

TASK CHECKLIST FOR SOSSA CONVENER

PRE CHAMPIONSHIP	COMPLETED
Confirm facility bookings and permits if the championship is not at the host school.	
Confirm referee bookings for the championship and a challenge game if required. (a challenge game is only required if a second entry to OFSAA is offered)	
Email the event details 2 - 3 weeks before the championship so they can be posted on the SOSSA website. Go to the convener tab and open to see the information listed which must be sent to - championships@sossa.on.ca Note: the rotation for semi-final zone match ups are in Appendix #1 of the constitution.	
Teams which have qualified for your event should be contacting you immediately after their zone competition. Zone sport coordinators can help - their emails are below.	
Book first aid personnel if required and covered by SOSSA - see which activities are financially covered in article 4.12 of the SOSSA constitution.	
Confirm you have the championship medals - they were likely already distributed through local athletic co ordinators. Note: most SOSSA events have no existing trophy.	
Notify school administration and any in school groups impacted by the championship.	
Organize and schedule any student volunteers/officials required.	
Although not a strict requirement, SOSSA strongly encourages each convener to collect a fair and reasonable entry fee to help subsidize the cost of the event. SOSSA championship finance rules can be found under Article 4.07 of the constitution.	
DURING THE CHAMPIONSHIP	
The convener should be available at all times to deal with any issues which arise.	
Coaches should be providing you with an updated eligibility list. This document must be signed by a school administrator and dated within <u>seven days</u> of the championship.	
Teams should have access to a change room before and after their competition.	
Individual game results must be emailed to zone coordinators ASAP after each game. rina.rode@dsbn.org mgrobe@hwdsb.on.ca christopher.mclean@ncdsb.com	
Game results should also be shared with local media.	
At the conclusion of the championship game - runners-up should by recognized and then SOSSA champions should be presented with their medals.	
POST CHAMPIONSHIP	
After the final game, the OFSAA championship convener <u>must</u> be informed ASAP who the SOSSA representative to OFSAA will be. You should have already been in contact with this individual prior to the SOSSA event.	
Complete the online SOSSA Event Submission Form, (found on the website under the dates and forms tab) and email to: fuller4sossa@gmail.com Note: Reimbursement cheques for expenses incurred by schools running SOSSA championships will be sent only after the Event Submission Form is received.	