

POLICY 1

WOSSAA DUTIES OF CONVENORS

Revised: April 2026

1. Shall verify that all teams and participants meet all TVRA/HPAA, WOSSAA and OFSAA eligibility requirements as well as provide each team/coach with a copy of the playing regulations at least three days 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. It is recommended that the WOSSAA Convenor check if schools are bringing "Spectator Buses" to the Championship.
5. Shall coordinate security for the Championship. This may include any of the following:
 - a) police officer(s)
 - b) private security
 - c) Administrators from participating schools (strongly recommended)
 - d) Athletic Director from participating schools (strongly recommended)
 - e) teachers and other coaches from participating schools (strongly recommended)

It is encouraged to provide a program and/or welcome package which states or includes Regulation 7.2 - Rules of Behavior for Participants at WOSSAA Championships. It is further recommended that before every contest the WOSSAA Convenor reminds all participants of Regulation 7.2 - Rules of Behavior for Participants at WOSSAA Championships and that expulsion from the contest area may result if that Regulation is not followed.

6. Shall coordinate the minor officials for the Championship. It is expected that the minor officials will be 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.
7. Shall arrange for all awards to be presented at the Championship.
8. Shall keep an accurate record of the results of all contests
9. Shall arrange for media coverage of the Championship. At the discretion of the Convenor, any media contacts requesting information or credentials can be referred to the person at their Board office that is responsible for Media/Communications.
10. Shall ensure that all materials necessary for the OFSAA Championship be made available to qualifying schools.
11. Shall ensure that the host school pays the same entry fee as all other schools.
12. Shall ensure that entry fees only cover fixed costs.
13. 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.
14. Shall designate a person in charge should the WOSSAA Convenor have to coach a contest during the Championship.
15. Shall submit a WOSSAA Convenor - General Report, WOSSAA Convenor - Financial Report, and the Convenor's Box to the Executive Director not later than 30 days after the Championship.
16. Shall communicate any information from the OFSAA Championship Convenor to the WOSSAA Champion and shall advise the OFSAA Championship Convenor of the WOSSAA Champion.
17. Regarding the potential of weather-related bus cancellations:
 - a) Past precedent would be that if busing is cancelled for any team coming to your Championship, that the Championship be postponed to the next day or the pre-established back-up day.
 - b) Convenors are advised to have coach's mobile numbers so you can get that information from them and out to them in the early morning ... preferably by 7:00am.
 - c) If there are many postponements, WOSSAA will prioritize completing the senior Championships in basketball and volleyball.
 - d) Please advise the Executive Director (include in any emails) of any delayed start or postponements.