

APPENDIX 6

WOSSAA Duties of Convenors

Revised: June 2018

1. Shall verify that all teams and participants meet all TVRA/HP, WOSSAA and OFSAA eligibility requirements as well as provide each team/coach with a copy of the playing regulations prior to the start of the Championship.
2. Shall coordinate the scheduling of the Championship as outlined in the WOSSAA Playing Regulations for their sport.
3. Shall coordinate the officiating for the Championship and communicate the sport's WOSSAA Playing Regulations to the officials prior to the competition.
4. Shall coordinate the facility for the Championship.
5. Shall coordinate the minor officials for the Championship. It is expected that the minor officials will be competent/experienced in the tasks that they are assigned. It is also suggested that (where applicable) each team could be asked to bring a minor official with them to the Championship.
6. Shall arrange for all awards to be presented at the Championship.
7. Shall keep an accurate record of the results of all contests.
8. Shall arrange for media coverage of the Championship.
9. Shall ensure that all materials necessary for the OFSAA Championship be made available to qualifying schools.
10. Shall ensure that the host school pays the same entry fee as all other schools.
11. Shall ensure that Articles 9.1c and 9.1d are followed, which state that entry fees shall only cover fixed cost and fixed costs DO NOT include meals for participants.
12. Shall ensure that if there is a spectator entry fee ("gate fee") the maximum student cost is \$2 and the maximum adult cost is \$5.
13. Shall submit a WOSSAA Convenor's General Report, WOSSAA Convenor's Financial Report, and the Convenor's Box to the WOSSAA Executive Director not later than 30 days after the Championship.