



ALBERTA GAMES GENERAL INFORMATION

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GOALS AND OBJECTIVES

The Alberta Games is the province's premier multi-sport event for "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 is a program belonging to Albertans, and the program's success is dependent upon the appropriate involvement and cooperation of the Alberta Sport Connection's key partners.
- * The Alberta Sport Connection is committed to work with its Games partners to stage the Alberta Games.

Alberta Games Partners Include:

- * Provincial Sport Organizations
- * Host municipalities and Games societies
- * Ministry of Culture and Tourism
- * Games sponsors and contributors

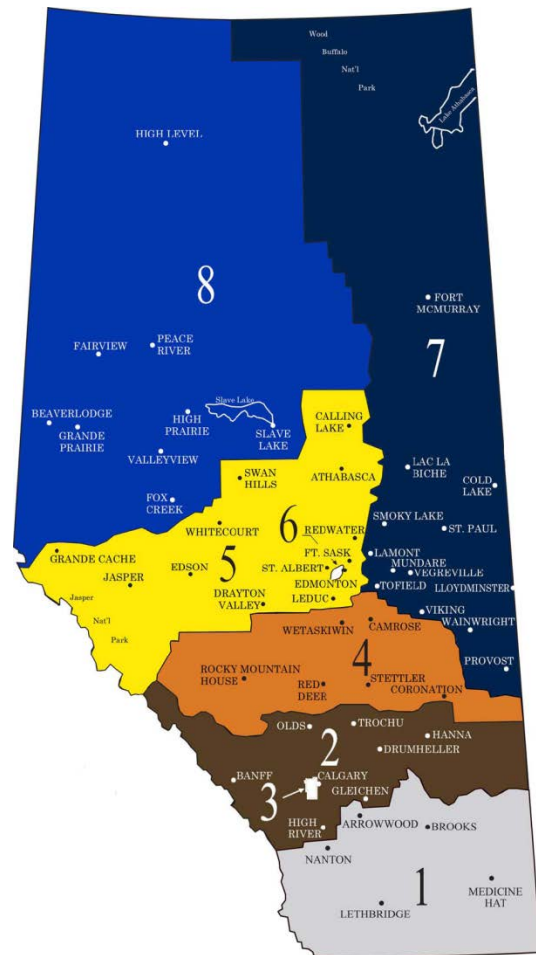
GENERAL SPORT INFORMATION

ZONE STRUCTURE OF THE ALBERTA GAMES

- 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 can 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 association must ensure there will be participation in at LEAST FOUR (4) OF EIGHT (8) ZONES

Alberta Games Zones & Zone Colours

Zone 1.	Grey/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 ASC is responsible to facilitate the staging of the Alberta Games.

Primary Responsibilities of the Alberta Sport Connection

- * To establish the standard, policies and philosophy of the Alberta Games in cooperation and consultation with its partners.
- * To ensure Games “standards” are maintained pertaining to all areas of operation including but not limited to 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 be included 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 chaperones to and from the Host community.
- * To provide grant funding to the Host community.
- * 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.

ROLE OF MISSION STAFF

Alberta Games staff or appointed volunteers work in partnership with the host community and Provincial Sport Organizations (PSA’s) 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 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 attempted early departures from the Villages;
- Discipline issues (e.g. breaking curfew, etc.);
- Illnesses 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.

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 *Technical Package* for approval/acceptance by the Alberta Sport Connection.

Primary Responsibilities of Provincial Sport Organizations

- To appoint Provincial Sport Coordinators, who are responsible for naming Zone playoff/selection dates and locations, and ensure a Zone structure suitable to their sport is established to work with the ASC and the Host community on a provincial and Zone basis. (This is done in consultation with appropriate partners.)
- To develop a *Technical Package* for “developmental” athlete that being a meaningful step in the association’s athlete developmental model. (This proposal must be approved by the association’s Board of Directors).
- To include an *Alberta Games Plan* which identifies:
 - * Target athlete(s);
 - * Technical package for competition (MUST have approval of the association’s Board of Directors);
 - * Reason for involvement (including detailed specifics pertaining to athlete/Zone development and potential locations for Zone playoff/selections);
 - * Plan of implementation (including promotion, coaching development, etc.);
 - * Playoff/selection format;
 - * Evaluation tools/measurements.
- To establish the network and procedures for promotion and Zone team selection that best fits the PSO’s structure and development model.
- To establish a “fill” procedure for Zones where there is less than a full contingent, which reflects the intent of selecting the best eligible team(s) or individual(s).
- To establish a minimum level of NCCP certification for coaches and ensure a process is in place to monitor and enforce this requirement.
- To establish an affiliation policy (if required) that permits participants easy access at the Zone and Alberta Games.
 - * The PSO should outline the benefits of affiliation, how to affiliate, and any costs associated with affiliation.
- To provide organizational and promotional support to the Zone playoff/selections and Alberta Games.
- To recruit a required number of major technical officials to the Host community of the Alberta Games. Note: No technical official will charge the Host society or the ASC for their Games services.
- To work in partnership with the Host society and ASC to promote and enforce a *Code of Conduct* for athletes and coaching staff and deal promptly with any violators.
- To ensure that suitable selection, training, and preparation of athletes for the Alberta Games occurs.



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 Association's participation in the Alberta Games. It is the responsibility of the Provincial Sport Coordinator to work closely with the Alberta Sport Connection liaison and the Host Society – Sport Chair.

Duties and Responsibilities of Provincial Sport Coordinator

- Prepare and negotiate the technical package for acceptance by the Alberta Sport Connection
- Appoint Zone Sport Representatives (if required), to coordinate Provincial playoff/selection activities.
- Communicate with Zone Sport Representatives to ensure consistent rules, interpretation and playoff/selection procedures.
- Work with Zone Sport Representatives to ensure athlete/coach affiliation requirements are met.
- Consult with and assist the Host Society - Sport Chair regarding all aspects of the Alberta Games competition.
- Ensure the proper registration of athletes, and coaches/chaperones (participants) qualifying for the Games, review information entered online, and forward required documents on time to the ASC Sport Liaison.
- Select and ensure proper registration of major technical officials for the Games. Note: The number of major technical officials (that includes the Provincial Sport Coordinator) is approved by the ASC
- Attend the Games, or ensure a representative of the PSO is in attendance.
- Ensure the established protest procedures for within the field of play are followed.
- Promote and enforce an Alberta Games Code of conduct for Games participants.

The PSA should provide leadership and be willing to participate in meetings with Alberta Games staff and to include key Games volunteers (such as Zone Sport Representatives) in a meeting or conference call prior to participation in the Games.

ROLE OF THE ZONE SPORT REPRESENTATIVE

Primary Responsibilities of the Zone Sport Representative

- Work with the ASC and Provincial Sport Coordinator to ensure Games activities are well publicized, conducted safely and fairly, and held within established deadlines.
- Act as a representative of the Provincial Sport Organization (PSO) and liaise with the Provincial Sport Coordinator.
- Develop a list of contact persons or clubs throughout the Zone and stay in communication with them regarding Games programs.
- Work with the Provincial Sport Coordinator to develop 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 distribute playoff/selection information;
 - d) Prepare and distribute any required registration information;
 - e) Ensure organizational details such as preparation of facility, equipment and officials are carried out;
- Work with the ASC to promote the playoff/selection activities and “Games”; distribute promotional items posters and communicate with the media. Communication should be ongoing among the Zone sport representatives, PSO and the ASC.
- Provide technical knowledge on their sport.
- Establish a procedure for handling protests or appeals at Zone playoff/selections.
- Help to identify needs for Games-specific coaching or officials’ clinics.
- Ensure qualifying participants and coaches in the Games are properly registered.
- Assist the ASC and PSO to notify participants of necessary Games information (transportation, accommodation, schedules, etc.).
- Provide evaluation comments and recommendations to the Provincial Sport Coordinator.
- Help identify talented athletes and provide names of outstanding athletes to the PSO or ASC.
- Zone Sport Representatives may be eligible to attend the Games, if properly approved by the PSO and registered as a major technical official or a coach/chaperone at the Zone level.

SPORT TECHNICAL PACKAGE - CRITERIA FOR 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 ☺ 20 months prior to the Games.
- Proposals for the sport technical package are reviewed and evaluated based on the following Alberta Games

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 Alberta Game 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 – SPORT ELIGIBILITY

The specific number, eligibility and residency of Zone athletes and coaches eligible to compete 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 and coaches, 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 and check out “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 a 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. Each PSO technical package will specify more detailed sport-specific Alberta Games eligibility.
6. All coaches and 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:
 - o Students residing in Alberta but studying outside the province are eligible to qualify;
 - o 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 Provincial Sport Organization of Alberta.
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.

SUBSTITUTIONS

Alberta Games Substitution Policy

- * *Registered Participants* as submitted to the ASC cannot be changed except for injury, illness or other reasons acceptable to the ASC.
- * Substitutions may be made prior to the first day's competition only if the substitute has been previously registered and approved by the ASC registration deadline.

ALBERTA GAMES CODE OF CONDUCT

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 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

ALL ATHLETES, COACHES AND CHAPERONES SHALL:

- Represent their Zone as a good will ambassador with dignity, personal integrity and within the spirit of good sportsmanship at all times both in and out of competition.
- Show respect for:
 - a) the members of their own team and of the entire contingent representing their Zone;
 - b) the members of all teams competing from other Zones;
 - c) the rules and standards set down by the Provincial Sport Organizations, the Host society, Host community, and the ASC Mission Staff;
 - d) the technical officials' decisions;
 - e) the people of the Host community including staff, volunteers, spectators, local business personnel, etc.
- Respect the Accommodation Policy which stipulates that all athletes, coaches and chaperones shall reside in their assigned Games accommodation and abide by an 11:00 p.m. curfew throughout the entire Games.
- Attend the Opening Ceremonies for the Games, and wear the Zone identification (T-shirt/jacket/vest) provided. Zone clothing should be worn during medal presentations and throughout the Games, as much as possible.
- Abide by all provincial laws governing alcohol, tobacco and illegal drugs (No tobacco, alcohol, or illegal drug substances may be brought into or consumed in any Athletes' Village, Games venue or Games vehicle).
- No alcohol or illegal drug substances shall be consumed by Alberta Games athletes.

IN ADDITION, ALL COACHES/CHAPERONES SHALL:

- Set a positive example for their athletes by compliance with all Games policies, rules and standards of conduct.
- Act in the best interest of the athletes, avoiding all unsafe and unacceptable circumstances. Respect the decisions 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 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 AND MAJOR TECHNICAL OFFICIALS

Coaches

A designated number of coaches for each sport are specified in the *Sport Technical Package* for the Games.

Coaches 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 on an emergency basis.

Alberta Games Coaching Policy

- A minimum of one (1) member per Zone of the staff registered as coaches must be fully certified (theory, technical, and practical) under the National Coaching Certification Program to at least **Intro to Competition** or the Level 1 CBET equivalent.
- All coaches and 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 or to officiate the competition.

- A designated number of Technical Officials are allowed for each sport in the Games. This number will be negotiated with 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 Association.

- The ASC will initiate the process with Provincial Sport Coordinators to appoint and register all major Technical Officials. No Technical Official will be paid a fee by the Alberta Games or the Host Society for their Games services.

Technical Officials living outside a radius of 50 kilometers from the Host community (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 officials to/from the host community.

Eligible out-of-town officials are provided with hotel/motel accommodation and not housed in the 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 Organizations. 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 an expense claim to the Host Community to be eligible for reimbursement.

Involvement of Coaches and Technical Officials in Opening Ceremonies

Coaches 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 and Officials Hospitality

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

Alberta Games Coaches’ and Officials’ Hospitality Policy

- * Alberta Games Host communities are NOT to serve alcohol at the Coaches and Officials’ reception/social.

"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. (Note: Although these "fill" competitors are filling vacancies in other Zones, they will generally compete for their own Zone at the Alberta Games)

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.
- "Fill" teams and athletes will generally compete for the Zone they normally represent.
- Individual sports can have team events as long as the technical package states that no "Fills" are allowed for the team event (i.e. relays).
- All *Fill Policies* MUST be approved by the Alberta Sport Connection as part of the sport's technical package.



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 Host society - Sport Director or designate, the Provincial Sport Coordinator or designate (chairs the Alberta Games Jury); 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/Selections

Each sport in the Games will determine the necessary Zone playoff/qualifications/selection method across Alberta to qualify or select athletes to participate in the Alberta Games.

Note: Zone Playoff/qualification/selection registration deadlines will be determined in collaboration with the Provincial Sport Coordinator.

Registration of Alberta Games Participants

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

An official Games Waiver of Liability and Release must also be completed for all participants (athlete, coaches and chaperones) and be included 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.



ALBERTA GAMES PARTICIPANTS

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. 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 for their sport 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.

Participant Handbook

A Participant Handbook outlining Host community information and services will be available on the Alberta Games web site (www.albertasport.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 officially registered athlete having 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:

SPORT PLANNING MEETINGS

Sport Planning Meeting in the Host Community

Approximately ± 12 months prior to the Games, a Sport Planning Meeting will be held in the Host community involving:

- Provincial Sport Coordinator for each sport in the Alberta Games;
- Sport Chair(s) for each sport in the Alberta Games;
- Venue Manager of each facility being used as a sport competition venue.

The purpose of the meeting:

- To provide an opportunity for the Sport Chair, Provincial Sport Coordinator and the Venue Manager involved in the Games to meet, assess facilities and services, exchange ideas, and provide feedback.
- To develop plans for the Games.
- To complete the Sport Planning Checklist.

More specifically the meeting involves:

- A tour and review of venue(s) to be used for sport competitions;
- Discussion of the technical details of organizing the competition, including:
 - a) Schedule (technical competition standards);
 - b) Equipment requirements;
 - c) Medical service requirements;
 - d) Signage;
 - e) Additional food or beverage requirements outside of breakfast, boxed lunches, and supper
 - f) Technical official and volunteer requirements;
 - g) Proposed budget.