



ALBERTA GAMES GENERAL INFORMATION

Table of Contents

ALBERTA GAMES OBJECTIVES	2
GENERAL SPORT INFORMATION	
Zone Structure.....	3
Games Partners	4
Role of the Alberta Sport Connection	5
Role of the Provincial Sport Associations.....	6
Role of the Provincial Sport Coordinator	7
Role of the Zone Sport Representative	8
Role of Mission Staff	9
Sport Technical Package/Criteria for Sport Selection	10
Eligibility	12
Substitutions	13
Alberta Games Code of Conduct.....	14
Discipline Policy and Procedures.....	15
Coaches and Major Technical Officials.....	16
"Fill" Competitors and Teams	18
Protest Procedures.....	19
Entry Procedures and Deadlines.....	20
Alberta Games Participants	21
Medals and Awards	22
Sport Planning Meeting.....	23



GOALS AND OBJECTIVES

- The Alberta Games is the province's premier multi-sport event for "developing" athletes.
- It is a goal of the Alberta Sport Connection to promote and facilitate a multi-sport event for Alberta's youth for the enhancement of sport development.
- The Alberta Games generally involve approximately 2500 - 2800 athletes, coaches and technical officials.
- A volunteer force of approximately 2000 - 2500 volunteers is required to stage the Alberta Games.

OBJECTIVES OF THE ALBERTA GAMES

- The Alberta Games offers high profile competitive opportunities for Provincial Sport Associations (PSAs) 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 LTAD for each sport in the Games (generally 11 to 17 years of age).
- The PSA 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.



GENERAL SPORT INFORMATION

ZONE STRUCTURE

- The Alberta Games is a provincial competition.
- To promote participation in the Alberta Games from every part of Alberta, the province has been divided into eight (8) Zones.
- Playoff/selections or Zone team selections/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 involvement in the Alberta Games, each Provincial Sport Association must ensure there will be minimum active participation in at least four (4) of the eight (8) Zones.

ASC Zones

Zone 1	Sunny South
Zone 2	Big Country
Zone 3	Calgary
Zone 4	Parkland
Zone 5	Black Gold/Yellowhead
Zone 6	Edmonton
Zone 7	North Eastern Alberta
Zone 8	Peace Country





GAMES PARTNERS

- The Alberta Sport Connection (ASC) believes that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of its key partners.
- The ASC is committed to working with its Games partners in the staging of the Alberta Games.

Alberta Games Partners Include:

- * Alberta Sport Connection
- * Provincial Sport Associations
- * Host municipalities and Games societies
- * Games sponsors and contributors



ROLE OF THE ALBERTA SPORT CONNECTION

The ASC is mandated with the overall responsibility for facilitating the staging of the Alberta Games.

Role 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 Associations.
- * 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 THE PROVINCIAL SPORT ASSOCIATIONS

- Provincial Sport Associations (PSA's) are invited to apply to participate in the Alberta Games.
- Provincial Sport Associations submit a *Technical Package* for approval/acceptance by the ASC.

Role of Provincial Sport Associations

- 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 is 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;
 - * Technical package (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 association'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 association must also outline the benefits of affiliation, the process to affiliate, and any costs associated with this requirement.
- To provide organizational and promotional support to the Zone playoff/selections and Alberta Games.
- To identify and make available a required number of major technical officials to the Host community of the Alberta Games.
 - * Any fee for service is the responsibility of the Provincial Sport Association and/or official.
- To work in partnership with the host community 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 PSA 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 community sport chair to:

Duties and Responsibilities of Provincial Sport Coordinator

- Prepare and negotiate the technical package for acceptance by the Alberta Sport, Recreation, Parks & Wildlife Foundation.
- 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 Sport Chair regarding all aspects of the Alberta Games competition.
- Ensure the proper registration of athletes, and coaches/chaperones qualifying for the Games, information entered online, and required documents forwarded 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 (including the Provincial Sport Coordinator) is approved by the ASC)
- Attend the Games, or ensure a representative of the PSA is in attendance.
- Ensure the established protest procedures for within the field of play are followed.
- Assist in the promotion and enforcement of a 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

Duties and 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 Association 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) Selection of communities to host playoff/selection competitions (local, regional, area and Zone);
 - b) Determination of playoff/selection dates;
 - c) Preparation and mail out of playoff/selection information;
 - d) Preparing and distributing any required registration information;
 - e) Ensuring the necessary organizational details such as preparation of facility, equipment and officials are carried to completion;
- Work with the ASC in promoting the playoff/selection activities/clinics and "Games", distributing posters and communicating with the media. Promotion should be ongoing among the Zone sport representatives, Provincial Sport Association and the ASC.
- Provide technical knowledge on his/her 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.
- Ensure qualifying participants and coaches in the Games are properly registered for the Provincial Sport Association.
- Assist the ASC in notifying participants of necessary Games information (transportation, accommodation, schedules, etc.).
- Provide an evaluation and recommendations to the Provincial Sport Coordinator.
- Help identify talented athletes and provide names of outstanding athletes to the Provincial Sport Association or the ASC.
- Zone Sport Representatives are not automatically eligible to attend the Games. To do so, they must be registered and approved by the Provincial Sport Association as a major technical official or as a coach/chaperone at the Zone level.



ROLE OF MISSION STAFF

Alberta Games staff or appointed volunteers work in partnership with the host community and Provincial Sport Associations (PSA's) as Mission staff.

Role of 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 Games 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;
- * Deliver important messages from families to participants;
- * Coordinate return transportation;
- * Update Zone media with team results;
- * Staff the Mission Office.

It is ESSENTIAL that Mission staff 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.

ASC Mission Staff Role

Mission staff will operate as a liaison:

- Between the host community and participants;
- Between parents and participants.

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



SPORT TECHNICAL PACKAGE CRITERIA FOR SPORT SELECTION

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

- The ASC sends invitations to Provincial Sport Associations 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.
 - b) The technical package is designed for the *"Training to Train" athlete, generally eleven to seventeen years of age. The actual age level of the athletes should take into consideration the overall athlete development model for that sport.
 - c) The sport demonstrates a plan for coach and technical official selection that aligns with their Alberta Game Plan and long term athlete development model.
 - d) The sport has demonstrated organizational abilities and a commitment to the philosophy and policies of the Alberta Games.
 - e) 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.
 - f) Canada Games sports that do not meet the above criteria may make special application to the ASC to participate in the Alberta Games
 - g) 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.

*Note – Train to Train, as defined by the Long – Term Athlete Development model, states: "age is growth spurt dependent, males 12-16, females 11-15".
- 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 provided at the Sport Planning Meeting in the host community approximately 🕒 12 months prior to the Games.
- Considering all feedback, a final recommendation is made to the Games Committee of the ASC, who are responsible to make the final decision as to what sports are included.



Alberta Games Sport Affiliation Policy

- The Alberta Sport Connection recognizes the Provincial Sport Associations as having been delegated the responsibility for the advancement and regulation of their sport.
- As well, the Alberta Games are designed for the developing athlete (11 - 17 years old), and a stated purpose of the Games in Alberta movement is to serve the developmental needs for each sport throughout Alberta.
- Therefore, the determination of whether participants in Zone playoff/selections or Alberta Games are affiliated with the sport rests with the respective Provincial Sport Association.

Athletes with Disabilities and Special Groups Policy

- The ASC supports the concept of involvement of athletes with disabilities and special groups in the Zone and Alberta Games, where appropriate.

Provincial Championships Policy

- Provincial championships for any sport can be scheduled within the Alberta Games.



ELIGIBILITY

Alberta Games Eligibility Policy

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 Association 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 Association **MUST** approve all athletes or teams and coaches who will compete in the Alberta Games.

For a detailed list of Alberta communities by Zone, visit www.albertagames.com and check out "Sport Information".

- 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.
- 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.
- Athletes who have participated in a Canada Games are ineligible to compete in the same sport at the Alberta Games.
- 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.
- Approved athletes participating in the Alberta Games must have participated in a Zone playoff, qualification, trial or selection in their sport.
- All coaches and chaperones **MUST** be at least eighteen (18) years old by the start of the Alberta Games.

General Conditions of Participant Eligibility

1. 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:
 - a) Students residing in Alberta but studying outside the province are eligible to qualify;
 - b) 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;
2. 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 Sport Association of Alberta.
3. 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 Association and Alberta Sport Connection MUST approve teams and/or individual athletes in situations #2 and #3, before entering Zone playoff competition or selection.
4. The determination of whether participants in Zone playoffs or Alberta Games are affiliated with the Provincial Sport Association rests with the Association.
5. 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 by the 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 your Zone;
 - b) the members of all teams competing from other Zones;
 - c) the rules and standards set down by the Provincial Sport Associations, the 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.
- Abide by 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, wearing 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 policies, rules and standards of conduct.
- Act in the best interest of the athletes, avoiding all unsafe and unacceptable circumstances, and seeking advice of appropriate medical personnel before deciding if an injured athlete is to resume competition.
- Supervise and be responsible for the conduct of their athletes at all times during the Alberta Games.

Any conduct, acts, practices or circumstances deemed unacceptable or inappropriate by the ASC, the Host Organizing Committee and the respective Provincial Sport Association 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 community to ensure that provision is made for a safe and enjoyable experience for all participants in the Alberta Games.
- The host community 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*.
- Any and all 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 Association representative;
 - * Chair of the Host Community Organizing Committee 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 community organizing committee.
 - If any situation should arise that involves police intervention, the RCMP or city police will be expected to take appropriate action to alleviate the situation.
 - Additional disciplinary actions may be sanctioned by the Provincial Sport Association 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 Association, and if applicable to the parents of the participant involved.



COACHES AND MAJOR TECHNICAL OFFICIALS

Coaches

A designated number of coaches are allowed for each sport in the Games.

Note: The number of coaches for each sport is designated 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 **Level 1** or the 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.

Technical Officials living outside a radius of 50 kilometers of the Host community are entitled to receive a travel allowance to/from the Alberta Games and on-site accommodation, and all technical officials receive the following:

- Internal Games transportation
- Food
- Accreditation



The ASC will provide a grant to the Host community to cover the cost of external transportation for eligible officials to and 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 is also provided to officials, as required.

Alberta Games Payment of Technical Officials Policy

- * The services of Technical Officials for an Alberta Summer or Winter Games are provided free of charge to a Host community through the co-operation of the Provincial Sport Associations.
- * An allowance will be established for every sport to cover the expenses of a specific number of officials who must travel to the Host community from other parts of the province.
- * Technical Officials **MUST** submit an expense to the Host Community for reimbursement. Mileage rates for Technical Officials will be determined by the ASC.

Involvement of Coaches and Technical Officials in Opening Ceremonies

Coaches traditionally “march” into Opening Ceremonies with their teams.

The involvement of Technical Officials in past Opening Ceremonies has varied, e.g.:

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

Sport Technical Meeting

A Sport Technical Meeting is 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 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).

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 competitors, from each Zone.
- * 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 Association MUST identify whether or not a fill procedure is necessary and if so is responsible for establishing procedures for implementation.
- * Provincial Sport Associations 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 replacement team or athlete MUST be fully eligible and have participated in a Zone playoff/selection, selection camp, or qualification.
- All replacements or 'Fill' athletes MUST be registered in the Games "Inactive" database registry.
- All rights and privileges will be extended to replacement teams and individuals.
- Replacement teams and individuals 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.



PROTEST PROCEDURES

Protests Within the Sport's Field of Play

Each Provincial Sport Association 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 Host Community Sport Chair immediately after the Head Official has signed the Official Results Sheet;
- The second copy **MUST** be forwarded to the ASC Mission Office;
- 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.

This jury will involve the Host Community 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 athletes to participate in the Alberta Games.

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

Registration of Alberta Games Participants

All eligible Zone participants must be registered online at www.albertagames.com.

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

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

A Provincial Games fee, payable to the Provincial Sport Association is required with each **athlete** registration.

The Provincial Sport Association is responsible for providing one cheque to the ASC for all of the registered athletes, once an invoice is received following the Alberta Games.



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 Association. 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 Association regulations.

Zone Identification

Participants will be provided with Zone identification which will be distributed through their 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.albertagames.com) 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), and 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:

Check the Sport Information Book prior to the Alberta Games for more details on the procedures for determining the Zone award recipients.



SPORT PLANNING MEETINGS

Major 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 to be included in the Games;
- Sport Chair(s);
- Venue Manager of each facility being used as a sport competition venue.

The purpose of the meeting is two-fold:

- To provide an opportunity for the Sport Chair, Provincial Sport Coordinator and the Venue Manager involved in the Games to meet, exchange ideas, and provide feedback;
- To develop plans for the Games.

More specifically the meeting involves:

- A tour of venues 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) Additional Food requirements outside of breakfast, boxed lunches, and supper
 - e) Technical official and volunteer requirements;
 - f) Budget.