual should take the following information into consideration. It is important to set an admission charge which will encourage people to attend the event. Special rates can be offered for students and often package deals can encourage local elementary schools to bring their students, especially to preliminary games. The cost of the printing of tickets can often be covered by a sponsor whose name is on the back of the ticket. There

should be separate admission charges for day passes and games, as well as tournament passes at a special price. Special rates should be considered for seniors, students, and children.

Maximum Admission Charges:

- Day Pass - $10
- Tournament Pass - $20
- Individual Game Pass - $5

Note: Parking is out of the control of OFSAA convenors. Please discuss this with your facility contacts.

Financial Statements

The final financial statement should be signed by the convenor and the principal and then received by the Association Representative for signature no later than 30 days following the championship. The Representative will then sign and forward to the OFSAA office. This financial statement is required by our auditors, so please submit it as soon as possible.

OFSAA Championship Financial Statement Procedure

The following are procedures that all OFSAA convenors must follow when dealing with the finances of their championship. These procedures will allow for accurate and timely reporting to the OFSAA office. Please note the potential penalty of non-compliance.

To better manage your finances, you should appoint a treasurer to deal with the financial aspects. They would:

- Handle all monies (receipts and disbursements)
- Open a bank account specifically for monies related to the event or use a school account
- Submit your preliminary budget to your Association Representative for signature, approval and/or adjustment 30 days prior to the championship (discussion will take place between the convenor and OFSAA staff for approval to be granted)
- Keep all receipts and paid bills for items of $100 or more (OFSAA may request these receipts up to one year after the event)
- Submit copies of all contracts that you sign (i.e. facility, accommodations, sponsorship, etc.)
- Submit your final financial statement with all the required signatures to your Association Representative and the OFSAA office within 30 days of the completion of your championship
- Write cheques as required
- Send in participant fees and hosting fee to the OFSAA office

Strategies for Managing Your Budget

- Encourage sponsors/supporters to donate items, which will reduce operating and/or banquet costs (i.e. equipment, ID badges, tickets, desserts, pop, decorations)
- Hold banquets at school cafeterias or local recreation centers as hotels are usually the most expensive sites for holding a social event

- Elicit the help of local community services associations in preparing your championship and banquet meal

Awards

Championship medals, the 'Champions' banner, and the OFSAA Leadership in School Sport Award have been purchased by the OFSAA office and they will be sent to you in time for the event, usually one week before the championship. You will not have to worry about ordering or paying for these.

Championships will receive the 'Champions' banner and the OFSAA Leadership in School Sport Award, but are required to purchase OFSAA medals and will be invoiced for the cost. No other awards or prizes may be given to the winners.

Please make sure to check all awards have been received and were not damaged during shipping. Remove medals one day in advance of the final matches and display them in a prominent place. Pre-plan how the awards ceremony will run.

It is important to note that OFSAA does not allow 'Most Valuable Player' or 'Player of the Game' awards to be handed out throughout the course of the championship.

Someone on your organizing committee should be appointed to organize the awards and awards ceremony to ensure that medals are received and that there is an event representative present at the medal ceremony during the event.

SOUVENIR CLOTHING - JORDAN & IAN REVIEW

OFSAA has an exclusive partnership with Bardown, the "Exclusive OFSAA Merchandise Provider," for all championship souvenir clothing and merchandise. This partnership is designed to provide a consistent experience across all OFSAA Championships while minimizing the workload and financial risk for organizing committees.

Jordan Bates, OFSAA Administrative Assistant will serve as the primary liaison between Bardown and each organizing committee. Jordan will be in touch throughout the planning process to share your championship logo and provide any updates, timelines or information required. Convenors do not need to coordinate directly with individual Bardown staff unless otherwise directed. The souvenir clothing process is intended to be fully coordinated for organizing committees.

Bardown will:

- Develop the championship logo and determine the predetermined apparel colours for OFSAA Championships.
- Determine the merchandise and inventory available for sale.
- Ship inventory and sales materials to a predetermined location.
- Coordinate and operate on-site souvenir sales.
- Conduct pre- and post-event online sales.
- Coordinate volunteer apparel orders with the organizing committee.

- Provide the organizing committee with the sales commission and volunteer apparel credit established by OFSAA.

Championship Organizing Committee Responsibilities:

- Provide an appropriate location and adequate space for souvenir sales at the championship venue(s).
- Provide a team of approximately 3–4 volunteers (if required), which may include students, to assist the Bardown sales team. Volunteers should be available on all required sales days to assist with booth setup, sales and other on-site needs.
- Promote souvenir clothing information and ordering opportunities to participating teams and spectators.
- Provide Jordan with any information requested throughout the planning process, including volunteer apparel requirements.

Jordan will communicate all necessary information and next steps with your organizing committee throughout the process. Please contact Jordan (jordan@ofsaa.on.ca) with any questions related to championship souvenir clothing.

SPONSORSHIP

There are many components of an OFSAA championship. In terms of sponsors and supporters, it is important to look at a championship as a series of elements or components that have the potential of being "supported" by corporations and donors. A person responsible for sponsorship should be appointed to ensure all expectations are met. There are sponsors that are secured by the OFSAA office and those that are secured by the championship organizing committee.

Playfly Sports

Playfly will be managing corporate sponsorships on behalf of OFSAA. The Playfly General Manager (GM) will be in contact with the convenor, who will assist with the activation and implementation of deliverables related to sponsorships secured by Playfly and OFSAA. The Playfly GM will outline the OFSAA sponsors for your specific sport, if applicable. The organizing committee is responsible for abiding by the existing sponsorship agreements as per the sponsorship summaries provided by the Playfly GM. The organizing committee is free to solicit any potential sponsors who are not in conflict with the OFSAA sponsors and that do not conflict with educational goals.

It is important that the OFSAA office approves all potential sponsors to avoid any possible conflicts. To have your sponsors approved, please submit them using this form:
If you have any questions regarding sponsorship, please contact Jordan Bates (jordan@ofsaa.on.ca) or your staff liaison.

Securing Sponsors

The key to securing local sponsors for your event is an early start. It is difficult to secure donations and/or sponsorship money from a company when its budget has already been set. Therefore, it is important to assign one person, whose only task is to obtain sponsorship

support. The person or people responsible for sponsorship must understand the structure, aims, and objectives of OFSAA. The OFSAA office would be pleased to provide any necessary information or guidance.

Be creative when looking at the various aspects of your championship that may be sponsored. Brainstorm and make a checklist of the potential sponsorship opportunities. Ask other committee members for contact names that may lead to sponsorship dollars. Also, it may be advantageous to involve the students in your school, such as those in the business department. These students may be interested in taking on this project.

The following are suggestions of areas that could be sponsored:

- Player packages and contents
- Posters and promotional material
- Program advertisement
- Printing of tournament tickets (advertisement on back)
- Championship promotions (radio, TV)
- Tournament pool or division titles
- Sale of banquet tables (service club may sponsor banquet for team(s)
- Donation of draw prizes
- Transportation (shuttle bus between venue and hotels)
- Accommodation (complimentary rooms for official and special guests)
- Opening ceremonies
- Special events
- Public relations (television station, radio, community outlets)
- Communications (walkie-talkies, intercoms, cellular phones, etc.)
- Signage
- ID badges for officials committee members, coaches, and athletes
- Medical services (i.e. St. John's ambulance may donate services)
- Security barriers and fencing
- Photography
- Meals for participants and/or volunteers

Approach a number of different companies/organizations. The more companies you approach, the less you have to ask from each one. This increases the likelihood of obtaining some form of donation or sponsorship, whether it be cash or an in-kind contribution.

The following is a list of companies and organizations that have traditionally supported OFSAA Championships and similar events:

- Schools
- Local teacher federations
- Service clubs & legions
- Municipal governments
- Athletic associations
- Boards of education
- Financial institutions
- Insurance companies
- Foundations
- Merchandise outlets

- Communications industry
- Automotive industry
- Major mining and chemical companies
- Food industry
- Professionals and associations
- Legal office

Sponsorship Template

OFSAA has created a sponsorship template to help guide convenors to possible sponsorship opportunities. In the 'Convenors Home' section of the OFSAA website, there are two documents to assist with approaching sponsors: the first is a sample letter to fill in with details of your championship, and the second is a list of examples of sponsorship properties. You can create your own proposal or follow the OFSAA template.

Your proposal should include the following:

- Introduction/Statement of request
- Information on the event and OFSAA
- Details on the specific sponsorship opportunity
- The rationale for association with this specific company
- Service provided to the company in return for their support
- A specific contact person with school, fax and home numbers, and e-mail address

Activation Team

It is recommended that an Activation Team be designated to support the on-site execution of sponsorship and partnership requirements. This team may include a supervisor and student volunteers and should assist with tasks such as setting up signage, providing tables and chairs for sponsor representatives or activations, making announcements as required, and supporting other logistical needs.

As outlined in the Souvenir Clothing section, each organizing committee must provide a team of approximately 3-4 volunteers to assist the Bardown sales team for all required days of the championship. These volunteers may form part of the Activation Team and will assist with booth setup, on-site sales and other related needs throughout the event.

Treatment of Sponsors/Supporters

It is very important to recognize sponsors/supporters in various ways throughout the championship. The degree of recognition will correspond with the level of support. In general, all sponsors/supporters should receive recognition through press releases, public address announcements, the program, and in any other information that is being distributed. Minor supporters should receive thank you notes, whereas major supporters/sponsors may receive small plaques as a token of appreciation. It should be mentioned at some point (i.e. coaches' meeting) that the teams should make an effort to use the services of local supporters or sponsors. Major supporters/sponsors should be invited to the banquet and may be involved in

the presentation of the OFSAA awards. Banners may be placed in the area of play, but the OFSAA Banner should always receive the prime location.

The following are a few suggestions for welcoming and recognizing major sponsors:

- Assign a committee member (or yourself) to welcome the sponsor
- Make the sponsor feel special - introduce them to other committee members and coaches
- Prominently display sponsor banners at the championship site
- During breaks in play, make regular announcements over the P.A. system acknowledging the contribution of the sponsors
- Display sponsor banners at the banquet site
- Provide sponsors with championship merchandise, clothing or material, and if possible acknowledge the contribution of sponsors during the banquet

Treating sponsors like “gold” will go a long way in maintaining and improving sponsorship agreements for future convenors.

Some general sponsorship situations to avoid are:

- The championship cannot be called the “Pepsi/OFSAA Championship”
- The championship can be called the OFSAA Girls’ AA Volleyball Championship sponsored by Pepsi (for example)
- Larger “Presenting” championship sponsorships are managed exclusively by Playfly Sports, OFSAA Sports Properties, on behalf of OFSAA
- No alcohol or tobacco companies
- Avoid product areas that conflict with OFSAA sponsors (check with your staff liaison)
- Only OFSAA awards are to be presented
- The sponsor’s logo cannot and will not appear anywhere in your championship logo
- MVP awards or individual player awards are not permitted

Convenors should direct any potential sponsors or sponsorship inquiries to the Playfly Sports GM.

PROGRAM PLANNING & ADVERTISING

Your program should be developed by your organizing committee and we highly suggest appointing someone to be responsible for the development of the program. Digital programs are strongly encouraged and should be the primary format for OFSAA championships.

The person responsible for the program will:

- Determine the format and platform for sharing the program (e.g., championship website, digital document, or online flipbook).
- **Send a copy of the program to OFSAA for approval prior to printing/posting**
- Decide on a general format for the program, estimated cost, the number of copies, etc.
- Determine whether the program is to be printed at a school or by a commercial company
- Cover the cost of printing the program through advertising-generated revenue
- Potential advertisers should be contacted as early as possible so they may budget for this commitment (advertisers’ commitment should be in writing)

- Set a deadline for all submissions with enough time to look over all material. Maintain your printing deadline
- Have a conversation with whoever is printing and/or laying out your program regarding the timelines (i.e. receipt of program ads, registration information, participant information)
- Where appropriate, provide a QR code or other link to the digital program at championship venues and on event signage.
- Convenors are encouraged to provide each participant with a souvenir program free of charge
- Send copies of the program to all advertisers with a thank-you note
- Pat has an archive of past programs if you wish to view before starting the program

Possible Advertising Sources

- Local businesses and banks
- Sport equipment companies
- Local TV, radio, newspapers
- Trophy/award companies
- Clubs or camps related to sport
- Athletic departments of high schools
- Colleges or universities
- Travel and tourism boards
- Sport governing bodies

Suggested Advertising Rates

- Full page - $100-250
- Half page $ 50-150
- Acknowledgement as a supporter - $50-100

Note: Rates vary according to the quality of the program, distribution numbers, and the location of the championship.

Program Contents

Required Information:

- Team lists (including names of players, coaches, managers, association, school name and logo and name of city or town)
    - *Note: you may receive this information three-five days before the championship, so please be prepared*
- Welcome messages from the OFSAA President, Convenor, Local Board of Education, Mayor
- List of committee members
- Acknowledgement of sponsors and supporters
- Sponsors/supporters as per agreements

Other Possibilities:

- Record of past OFSAA champions (team sports)

- List of past Leadership in School Sport Award winners (Championships only)
- Code of behaviour for spectators
- Map of OFSAA associations
- School records, invitational events attended, & or past appearances at OFSAA
- Player information (grade, height) or profile of competitors
- Photographs, school logos
- Solicited advertising to cover costs of the program

The OFSAA office provides convenors with a message from the President of OFSAA, map of member associations, coaching creed, code of behaviour for spectators, OFSAA logos and sponsor advertisements, past champions, and OFSAA Leadership in School Sport Award winners. Most of these items can all be found in the 'Convenors Home' section in the back end of the website.

If you have any questions about the program please contact Pat Park in the OFSAA office.

REGISTRATION/ENTRY PROCEDURE

OFSAA HUB

All OFSAA events will use the OFSAA HUB online registration system. This ensures you will receive a standardized registration form with all the required details for your event. The OFSAA office will create convenor accounts on the HUB for you. If you have multiple individuals reviewing registrations please send their e-mails to your OFSAA staff liaison. Registration will provide you with the following:

- Roster with names
- School and Coach contact information

Individual sports may also include varying methods of registration or use of third party online platforms, which should be discussed with OFSAA staff liaison and previous convenors. It is a good idea to have someone assist you with registration by gathering and organizing important information for you. Their responsibilities would include:

- Let OFSAA staff liaison know of any additional email addresses that need to be added to those receiving the OFSAA HUB online registrations
- Receive and carefully check/approve entries on the HUB
- Receive entry fees, special function/banquet fees, and OFSAA participation fees

Team Participation Limits

Each team may register a maximum number of participants (see below); this information is also included in the Sport Specific Directives within the Playing Regulations. Participants may include any combination of players and team personnel (i.e. players, coaches, managers, trainers, and teacher-supervisors). Only registered participants may represent the school and/or attend Championship activities.

Sport	Participants	Sport	Participants
Field Hockey	25	**Basketball**	18
Volleyball	18	**Hockey**	25
Lacrosse	30	**Soccer**	24
Rugby	34	**Baseball**	22
Curling	7	**Football**	76
Ultimate	28	**Slo-Pitch**	22

Receipt of Registrations

Should you be missing entries following the entry deadline, contact your OFSAA staff liaison and indicate which association(s) are missing.

Please also check each registration to ensure all forms were completed and email the coach immediately if there are any incomplete or missing forms.

Each championship will use the OFSAA HUB and will not accept registration by any other means. This ensures that all team information is given to you in the same format. Please also note that no paperwork of any kind will be accepted via email, mail, or in person at the championship. The only items you should receive at the event are the required cheques.

Determination of Team Entries

Your OFSAA staff liaison will inform you of the structure of your tournament (usually 12, 16, 18, or 20 teams) as soon as association commitments are received. Season commitments will be shared based on the timelines below.

- Fall: Early October
- Winter: Early December
- Spring: Early April

The structure of your tournament is dependent on the number of associations committing to the event. Note that this is not flexible, so as a convenor, you must plan for all possible tournament sizes. You will also be provided with a list of the associations attending and the number of entries each association received.

Additional Entries

The host association is entitled to an additional entry for most events (please see Sport Specific Playing Regulations). Please consult with your association to determine how this entry is awarded in your specific association (some are given to the host school and others to the association runner-up, etc.).

If there are additional entries required to complete the tournament draw, OFSAA staff will abide by the OFSAA Regulations - Additional Entries process to fill the additional spots.

Coaches Meeting

The OFSAA staff liaison will provide you with the date, time, and link for your virtual coaches meeting. They will begin the meeting and address all OFSAA By-Laws, Regulations, and Policies pertaining to the event. As the convenor, you will be responsible for:

- Inviting the head official to attend
- Distributing the agenda and link (provided by OFSAA staff) to the teacher-coaches following the registration deadline
- Creating a presentation (template provided) to share with the teacher-coaches that includes important information (i.e. directions, parking, schedule, first-aid, etc.)

BANQUET/SOCIAL FUNCTION

It is highly recommended that an organizing committee member oversee the banquet/social function. The event must operate on a break-even basis, with a maximum charge of $50 per person. Your OFSAA staff liaison may request venue or catering contracts to confirm costs.

The banquet/social function does not need to be a traditional formal or sit-down meal. Organizing committees are encouraged to consider creative ways to bring participants together, celebrate the championship and enhance the student-athlete experience. Examples have included opening ceremonies, downtown/community events and more casual social experiences. Please discuss alternative ideas with your OFSAA staff liaison in advance to ensure they are appropriate and meet OFSAA expectations.

Venue & Meal

Select a venue that can comfortably accommodate participants, organizing committee members and invited guests and, where possible, is close to championship accommodations. Schools, community facilities and championship hotels may provide cost-effective options.

Regardless of format, ensure there is sufficient food and an efficient service plan. For buffets, consider multiple serving lines and a predetermined order to avoid long waits. For sit-down meals, ensure adequate staffing so participants are served in a timely manner. Local caterers, service clubs and school food services may also be considered.

Program & Guest Speaker

The program should be student-focused and generally kept to 1.5–2 hours. Consider including a master of ceremonies, brief greetings from the convenor and OFSAA representative, the OFSAA Leadership in School Sport Award, team introductions and other appropriate entertainment or championship elements.

A guest speaker is optional. If included, select someone who can connect with students and deliver an age-appropriate message aligned with the values of school sport, such as leadership,

commitment, respect, equity, growth and student well-being. Speakers should generally be limited to 15–20 minutes and must not use the opportunity to promote or recruit student-athletes.

Invitations & Special Guests

Appropriate representatives should be invited as applicable, including:

- OFSAA representatives and the OFSAA Sport Advisory Committee Chair;
- Association representatives;
- OFSAA corporate sponsor representatives;
- School board and host school representatives;
- Chief official and organizing committee members; and
- Other appropriate community or special guests.

Invited guests should be contacted well in advance and provided with clear information regarding when they should attend and any role they will have during the function.

Admission

Banquet fees and admission information must be communicated to participating teams in advance and posted on the championship website. Organizing committees should have appropriate adult supervision at the entrance to confirm attendance.

Please remember:

- The maximum charge is $50 per person.
- The banquet/social function must operate on a break-even basis.
- Only registered participants listed on the final eligibility sheet may attend as team participants.
- Eligibility sheets may not be altered to add, replace or substitute individuals for the purpose of banquet attendance.
- Any invited special guests should be identified separately by the organizing committee.

MEDIA RELATIONS

Proper media relations are essential to the success of all OFSAA Championships, and OFSAA programs, and advocating school sports in general. As Championship convenor, it is your responsibility to select a media chair who will handle all media relations for your Championship. This position should be designated to someone other than the Championship convenor.

OFSAA has developed relationships with media outlets across the province and it will be the responsibility of your media chair to disseminate pertinent championship information (schedules, seedings, and especially results) to print and electronic media before, during and after the event.

OFSAA will post media release templates on the back end of each Championship website.

CHAMPIONSHIP WEBSITES

All championships/championships are required to use the OFSAA-provided template championship website (located at ofsaa.on.ca) for the purpose of making championship information and results available to the general public. These Wordpress websites are standardized allowing convenors to have professional-looking websites, as well as aid visitors with navigation. Your website will allow you to upload files, link to pages, display photos, and much more. The OFSAA office will provide correspondence to access your website once it is available.

You should select someone on your committee to be the designated website person, and pass along all information to them. It would be helpful if your website chair has worked with websites before, or is generally computer savvy.

Website Templates

Each template website contains a number of pages generic to all Championships (registration, schedule and results, accommodations, sponsors, media, etc.). Each of these pages contains an outline of what information needs to be posted in order to aid you with providing the information. Convenors will also have access to all of the required forms, logos, media templates and contacts, and other information needed for the Championship on the back end of the template Championship website under the section “For Convenors”. The section is only visible on the back end of the website after logging in. The OFSAA office also has access to this website to help convenors with any problems they may have or to post new or sport-specific information concerning the Championship as it draws nearer.

Updating the Results

The website is used as the primary source for results, so ensure results, scores, and misconduct are **posted within 20 minutes** of the conclusion of the game. The OFSAA office receives numerous inquiries for results during championships, so be sure to make your results available as soon as possible so they may field these questions. Members of the media also have specific deadlines, so designating a website maintenance person is essential to ensure the results are available as soon as possible.

PHOTOGRAPHY & LIVE STREAMING

Someone from your organizing committee should be responsible for photos and live streaming. Live streaming is not mandatory and OFSAA currently does not have an official affiliation with a live streaming company.

Photography

Your photographer will:

- Arrange to take all team pictures with OFSAA and sponsor banners as a background along with other pictures throughout the course of the event (competition, banquet, etc.)
- Submit high-quality photos of the gold medal-winning team and good action photos to OFSAA for the Bulletin magazine (photos sent to pat@ofsaa.on.ca in a **Google Drive folder works well for OFSAA archives**)

- **Upload pictures of medallists to the event website home page as soon as possible after the gold medal game**
- Arrange videotaping/live streaming of championship, if possible

Live Streaming

Please keep in mind that live streaming is not mandatory but it has come to be expected. Most realize that indoor sporting events are easier to stream and are presented more efficiently to viewers. The delegation of the streaming operation to a team of volunteer students has been met with great results for the overall online presentation and as a valuable hands-on learning and leadership experience for the students.

Note: OFSAA does not have camera/video equipment to distribute. For general questions about live streaming, please contact Pat Park (pat@ofsaa.on.ca).

SOCIAL MEDIA

Many recent OFSAA Championship convenors have been successfully using Instagram to communicate Championship information, photos, and results to the public. It's a free way to generate publicity and excitement about your event. Most of the sports reporters in Ontario are on social media, and it is an easy way for them to keep up with your event. To distinguish the social media conversation for your Championship, when other Championships are running at the same time, use a hashtag such as #OFSAAWindsor2026, as an example.

In the event that you create social media pages on your own for Instagram, Facebook and TikTok, please forward all handles to Pat so that he can promote them on the website.

ACCOMMODATIONS

To assist you in the organization of your event, you should appoint an individual to be responsible for accommodations. This individual should:

- Check with the local area to make sure there is no conflict with other functions (conventions, tournaments) which may have already booked hotels/motels
- Determine whether one major hotel can handle all participants or whether several will be required
- Make personal contacts at each accommodation site
- Block and book the required number of rooms, and ask for a late release date, as many people will not know who is attending until one week before
- Clarify payment method, date for finalizing room lists, and contact person with the accommodation sites
- Negotiate special rates (three to four/room), comp. rooms for official or committee members, or cash earn-back
- Arrange set-up if hotel site is to be used for registration
- Receive any agreement in writing
- Make sure that you read the hotel contract to ensure you are not responsible for unused rooms
- Do not give your credit card to secure rooms (this is the responsibility of the association or the teams)

OFSAA has an accommodation agreement with InnVest Hotels. All convenors should offer/advertise an InnVest Hotels property, if possible. For any questions, reach out to Jordan (jordan@ofsaa.on.ca).

SCHEDULE, SEEDING & RESULTS

Championship Schedule

It is important to note that the structure must comply with the OFSAA Playing Regulations which can be found in the *Sport Specific Directives.* In order to assist you with the organization of your event, you should appoint someone to be responsible for the schedule. This individual will:

- Ensure the structure must comply with the OFSAA Playing Regulations
- Create a draft schedule and send it to the OFSAA staff liaison for approval
- Upload schedule to website after approval
- Use registration entries to create final schedule
- Post final schedule to website and ensure it is provided to all coaches and presented at the coaches meeting

Seeding

Where applicable, the team/season information is provided to you by each team to assist in the seeding process. Seeding processes are sport specific. Please refer to the OFSAA Playing Regulations for the seeding format. Individuals involved in any way with the competitors/teams in the championship must not be part of the seeding process. With that being said, we highly suggest appointing someone from your organizing committee to take care of seeding and establishing a seeding committee. This individual will:

- Develop a seeding committee and ensure there is no conflict of interest
- Organize seeding meeting following registrations
- Complete seeding according to the Sport Specific Directives in the Playing Regulations
- Send seeding to OFSAA staff liaison following the initial meeting
- Gain approval from OFSAA staff and SAC Chairperson prior to posting on the website and/or forwarding the media (OFSAA sanctions may be imposed on teams/schools that omit seeding information or provide inaccurate information)

Results

As mentioned, the website is used as the primary source for results, so ensure scores and standings are updated as soon as possible following the conclusion of each game. Things to consider include:

- In some sports, schedules and results templates are provided by the OFSAA office.
- You should have a place where results are being posted at each venue
- Please ensure that the points awarded for the standings reflect the OFSAA Playing Regulations
-
- For those sports that utilize a third-party platform, you can link the results directly to the championship website

FACILITIES & EQUIPMENT

In order to assist you, someone in charge of facilities and equipment should sit on your organizing committee. This individual should take the information below into consideration.

Facilities

Regulation Size and Safe Conditions:

Make sure all courts, fields, tracks, etc. are of the required size with sufficient space surrounding the competitive area to provide safe playing conditions.

- Check the regulatory body's guide for your sport as to safety checks
- Any concerns should be directed to the OFSAA SAC Chairperson and staff as soon as possible
- Remember to check the OFSAA Playing Regulations

Permits and Costs

Ensure that you secure permits for the gymnasium/fields/arenas/spectator areas, dressing rooms, officials' meeting room, coaches' room, and cafeteria/concession booth. Make sure the duration of the permit is sufficient to allow for warm-up periods as well as set-up and tear-down. Any costs and responsibilities should be listed in writing (i.e. rental fee, custodial services, clean-up, parking, etc.)

Equipment

Game balls are provided at no cost for many of the team sports, please check this with the OFSAA office. If transportation of large equipment to the site is required, this should be arranged early on in the planning/organization. You may be able to secure this as part of your board's support of the event. Have a trained crew to set up and tear down all equipment. An outline of equipment placement should be drawn up well before the event.

Keep in mind:

- Competition equipment
- Tables, chairs, and benches
- Spectator seating
- Audio-visual equipment
- Office supplies and equipment

FIRST AID & SAFETY

You should appoint a member of your organizing committee to be responsible for first aid and safety. This person should coordinate the necessary personnel, information, and procedures to help ensure a safe environment for all participants, coaches, officials, volunteers, and spectators.

First Aid

- On-site first aid must be available at all competitive sites. Refer to the sport-specific first aid requirements outlined in the Playing Regulations.
- Make an early written request to qualified first aid personnel to confirm their availability. Sports designated as High Risk should consider having qualified medical personnel at each competitive site.
- Obtain written confirmation from first aid personnel well in advance of the event.
- Provide first aid personnel with a telephone reminder prior to the event to confirm their attendance and arrival details.
- Notify the local hospital of the event and, where possible, obtain the name and contact information of an on-call physician.
- Ensure Injury Report Forms are readily available at all competitive sites.
- Injury Report Forms must be completed by first aid personnel for any injuries that occur and submitted electronically through the championship website under the “Convenors Home” section following the completion of the championship.
- Communicate the location of first aid services to all coaches and volunteers, as well as the method for contacting first aid personnel (e.g., cell phone or radio).

Safety

All competitive sites should be carefully assessed from a safety perspective before the site is selected and immediately prior to competition.

Areas of Consideration:

- Condition of the competitive surface
- Adequacy of lighting
- Sufficient space around the competitive area to safely accommodate spectators
- Structures or obstacles near competitive areas that may create safety hazards
- Condition of equipment and facilities, particularly for outdoor activities
- Additional safety considerations related to inclement weather
- Fire code requirements and building capacity
- Clearly identified emergency access and evacuation routes

Emergency Action Plan

An Emergency Action Plan must be developed for the event using the provided template. The plan should include event-specific details, emergency procedures, facility information, and emergency contact information.

The completed E.A.P. must be uploaded to the championship website and should be readily accessible to the organizing committee and appropriate event personnel throughout the championship.

CONCUSSION PROTOCOLS - ROWAN’S LAW

In accordance with Rowan’s Law and its associated regulation, the convenor of each OFSAA event must identify a Rowan’s Law Designated Person(s) responsible for overseeing the Removal-from-Sport and Return-to-Sport protocols throughout the championship. These responsibilities may be assigned to one or more individuals.

The OFSAA staff liaison will provide the convenor with a Rowan's Law Designated Person package prior to the championship, which will outline the required protocols, responsibilities and information the designated person(s) must be familiar with. Convenors must identify their designated person(s) and ensure they have reviewed and understand this information prior to the start of competition.

OFSAA's Removal-from-Sport and Return-to-Sport Policies are also available on the OFSAA website. Questions regarding the requirements or responsibilities of the designated person(s) should be directed to the OFSAA office.

Rowan's Law Code of Conduct forms for student-athletes, parents/guardians, coaches and trainers will be completed and uploaded to the OFSAA HUB prior to participation in the championship

OFFICIALS

OFSAA has existing agreements with officials for some sports. Please discuss with your staff liaison if an existing contract exists and they will go through the agreement with you.

If there is no pre-existing contract with officials for your event, your staff liaison will provide instructions on how to proceed with securing them.

In both instances, someone on your committee should be responsible for the coordination of officials. This could include:

- Making appropriate arrangement for payment of officials
- During the tournament, arrange for a room for the officials to meet
- Recruit volunteers to be minor officials/lines people
- Conducting an information session to familiarize minor officials with their duties and responsibilities
- Making the head official aware of the role of the minor official and introduce them prior to the event
- Arrange for meals and refreshments if officials are at a site for a prolonged period of time
- Designate an area for officials to meet and relax

FINAL REMINDERS

As you plan your event, it is crucial to follow all policies, procedures, guidelines and statements set out by OFSAA. This information is easily accessible on the OFSAA website. If you have any questions, please be sure to connect with your OFSAA staff liaison. It is important that you connect with them while organizing your championship to ensure all expectations are being met. They are there to support and assist in any way they can. As a convenor, it's recommended to also review OFSAA's By-Laws, Regulations and Policies.

Remember that all registration will take place through the OFSAA HUB. The only things you should receive from teams/participants at the events are cheques for your banquet, entry fee, and participation fees.

GOOD LUCK ORGANIZING YOUR CHAMPIONSHIP!

Below you will find a checklist to help you and your organizing committee in meeting deadlines for your Championship. If you would like an electronic copy, please contact your OFSAA staff liaison. In addition, please do not hesitate to reach out at any time if you have any questions or concerns. See the front of this manual for OFSAA contact information.

APPENDIX A: SPORT-SPECIFIC HOSTING REQUIREMENTS

The following appendix outlines the hosting requirements for each sport, including championship structure, facilities, officials' requirements, and more. Convenors should also refer to the most current OFSAA Playing Regulations for their respective sport requirements and details.

Alpine Skiing

Championship Structure

There shall be High School and Open Divisions in OFSAA Alpine Skiing.

Events: Girls' Slalom, Girls' Giant Slalom, Boys' Slalom, Boys' Giant Slalom

Two runs in each event shall be held when possible. There shall be two (2) race courses: one for High School skiers and one for Open skiers.

Championship Dates

During the last week of February or the first (1st) week of March.

Facilities and Equipment

A ski hill that can host a championship structure and offers a reasonable lift ticket cost.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site.

Officials

The convenor is responsible for recruiting competently trained individuals for each race course.

Badminton

Championship Structure

Events conducted in both High School and Open Divisions:

GIRLS' SINGLES, GIRLS' DOUBLES, BOYS' SINGLES, BOYS' DOUBLES, MIXED DOUBLES

Championship Dates

The Thursday, Friday, and Saturday of the first (1st) week of May.

Facilities and Equipment

A minimum of 20 courts is required, with facility rental for 8-10 hours per day.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

Officials will be selected per the agreement in place with Badminton Ontario.

Baseball

Championship Structure

For an eighteen (18) team structure: There will be two (2) regional elimination tournaments with nine (9) teams at each site.

For a twenty (20) team structure: There will be two regional elimination tournaments with ten (10) teams at each site.

The tournaments will use a double knockout format, with the 2 finalists at each site advancing to the OFSAA Championship semi-finals.

Championship Dates

Regionals will be the (1st) full week of June and the finals will be the second (2nd) full week of June.

Facilities and Equipment

4 diamonds are recommended per regional tournament.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Basketball

Championship Structure

16, 18, or 20 teams

No game shall be scheduled earlier than 9:00 am or later than 9:00 pm.

Championship Dates

Boys' Basketball - the Monday, Tuesday, and Wednesday of the week immediately prior to the Ministry March Break.

Girls' Basketball - the Thursday, Friday, and Saturday of the twelfth (12th) weekend

after Labour Day.

Facilities and Equipment

16 or 18 teams - requires two gyms

20 teams - it is recommended that a third gym be used

For all OFSAA Championships, gyms used must meet minimum court regulations of 84' in length and 50' in width.

For all levels of competition, there must be a minimum of four feet (apron) between the end or

side walls (bleachers) and the out-of-bounds line.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

Officials will be selected per the agreement in place with OABO

Cross Country

Championship Structure

The approximate distance to be covered by each runner in each classification is as follows:

i. Para Event: 4km

ii. Novice Boys & Novice Girls 4km

iii. Junior Boys & Junior Girls 5km

iv. Senior Boys & Senior Girls 6km

Championship Dates

The first (1st) Saturday of November.

Facilities and Equipment

Venue that can accommodate all distances, with the Meet Director responsible for ensuring the course is clearly marked and properly marshaled for all races.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the meet.

Curling

Championship Structure

14,18, or 20 teams - Competition shall take place over two (2), three (3) or four (4) days. Teams shall be divided into pools for preliminary play, and each pool shall play a round robin series against the other teams in the pool. The number of pools and the number of teams in each pool shall vary according to the number of entries in the Championship.

Championship Dates

During the first (1st) or second (2nd) week following the Ministry's March Break.

Facilities and Equipment

Number of sheets required depends on the number of draws that can be run per day. 8 - 12 sheets and 4 draws per day are recommended.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The Convenor shall be responsible for having an umpire present at all games of the Championship.

Field Hockey

Championship Structure

16 Teams - the Championship Tournament shall consist of four (4) pools with four (4) teams in each pool. Each pool shall play a round-robin series. The top two (2) teams in each pool shall advance to the playoffs.

Championship Dates

The Thursday, Friday, and Saturday of the first (1st) week in November.

Facilities and Equipment

Four fields are required

Medical

Qualified first aid personnel, sports therapist(s) or independent medical personnel and equipment must be readily available at all the Championship site(s).

Officials

Officials will be selected per the agreement in place with FHO.

Field Lacrosse

Championship Structure

8, 12, or 16 teams

Championship Dates

During the first (1st) full week of June.

Facilities and Equipment

Two Fields are required

All games will be played on cut and clearly lined fields marked by 7 pylons as per the FIL rulebook.

Medical

Qualified sport therapist(s) and equipment must be readily available at the championship sites

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Football

Championship Structure

The OFSAA AAA Football Bowl Championship Series will be a minimum of five (5) games to a maximum of nine (9) games.

The OFSAA A/AA Football Bowl Championship Series will be a minimum of four (4) games to a maximum of nine (9) games.

Championship Dates

The OFSAA AAA Football Bowl Championship Series will be held during the latter part of November and before the second week of December

The OFSAA A/AA Football Bowl Championship Series will be held the Wednesday, Thursday and Friday of the week preceding the AAA Championship.

Facilities and Equipment

A suitable stadium is required, providing adequate spectator viewing space and proper amenities.

Fields shall be marked as directed by the Canadian Amateur Rule Book; posts shall be

sufficiently padded.

Medical

Qualified sports therapist(s) and equipment must be readily available at the Championship site

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Girls' Slo-Pitch

Championship Structure

eight (8), twelve (12), or sixteen (16) team tournament at the championship

Championship Dates

The Monday and Tuesday of the second week in June.

Facilities and Equipment

Four diamonds are recommended.

All games will be played on regulation fields as per the SPO rulebook.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Golf

Championship Structure

The tournament shall take place over two (2) days with eighteen (18) holes being played each day

Championship Dates

Boys and Girls: over a period of two (2) days during the week after Thanksgiving.

Facilities and Equipment

Boys: Convenors should use a golf course with a minimum slope rating of 110 and/or a minimum of 6300 TYPO yards.

Girls: Convenors must secure the following: an 18-hole course with a minimum par 70 with a minimum yardage of 5000+.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor must designate a head official for the Championship

Hockey

Championship Structure

16 or 20 teams

Each classification shall be organized so that a sixteen (16) team tournament will be over three (3) days and a twenty (20) team tournament over four (4) days (maximum three (3) school days).

Championship Dates

Boys and Girls: the week immediately following the Ministry's March Break

Facilities and Equipment

Conducted on four Rinks

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Nordic Skiing

Championship Structure

Championship shall take place over two (2) days. Distance competitions will be held on the first day and Sprint competitions will be held on the second day.

Championship Dates

During the week of the fourth (4th) Monday in February. The first (1st) day of competition must take place in February.

Facilities and Equipment

A facility that can host the championship structure, and appropriate distance races, preferably with an indoor space for athletes.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The Technical Delegate will be selected per the agreement in place with Cross Country Ski Ontario

Rugby

Championship Structure

16 or 18 teams tournaments

When the Boys' and/or Girls' Championship is a 16-team draw, it shall be a single elimination tournament with a consolation round, as outlined in the sport-specific directives.

Championship Dates

Boys': the Monday, Tuesday, and Wednesday of the first (1st) week of June in even-numbered years and the Thursday, Friday, and Saturday of the first (1st) week of June in odd-numbered years.

Girls': the Monday, Tuesday, and Wednesday of the first (1st) week of June in odd-numbered years and the Thursday, Friday, and Saturday of the first (1st) week of June in even-numbered years.

Facilities and Equipment

A minimum of 2 playing fields is required

Medical

Qualified sports therapist(s) and equipment must be present at each of the Championship site(s).

Officials

Officials will be selected per the agreement in place with Rugby Ontario

Snowboard Racing

Championship Structure

A one-day meet featuring a combined two-run total time on a giant slalom course.

Championship Dates

During the first (1st) week of March.

Facilities and Equipment

A ski hill that can host a championship structure and offers a reasonable lift ticket cost.

In-ground wired electrical timing should be used for all events.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for recruiting trained individuals for the championship.

Soccer

Championship Structure

16 or 20 team draws

Championship Dates

Boys' and Girls': over the Thursday, Friday and Saturday of the first (1st) week of June.

Facilities and Equipment

Four fields are required

The OFSAA convenor shall be responsible for providing quality playing facilities and equipment, including goal posts with nets and corner flags. Fields shall be clearly marked according to soccer regulations.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

Officials will be selected per the agreement in place with Ontario Soccer.

Swimming

Championship Structure

A Swimming Championship shall provide competition in the High School, Open and Para-swimming divisions.

Heats shall be conducted before the Championship finals. Consolation finals shall be held following the corresponding Championship final.

Championship Dates

During the first (1st) week of March.

Facilities and Equipment

Facility equipped to handle the number of athletes and spectators for the event.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Tennis

Championship Structure

The tournament structure shall follow a double elimination format up to and including the semifinals.

Events conducted in both High School and Open Divisions:

GIRLS' SINGLES, GIRLS' DOUBLES, BOYS' SINGLES, BOYS' DOUBLES, MIXED DOUBLES

Championship Dates

The Monday to Wednesday of the second week of November

Facilities and Equipment

The Tournament Convenor shall provide game balls for the Championship.

Minimum of 25 indoor courts are recommended for the championship

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Track and Field

Championship Structure

The meet shall be conducted over two and a half (2½) days.

Championship Dates

On the Thursday, Friday, and Saturday of the first (1st) week of June.

Facilities and Equipment

The meet should be held on an 8-lane track to accommodate the number of entries in the allotted time.

Additional Recommendations:

- Seating for 2400 spectators
- Hotel accommodations of 700 rooms within a 45-minute radius of the event location
- A proper warmup area for athletes
- Adequate parking for the event for both participants and spectators

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

Ultimate

Championship Structure

Teams should be divided into four equal pools. Specific tournament structures are outlined in the sport-specific directives for the 16 and 20-team draws.

Championship Dates

The Tuesday and Wednesday of the last week of May.

Facilities and Equipment

8 Playing fields are recommended (4 Soccer Fields)

All games will be played on cut and clearly marked fields, marked by four cones for each end zone

Medical

Provision shall be made to have a qualified sports therapist or medical group on hand.

Officials

If available, trained observers will be used as officials in the finals.

Volleyball

Championship Structure

The OFSAA Volleyball Championships shall be a sixteen (16) or twenty (20) team pool

format.

Championship Dates

Boys': The Thursday, Friday, and Saturday of the twelfth (12th) weekend after Labour Day.

Girls': The Monday, Tuesday, and Wednesday of the week immediately before the Ministry's March Break.

Facilities and Equipment

Four courts are required and must have a minimum ceiling height of seven (7) meters and a side space clearance of at least two (2) meters.

No overhanging baskets;

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

Officials will be selected per the agreement in place with the Ontario Volleyball Association.

Wrestling

Championship Structure

The OFSAA Championship shall be a double elimination tournament with a Consolation round, which accommodates losers of bouts on the Championship side of the draw.

OFSAA will use a 32-person draw sheet

Championship Dates

over two (2) days of the first (1st) week in March.

Facilities and Equipment

A suitable venue is required, providing adequate spectator viewing space for 2500, room for 10 competitive mats with appropriate space for safety and a proper warm-up area with at least 1 mat.

Medical

Qualified first-aid personnel and equipment shall be available at the Championship site(s).

Officials

The convenor is responsible for obtaining qualified officials for the championship.

APPENDIX B: CONVENOR & ORGANIZING COMMITTEE CHECKLIST

This checklist should act as a tool for convenors and their organizing committees to use and edit as they wish to assist in the organization of their championship.

Facilities

	Responsible	Deadline	✔
Secure Competition Site(s)			
Book trainers or medical personnel for each site			
Organize set up and take down			
Accommodations (room blocks)			
Decide entrances/exits to be used for spectators			
Arrange back-up facility/fields			

Officials

	Responsible	Deadline	✔
Determine if there is an existing agreement			
Secure assignor (if no agreement)			
Schedule major officials (if no agreement)			
Schedule/Train minor officials			
Schedule head official to speak at coaches meeting			
Provide schedule to officials			

Finances

	Responsible	Deadline	✔
Open bank account (optional)			
Determine and contact potential sponsors			
Execute additional fundraising			
Preliminary budget (due 60 days prior)			
Determine admission costs, if necessary, and print tickets or passes			

Registration/Seeding

	Responsible	Deadline	✔
Receive/Check Registration from the HUB			
Seeding committee meeting to finalize schedule			
Schedule with seeding submitted and approved by OFSAA Staff			
Post schedule seeding on website			
Receive fees (see Finances)			

Website/Media

	Responsible	Deadline	✔
Update website with important information			
Update participant information (following registration)			
Update scores			
Arrange to take team pictures with OFSAA and sponsor banners as a background			
Arrange to take pictures throughout event			
Post picture of medalists			

Banquet/Social Event

	Responsible	Deadline	✔
Secure banquet venue/meal			
Secure keynote Speaker/Entertainment			
Invitation to VIP (Sponsors, Board of Education, City or Town council)			
Establish banquet format/run of show and decorations			

Coaches' Meeting

	Responsible	Deadline	✔
Send out agenda to coaches following registration (provided)			
Invite head official (see officials section)			
Create Powerpoint/Presentation (template provided)			

Logo & Apparel (Bardown)

	Responsible	Deadline	✔
Contact Bardown			
Communicate locations (banquet and facilities)dates and times (establish selling area, etc.)			

Awards

	Responsible	Deadline	✔
Receipt of awards from OFSAA (medals and banners)			
Nominations for Leadership in School Sport Award			
Establish format of awards presentation			

Equipment/Materials

	Responsible	Deadline	✔
Scorepads/Gamesheets			
Ensure equipment being sent by OFSAA is going to the correct address (as per agreements)			

Coordinate other supplies necessary			
Receipt of OFSAA and sponsorship banners			
Prepare result charts			
Perform equipment inventory for all sites			
Prepare signage			
Order participation banners (optional)			

Program

	Responsible	Deadline	✔
Decide virtual or paper			
Determine layout			
Solicitation of advertising in program			
Collect required advertisements/letters for program (on OFSAA site)			
Add Team/Individual participant information			

Day of Event

	Responsible	Deadline	✔
Set up registration area			
Set up competitive areas			
Make sure all equipment is ready			
Make sure change is in cash boxes (if applicable)			
Post up-to-date result charts in highly visible areas			
Post and update results on the event website			

Post-Event

	Responsible	Deadline	✔
Send out participant feedback survey to coaches			
Submit sanctions to OFSAA			
Select Team Sportsmanship Award (submit to OFSAA)			
Pay hosting fee			
Mail in OFSAA participation fees			
Submit injury report forms			
Return OFSAA banners			
Send photos to OFSAA			
Submit convenor evaluation			
Submit final financial statement			

Templates

- Budget Template
- Emergency Action Plan Template
- Coaches Meeting Slideshow Template
- Convenor Checklist Resource
- Result Templates
- OFSAA Banquet – Run of Show