

Alberta Games General Information



A GUIDE for
2020 ALBERTA
WINTER GAMES

www.albertawintergames.ca



ALBERTA GAMES GENERAL INFORMATION

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The Alberta Games is the province’s premier multi-sport event for Alberta’s best “developing” young athletes, coaches, officials and sport leaders.

GOALS AND OBJECTIVES OF THE ALBERTA GAMES

- The Alberta Games offers high profile competitive opportunities for Provincial Sport Organizations (PSOs) to incorporate their Canadian Sport for Life strategies and to showcase the development of their athletes, coaches, officials, and sport leaders.
- The competition offered by the Alberta Games and the Alberta Sport Connection (ASC) in conjunction with other agencies in the sport system, should target the Training to Train stage of the Long Term Athlete Development (LTAD) for each sport in the Games (generally 11 to 17 years of age).
- The Provincial Sport Organization focus and commitment to the Alberta Games will be on processes that support a full complement of their best athletes within a specified stage of the LTAD model to the Games, and using the Games as a key development competition within their LTAD model.

- The Alberta Games generally involve approximately 2500 - 2800 athletes, coaches and officials.
- A volunteer force of approximately 1500 - 2000 volunteers is required to stage the Alberta Games.

GAMES PARTNERS

- * The Alberta Games program’s success depends upon the appropriate involvement and cooperation of the Alberta Sport Connection’s key partners.
- * The Alberta Sport Connection is committed to work with its partners to stage the Alberta Games.

Alberta Games Partners Include:

- * Provincial Sport Organizations
- * Host communities and Games society
- * Ministry of Culture and Tourism
- * Games sponsors and contributors

ALBERTA GAMES – ZONE STRUCTURE

- The Alberta Games is a provincial competition.
- To enhance Games participation from every part of Alberta, the province has been divided into eight (8) Zones. Zone Playoffs or Zone team eliminations may take place in each of the eight (8) Zones.
- Participants generally compete for their Zone at the Alberta Games.
- To be considered for the Alberta Games, each Provincial Sport Organization (PSO) must ensure there will be participation in at LEAST FOUR (4) OF EIGHT (8) ALBERTA GAMES ZONES.

Alberta Games Zones & Team Colours

Zone 1 Grey or Silver

Zone 2 Brown

Zone 3 Red

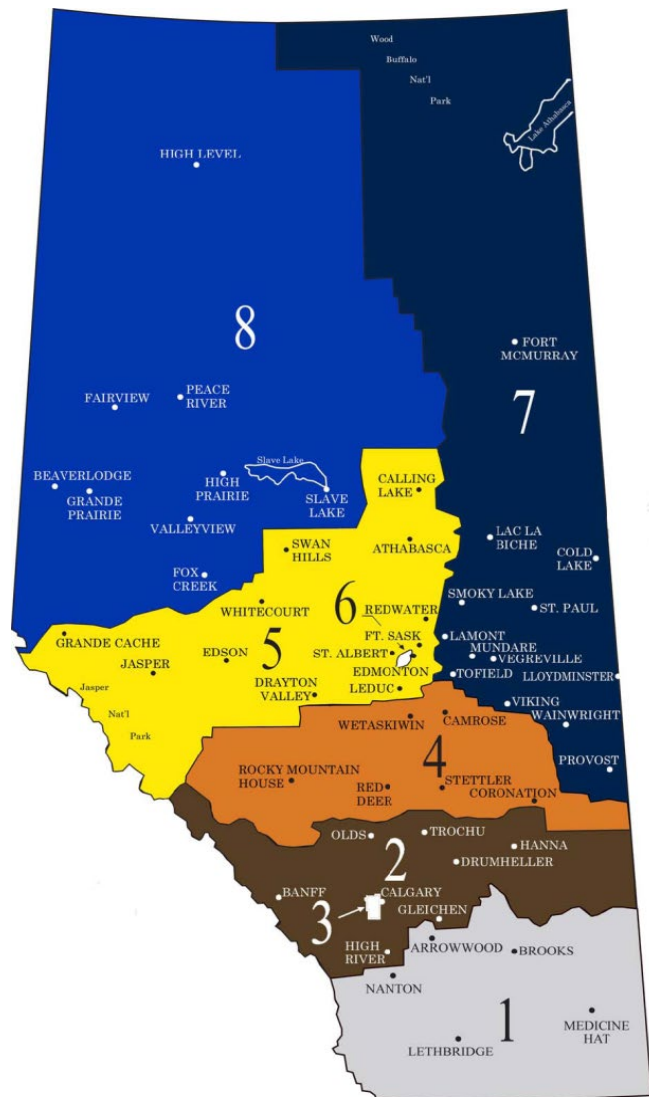
Zone 4 Orange

Zone 5 Yellow

Zone 6 Green

Zone 7 Navy

Zone 8 Royal Blue





ROLE OF THE ALBERTA SPORT CONNECTION

The Alberta Sport Connection (ASC) is responsible to facilitate the staging of the Alberta Games.

Primary Responsibilities of the Alberta Sport Connection

- * To establish the philosophy, policies and standards of the Alberta Games in cooperation and consultation with its partners.
- * To ensure Games operations standards pertaining to all portfolio areas are followed including, but not limited to sport competition, transportation, food services, medical services, accommodation, security, safety, insurance and participant entertainment.
- * To select Alberta Games Host communities.
- * To select, in cooperation with partners, the sports to participate in the Games.
- * To coordinate the development of the technical package, and liaise regularly with Provincial Sport Organizations.
- * To provide transportation for athletes, coaches and managers/chaperones (participants) to and from the Host community.
- * To provide grant funding to the Host society.
- * To consult, orient and assist the Host community volunteers.
- * To coordinate provincial and Zone publicity.
- * To liaise with media at the Zone and local level.
- * To coordinate provincial sponsorship and marketing.
- * To provide Alberta Games Zone team identification (hoodies/t-shirts/jackets/vests).
- * To coordinate Games registration and coach orientation.
- * To coordinate Mission staff during the Games to provide leadership and Games support.

For more information about the Alberta Sport Connection and its programs, visit:

www.albertasport.ca



ROLE OF ALBERTA GAMES MISSION STAFF

Alberta Games staff or appointed volunteers work in partnership with the Host community and Provincial Sport Organizations (PSOs) as Mission staff.

Prior to the Games, Alberta Games Mission staff:

- * Promote the selection of Zone teams;
- * Coordinate bus transportation to the Host community;
- * Develop participant information packages, orient coaches and athletes, and distribute Zone team clothing.

Alberta Games staff or volunteers assume the role of Mission staff during the Games.

A Chef de Mission is assigned to each of the Zone teams.

During the Games, Mission staff:

- * Assist athletes at in-person registration and authorize changes to accommodations or events;
- * Assist the Host society with any sport schedule changes and other concerns or issues that arise;
- * Deal with any sport protests, discipline, or early withdrawal of any team or individual;
- * Coordinate return transportation;
- * Update Zone media with team results.

Mission staff **MUST** be notified in the event of:

- Registration or accommodation changes during in-person registration;
- Late arrivals or early departures from the Athlete Villages;
- Discipline issues (e.g. breaking curfew, etc.);
- Illness or injury causing withdrawal from competition;
- Changes in return transportation for an athlete;
- Lost accreditation tags.

The Alberta Games Mission staff will liaise:

- Between the Host society and participants;
- Between parents and participants, as required.

Phone numbers for the Mission Staff will be included in a Games Directory and Participant Handbook.

ROLE OF THE PROVINCIAL SPORT ORGANIZATIONS

- Provincial Sport Organizations (PSOs) are invited to apply to participate in the Alberta Games
- PSOs submit a preliminary *Technical Package* for approval of the Alberta Sport Connection (ASC)

Role of Provincial Sport Organizations

- The Alberta Games provides a pathway for PSOs to :

Offer high profile competitive opportunities to incorporate their Canadian Sport for Life strategies and to showcase the development of their athletes, coaches, officials, and sport leaders.

Target the “Training to Train” stage of the Long Term Athlete Development (LTAD) for their sport in the Games (generally 11 to 17 years of age).

Focus and commit to a process that supports a full complement of their best athletes within a specified stage of the LTAD model to the Games, and will use the Games as a key development component within their LTAD model.

- An approved PSO in the Alberta Games must be committed to support the Alberta Sport Connection and the Host society in cooperatively planning and staging the Alberta Games.
- The PSO will appoint a Provincial Sport Coordinator, who will collaborate with the ASC and the Host society on a provincial and Zone basis.
- The PSO will develop procedures for promotion and Zone team selection that fits the PSO’s structure and development, and in collaboration with the ASC.
- The PSO will identify/recruit, register and have attend the negotiated number of major technical officials for the Alberta Games.
- The PSO assists the ASC to promote and enforce a *Code of Conduct* for participants and deal with any violation of the Code.

ROLE OF THE PROVINCIAL SPORT COORDINATOR

Each PSO will appoint a Provincial Sport Coordinator who will serve as the primary contact and leader of the PSO's participation in the Alberta Games. It is the responsibility of the Provincial Sport Coordinator to work closely with the Alberta Sport Connection - Sport Liaison and to:

Duties and Responsibilities of Provincial Sport Coordinator

- Prepare a sport technical package in collaboration with the Alberta Sport Connection. The technical package will include:
 - * Zone team size and athlete gender, age(s) and categories
 - * Criteria for athlete, coach and manager/chaperone eligibility
 - * A "fill" procedure for Zones where there is less than a full team roster
 - * NCCP certification for coaches (minimum Intro to Comp or Level 1 NCCP) or other staff training
 - * Zone playoff/selection process (qualification structure), and dates and locations
 - * PSO affiliation policy and affiliation/registration deadline(s)
- The PSO technical package will be receive final approval of the PSO President or Chairperson.
- Appoint Zone Sport Representatives (if required), to coordinate Provincial playoff/selection activities.
- Communicate with those Zone Sport Representatives that consistent rules, interpretation and Zone playoff/selection procedures are followed, and ensure PSO affiliation requirements are met.
- Consult with and assist the Host Sport Chair regarding all aspects of the Alberta Games competition.
- Confirm registered athletes, coaches and managers/chaperones qualifying for the Games; confirm information online, and submit required rosters to the ASC Sport Liaison by the specified deadline.
- Select and confirm proper registration of major technical officials for the Games.
(Note: The number of major technical officials & staff (including the Provincial Sport Coordinator) is negotiated with ASC)
- Attend the Games, or ensure a suitable representative of the PSO attends.
- Ensure protest procedures for sport field of play are followed.
- Promote and enforce of the Alberta Games - Code of Conduct.

The Provincial Sport Coordinator should provide leadership and participate in meetings with Alberta Games staff, or the Host society and to include key Games volunteers (such as Zone Sport Representatives, Head official(s) or Zone Head coaches) in a meeting/conference call prior to Games participation.

ROLE OF THE ZONE SPORT REPRESENTATIVE

Duties and Responsibilities of the Zone Sport Representative

The Provincial Sport Coordinator may choose to work with a number of Zone Sport Representatives (up to eight – or one per Zone). If Zone Sport Representatives are enlisted, their responsibilities would be to:

- Act as a representative of the PSO and liaise with the Provincial Sport Coordinator.
- Collaborate with the Provincial Sport Coordinator and the ASC to publicize Games activities, conduct safe and fair playoff/selections, and respect established Games deadlines.
- Develop a list of contacts or clubs throughout the Zone and communicate with them regarding Games programs.
- Work with the Provincial Sport Coordinator to plan playoff/selection competition format, including:
 - a) Select communities to host playoff/selection competitions (local, regional, area and Zone);
 - b) Determine playoff/selection dates;
 - c) Prepare and disseminate playoff/selection information;
 - d) Prepare and distribute any required registration information;
 - e) Ensure the necessary logistics such as preparation of facility, equipment and officials are planned.
- Work with the ASC in promoting the Games playoff/selection activities or clinics, distributing information and communicating with the media.
- Provide technical knowledge regarding their sport.
- Establish a procedure for handling of protests or appeals at Zone playoff/selections.
- Help to identify needs for Games-specific coaching or officials' clinics.
- Assist qualified participants and coaches to properly register for the Games.
- Assist the ASC to notify participants of necessary Games information (transportation, accommodation, schedules, etc.).
- Evaluate the program and provide feedback to the Provincial Sport Coordinator.
- Help identify talented athletes and provide contact information to the PSO.

Note: Zone Sport Representatives are not automatically eligible to attend the Games. One must register and be approved by the PSO as a major technical official or as a Zone coach/chaperone.

SPORT TECHNICAL PACKAGE AND SPORT SELECTION

The process to develop the *Sport Technical Package* is initiated by the Alberta Sport Connection.

- The ASC sends invitations to Provincial Sport Organizations inviting a proposal for participation in the Games approximately ⊕ 36 months prior to the Games.
- Proposals for the sport technical package are reviewed and evaluated based on the following

Criteria for Sport Selection:

- a) The sport's Alberta Game Plan ties into the "Long – Term Athlete Development model". This model offers a continuum of athlete development opportunities prior to the Alberta Games and beyond, including competition at the provincial championship level, Western Canadian, National, and Canada Games.

The technical package must be designed for the "Training to Train" athlete within the Canadian Sport for Life model. The actual age level of the athletes should take into consideration the overall athlete development model for that sport.

**Note – Train to Train, as defined by the Long – Term Athlete Development model, states: "age is growth spurt dependent, males 12-16 years of age; females 11-15 years of age"*

- b) The sport demonstrates a plan for coach and technical official selection that aligns with their PSO business plan and long term athlete development model.
 - c) The sport has demonstrated organizational abilities and a commitment to the philosophy and policies of the Alberta Games.
 - d) The sport is able to have meaningful playoff/selections in at least four Zones. For 'individual sports', meaningful playoff/selections implies that there are more athletes potentially able to try out than positions available on the Zone team, as specified in the proposal. For 'team sports', the number of potential teams at the specified age/competition level is greater than the number of team[s] that will represent the Zone.
 - e) Canada Games sports that do not meet the above criteria may make special application to the ASC to participate in the Alberta Games
 - f) Sports that are very facility dependent may also make special application to the ASC to participate in the Alberta Games, contingent upon a facility being available in the Host community.
- Where necessary, follow-up meetings are held before a draft of the competition package is prepared.
 - As part of the process, the Host community is consulted regarding facility availability and hosting capacity (i.e. maximum number of participants the host community is capable of hosting).
 - A final opportunity to review the *Sport Technical Package* is done during the Sport Planning Meeting in the host community approximately ⊕ 12 months prior to the Games.
 - *Considering all feedback, a final, revised recommendation can be made to the Games Committee of the ASC, who are responsible to make the final decision regarding sports to be included in the Games.*

ALBERTA GAMES – ELIGIBILITY

The specific number, eligibility and residency of Zone athletes, coaches and managers/chaperones eligible to participate in the Alberta Games sports shall be defined by each Provincial Sport Organization in its Alberta Games - Technical Package. Only a predetermined number of Zone athletes, coaches, and managers/chaperones negotiated with Alberta Sport Connection, will be eligible to compete at the Alberta Games.

Each Provincial Sport Organization APPROVES athletes or teams and coaches who will compete in the Alberta Games.

For a detailed list of Alberta communities by Zone, visit www.albertasport.ca or page 3 of the “Alberta Games – General Information”.

1. Generally, all athletes must be at least eleven (11) years of age by the opening day of the Alberta Games. Any exceptions must be approved by Alberta Sport Connection.
2. Athletes eighteen (18) years of age, or athletes turning eighteen (18) years of age during the Alberta Games, **ARE NOT eligible** to participate in the Alberta Games.
3. Athletes who have participated in Canada Games are ineligible to compete in the same sport at the Alberta Games.
4. Individual athletes shall participate in only ONE sport at the Alberta Games; unless in a split-shift Alberta Games format, an individual athlete may register and participate in one sport in each of the separate shifts.
5. To facilitate Games participation, the province has been divided into eight (8) zones. Zone Playoffs or Zone team eliminations can take place in each of the eight (8) zones. Approved athletes participating in the Alberta Games must have participated in a Zone playoff, qualification, trial or selection in their sport. Generally, athletes compete for their Zone of residence at the Alberta Games. NOTE: each PSO technical package may specify more detailed sport-specific Alberta Games eligibility.
6. All coaches and managers/chaperones MUST be at least eighteen (18) years old by the start of the Alberta Games.

General Conditions of Participant Eligibility

7. Games competition is open to Albertans whose major domicile has been the Province of Alberta for a period of six (6) months prior to the opening day of the Games, with the following exceptions:
 - Students residing in Alberta but studying outside the province are eligible to qualify;
 - Members and dependents of members of the Canadian Armed Forces residing in Alberta, who have been posted to a location within Alberta for less than the minimum of six (6) months, are eligible to qualify.
8. Athletes residing at an address outside the Province of Alberta are eligible to qualify for the Alberta Games, if they meet both of the following conditions:
 - They reside near the Alberta boundary and associate primarily with Albertans in club, league, school, or team play;
 - They do not compete in any club, league, or provincial/territorial playoffs of any other province/territory, and are eligible for membership or affiliation with their respective Alberta Provincial Sport Organization.
9. If a team sport has athletes from outside Alberta, it shall be eligible if these three (3) criteria are met:
 - The majority of the team resides in Alberta, the remaining athletes live in an adjacent province/territory;
 - The team is affiliated and/or registered to play within Alberta;
 - The team does not compete in a league, or provincial/territorial playoff of any other province/territory.

Note: The Provincial Sport Organization and Alberta Sport Connection MUST approve teams and/or individual athletes in situations #2 and #3, before entering Zone playoff competition or selection.
10. The determination of whether participants in Zone playoffs or Alberta Games are affiliated with the Provincial Sport Organization rests with the Association.
11. An athlete, who competes in one Zone’s playoff for a specific sport, is ineligible to compete in that sport in any other Alberta Games Zone, unless permitted within that sport’s Technical Package.

"FILL" COMPETITORS AND TEAMS

Alberta Games "Fill" Policy

- * The Alberta Sport Connection encourages a "full draw" in each event of an Alberta Games.
- * A sport's inclusion in the Alberta Games is based upon the sport being able to provide a full complement of Zone competitors.
- * Recognizing that in some cases, one or more of the Zones may be missing representation, the opportunity has been provided to the sport to "fill-in" competitors.
- * Each Provincial Sport Organization MUST identify whether or not a fill procedure is necessary, and then if so is responsible establish those procedures in the technical package of its sport.
- * Provincial Sport Organizations are encouraged to consider including the first opportunity to fill to the Host community, followed by the host Zone.

In developing a *Fill Policy*, the following guidelines MUST be adhered to:

- The "Fill" team or athlete MUST be fully eligible and have participated in a Zone playoff/selection, selection camp, or qualification.
- All "Fill" athletes MUST be registered in the Alberta Games "Inactive" database registry.
- All rights and privileges will be extended to "Fill" teams and individuals.
- Although they are filling vacancies in other Zones, "Fill" teams and athletes will generally compete for the Zone they normally represent.
- Individual sports can have team events at the Alberta Games as long as the technical package clearly identifies how the 'fill' athletes will be recognized for any Zone team or relay event.

FILL POLICIES MUST BE APPROVED BY THE ALBERTA SPORT CONNECTION AS PART OF THE SPORT'S TECHNICAL PACKAGE.



The Alberta Games are directed by the highest standards of good sportsmanship and fair play, therefore participation demands high standards of personal conduct both on and off the field of play.

For these reasons all participants (athletes, coaches and managers/chaperones) are required as part of the registration process to sign a declaration stating that they will agree to abide by the Alberta Games Code of Conduct while traveling to, participating at, and returning from the Alberta Games.

Alberta Games Code of Conduct

1. Represent your Zone team as goodwill ambassadors; with dignity and personal integrity within the spirit of good sportsmanship at all times both in and out of competition. Also, make no detrimental statements in public (radio, television, print or electronic media) in respect to the performance of any Games or Host society personnel and volunteers, match officials, participants, or any actions or policy decisions of the Alberta Games program.
2. Respect the:
 - Members of your own team and of the contingent representing your Zone;
 - Members of all teams competing from other Zones;
 - Rules and standards set by the Provincial Sport Organization, the Games Host Society, and Alberta Sport Connection - Mission Staff;
 - Technical officials, judges and referees decisions;
 - Facilities and equipment of the PSO and Games Host society; and
 - Games Host Society volunteers, staff, spectators, and local business personnel.
3. Abide by the Games Accommodation regulations requiring all athletes, coaches and chaperones to:
 - reside in their assigned Games Village Accommodation three (3) nights of the Games; and
 - adhere to the 11:00 pm curfew set for the Village during the nights of the Games.
4. Attend the Opening Ceremonies for the Games, and wear the Alberta Sport Connection Zone identification. Zone identification should be worn during medal presentations and throughout the Games, where appropriate.
5. Avoid individual or collective behaviour which may be deemed as harassment, bullying, offensive or abusive. Additionally, do not use information technology to make or post inappropriate comments which are discriminatory or offensive. Information technology includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, website postings (including social media such as Facebook, Twitter, Instagram, Snapchat and/or blogs)
6. No Alberta Games athlete shall possess or consume alcohol, tobacco, marijuana or illegal drug substances (as defined by the Criminal Code of Canada).
7. Furthermore, tobacco & marijuana, alcohol or illegal drug substances (as defined by the Criminal Code of Canada) may not be possessed, nor consumed in any Alberta Games - Athletes' Village, Venue or Vehicle.

Additionally, all Coaches and Managers/Chaperones Shall:

- * Set a positive example for their athletes and comply with all PSO and Alberta Games policies, rules and standards of conduct.
- * Act in the best interest of the athletes, avoiding all unsafe and unacceptable circumstances. Respect the advice of certified medical personnel if an injured or ill athlete is recommended to be withdrawn from competition.
- * Supervise and be responsible for the conduct of their athletes at all times during the Alberta Games.



Any conduct, acts, practices or circumstances deemed unacceptable or inappropriate by the ASC, the Host society and the respective Provincial Sport Organization will be reviewed and treated seriously in accordance with the *Alberta Games Discipline Policy*.

Any and all violations of the *Alberta Games Code of Conduct* MUST be brought to the attention of the Mission Staff.

DISCIPLINE POLICY AND PROCEDURES

Alberta Games Discipline Policy and Procedures

- The ASC will work in partnership with the Host society to ensure that provision is made for a safe and enjoyable experience for all Alberta Games participants.
- The Host society will provide security and control mechanisms to protect individuals, and act upon situations wherein Games policies, rules or regulations have been violated.
- The ASC will make all participants aware of the *Alberta Games Code of Conduct* prior to their arrival at the Alberta Games.
- All participants are expected to respect the rights of others and abide by the standards of behavior as outlined in the *ASC Code of Conduct*.
- Violations of the *Alberta Games Code of Conduct* will be brought to the attention of the Mission staff.
- If necessary, the Discipline Committee will be notified and a hearing will be held with the individual to determine suitable disciplinary action.

The DISCIPLINE COMMITTEE will consist of the following:

- * Alberta Sport Connection Representative;
 - * Zone team Chef de Mission;
 - * Provincial Sport Coordinator or PSO representative;
 - * Chair of the Host society or designate (if requested).
- Discipline may range from partial to full suspension of Games privileges, including removal from competition, to complete expulsion from the Games, with the return of the offender at their own expense.
 - Individuals responsible for willful damage will make full restitution to the Host society.
 - If any situation should require police intervention, the RCMP or city police will be expected to take appropriate action to investigate the circumstances.
 - Additional disciplinary actions may be sanctioned by the Provincial Sport Organization and the Alberta Sport Connection regarding involvement in future Alberta Games and provincial competitions.
 - In any situation involving the Discipline Committee, a letter will be sent to the Provincial Sport Organization, and where necessary to the parents of the participant involved.



COACHES, MANAGERS/CHAPERONES AND TECHNICAL OFFICIALS

Coaches and Managers/Chaperones

A designated number of coaches and managers/chaperones for each sport will be specified in the *Sport Technical Package* for the Games.

Coaches and managers/chaperones are provided with transportation, food and accommodation under the same arrangements as for athletes (i.e. access to the Food Centre, box lunches, etc.).

Courtesy car privileges are also made available to coaches or managers/chaperones on an emergency basis.

Alberta Games Coaching Policy

- A minimum of one (1) member of the Zone staff registered as coaches must be fully certified under the National Coaching Certification Program to at least **Intro to Competition** or the Level 1 CBET equivalent.
- All coaches and managers/chaperones must be at least eighteen (18) years old by the start of the Alberta Games.

Technical Officials

Technical Officials are certified officials required to judge, referee or officiate the Alberta Games competition.

- A designated number of Technical Officials or delegation are allowed for each sport in the Games. This number is developed by the PSO and will be endorsed by the ASC.
- Individuals required to assist the Technical Officials at the competition will be classified as Host community volunteers.

Technical Officials are appointed by each Provincial Sport Organization.

The ASC will initiate the process with Provincial Sport Coordinators to appoint and register all Technical Officials.

Technical Officials living outside a radius of 50 kilometers from the Host community (designated as “out-of-town” officials) are entitled to receive a travel allowance to/from the Alberta Games and on-site accommodation, and ALL technical officials (including local, “in-town” officials) receive the following:

- Internal Games transportation
- Food
- Accreditation

The ASC will provide a grant to the Host society to cover the cost of transportation for eligible out-of-town technical officials to/from the host community.

Eligible out-of-town technical officials will stay in hotel/motel accommodation and not be housed in Athlete Villages.

Internal transportation and food is provided under the same arrangements as for athletes and coaches, i.e. access to the Food Centre and box lunches, etc. Courtesy car service may also be provided for officials, as required.

Alberta Games Payment of Technical Officials Policy

- * The services of Technical Officials for an Alberta Summer or Winter Games are generally provided free of charge to a Host community through the co-operation of the Provincial Sport Organization. No Technical Official will be paid a fee by the Alberta Games or the Host Society for their Games services.
- * An allowance will be established for every sport to cover the expenses of a specific number of out-of-town officials who must travel to the Host community from other parts of the province.
- * Mileage rates or allowances for Technical Officials will be determined by the ASC. Technical Officials MUST submit a completed expense claim to the Host Community in order to be reimbursed.

Involvement of Coaches and Managers/Chaperones and Technical Officials in Opening Ceremonies

Coaches and managers/chaperones traditionally “march” into Opening Ceremonies with their teams.

The involvement of Technical Officials in Opening Ceremonies may include:

- a) Sport technical officials “marching in” with athletes and coaches at Games;
- b) Sport technical officials transported and seated with invited guests.

Sport Technical Meeting (Optional as required by the Provincial Sport Organization)

A Sport Technical Meeting may be held prior to the start of competition (usually immediately following Opening Ceremonies on the arrival day of the Games).

It is MANDATORY that one coach (ideally Head Coach) from each team from each Zone attends this meeting.

Coaches, Managers/Chaperones and Technical Officials Hospitality

Host communities organize a reception or social for coaches, managers/chaperones and technical officials. This social/reception is traditionally scheduled to coincide with Athlete entertainment (e.g. athletes’ dance, etc.) planned during the same time frame.

PROTEST PROCEDURES

Protests Within the Sport's Field of Play

Each Provincial Sport Organization is required to identify the protest procedure to be followed for protest situations within the field of play; these will be identified in each sport's technical package.

Any Zone coach lodging a protest is responsible to notify their Zone Chef de Mission, and the Provincial Sport Coordinator.

Protests Outside the Sport's Field of Play

Occasionally, a situation or protest may arise which falls outside the sport's field of play and is more of an "Alberta Games" issue. Examples of these may be:

- Protests regarding eligibility such as age, athlete qualifications, residency, etc.;
- Any situation calling for the potential qualifications or removal of an athlete from the event or roster.

In protest situations such as these, the following general procedures will apply:

- Protests MUST be made within one (1) hour of the completion of the event;
- All official protests MUST be concisely written and prepared in duplicate;
- One copy MUST be presented to the Provincial Sport Coordinator immediately after the Head Official has signed the Official Results Sheet;
- The second copy MUST be forwarded to the ASC Mission contact;
- The time and date MUST appear on the protest;
- The protest MUST be signed by the Coach and the Zone Chef de Mission of the protesting team.

Note: Eligibility protests MUST be made the first time the individuals of a team meet in competition.

Sport Jury

An Alberta Games Jury will be summoned to render a decision in cases of protests outside the field of play.

This jury will involve the Provincial Sport Coordinator or designate (chairs the Alberta Games Jury); the Host society - Sport Director or designate, a representative of the ASC, and the Chef de Mission of the Zone team(s) involved.

The decision of the Sport Jury MUST be made within one (1) hour of the original protest.

One copy of the decision of the Sport Jury MUST be posted at the venue site and one must be forwarded to the Games Results Centre.

The time, date and signatures of the Sport Jury must appear on the ruling.



ENTRY PROCEDURES AND DEADLINES

Zone Playoff/Selections

Each sport in the Games will determine the necessary Zone playoffs/selections (qualification method) across Alberta to determine athletes who will participate in the Alberta Games.

Note: Zone Playoff/selection registration deadlines will be developed with the Provincial Sport Coordinator.

Registration of Alberta Games Participants

All eligible Zone participants must be registered online at www.albertawintergames.ca

An official Games Waiver of Liability and Release must also be completed for all participants (athlete, coaches and chaperones) and be uploaded during the Games on-line registration process

Final Zone team rosters and a technical officials' roster must be submitted by the registration deadline by the Provincial Sport Coordinator. Potential substitutes and "Fills" must also be entered on-line and submitted at this time.

An Alberta Games fee set by the Alberta Sport Connection, payable to the Provincial Sport Organization, is required with each **athlete** registration.

The Provincial Sport Organization is responsible to provide one payment to the ASC following the Alberta Games for all of their registered athletes, once a government invoice is received.

TYPICAL GAMES FORMAT

Day 1 – Friday February 14 (2020 Alberta Winter Games)

- ❖ Participants arrive @ In-person Registration Centre
- ❖ Transport to Athlete Villages
- ❖ Supper
- ❖ Opening Ceremonies
- ❖ Alberta Games Reception
- ❖ Sport Technical Meeting(s) – as required by any PSO
- ❖ Curfew @ 11:00pm

Day 2 – Saturday February 15 & Day 3 - Sunday February 16 (2020 Alberta Winter Games)

- ❖ Breakfast
- ❖ Participants transported to Sport Venues
- ❖ Sport competitions & cultural activities
- ❖ Lunch @ Sport venue or Food Centre
- ❖ Supper
- ❖ Athlete Entertainment
- ❖ Coaches/Officials Reception & Athlete Dance (Day 3)
- ❖ Curfew @ 11:00pm

Day 4 – Monday February 17 (2020 Alberta Winter Games)

- ❖ Breakfast
- ❖ Participants check out of Athlete Villages
- ❖ Luggage transported to drop-off area
- ❖ Participants transported to Sport Venues
- ❖ Sport Competitions (medal games)
- ❖ Brunch @ Food Centre
- ❖ Closing Awards Presentation
- ❖ Participants depart



ALBERTA GAMES - PARTICIPANT INFORMATION

Alberta Games participants are provided with:

- Accommodation;
- Meals;
- Transportation to and from the Games (residing beyond 100km from the Host community)
- Transportation during the Games;
- Zone Identification (i.e. Alberta Games t-shirt or hoodie);
- Inclusion in ceremonies and other social events;
- Publicity;
- Sport facilities and necessary sport fixtures for competition in the host community.

Sport Equipment

All competition equipment used during the Games MUST meet the specifications of the Provincial Sport Organization. Individuals or teams MUST supply their own basic competition equipment.

Uniforms

Competition uniforms are the responsibility of each individual team. All athletes MUST be properly attired and equipped for their competition according to their Provincial Sport Organization regulations.

Zone Identification

Zone identification for the participants will be distributed through the Alberta Games - Chef de Mission.

Participants are required to wear their Zone identification at the Opening Ceremonies and if possible, at medal presentation ceremonies. Participants are also encouraged to wear Zone identification during competition, where feasible.

Medical Equipment

Each individual or Zone team is to supply their own basic medical training and supplies (e.g. tape, elastic wraps, and cold packs).

Appropriate medical services will be provided at each sport venue, and a Polyclinic will be established at the Games.

Participant Handbook

A Participant Handbook outlining Host community information and services will be available on the Alberta Games web site (www.albertawintergames.ca) and distributed to all Games participants prior to their arrival in the Host community.



MEDALS AND AWARDS

Medals

Gold, Silver, and Bronze medals cast especially for the Alberta Games, will be awarded to each registered athlete having officially competed and placed in a competition.

Medals will not be awarded to last place finishers in any given event regardless of the number of competitors in that event. (Exceptions to this rule may be made in some sports with the approval of the ASC.)

The following procedure will be followed in tie situations:

Tie for first place: Award two (2) Gold medals and one (1) Bronze medal
Silver is not awarded

Tie for second place: Award one (1) Gold medal and two (2) Silver medals
Bronze is not awarded

Tie for Third Place: Award one (1) Gold medal, one (1) Silver medal and two (2) Bronze medals

Note: Only ATHLETES receive Alberta Games medals. ALL left over medals MUST be returned to the ASC.

Alberta Games Awards

The **Alberta Cup** (awarded to the Zone achieving the most medal points for the sport competition in the Games)

The **Minister's Cup** (awarded to the Zone showing the greatest improvement from one Alberta Games to the next (summer to summer; winter to winter))

The **Spirit of Sport Award** (presented to the Zone which best demonstrates the spirit of fair play, sportsmanship, team spirit and cooperation on and off the field; as voted by the people who make the Alberta Games happen) will be presented on the last day of the Games: