

Completed	Task List	Completed	Task List
	SOSSA Constitution – Standing Rules for Sports		Contact Zone Convenor-representative?
	SOSSA Article VII		Tournament info to Zone Convenors
	Funding Info – Article XI & XII		Notify in-school groups affected (cafeteria)
	Remind Zone teams that eligibility forms shall be submitted		Book First Aid
	Assistants job description/outlines		Prepare draw sheet, tickets
	Officials booked		Organize student officials
	Trophy located from last year or before		Prepare cheques
	Budget set		Prepare team program
	Facilities booked/permits arranged		Arrange media coverage
	Assign head official		Review OFSAA pkg (senior/individual)
	SOSSA draw – see Rotation of Competition Const.		
	OFSAA entry & cheque Contact SOSSA Secretary/Treasurer		
	Signs posted/host/hostess ready		Refreshments ready
	First Aid readily available		Media – report results
	Coaches meeting		Complete Reports*

Awards Last year champion (school) _____ Trophy presented yes _____ no _____ Medallions available – Zone Rep.
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***Reimbursement forwarded on receipt of report (abbr)**

***No form – forfeit convening sport (abbr)**