

APPENDIX E

CONVENOR'S CHECKLIST

1. Find the dates and locations of the GBSSA Championships (A, AA, & AAA) where necessary. They can be found on the web site: www.gbssaa1.allcanadiansport.ca
2. Ensure you have school year calendars from each school or school board in MPS.
3. It may be easiest to do the schedule by working backward. Start from the GBSSA dates, eliminate holidays, exam days, quiet days, P D days and then determine which Tuesdays and Thursdays are available. If necessary, playoff games can be scheduled on days other than Tuesdays or Thursdays to facilitate the Volleyball & Basketball championships being at the same school. It is wise to allow for some "weather days" near the end of the schedule when necessary. Also, Volleyball and Basketball schedules must be mirror images of each other to avoid gym conflicts. (so both convenors need to be involved in the schedule)
4. If creating a "home & away" schedule, try to ensure there are equal # of home & away games in each half of the schedule. Also, try to spread away games apart & especially, try to avoid teams having 2 away games in the same week.
5. League Game Start times:
 - Basketball starts at 3:30 due to lack of officials being available
 - Volleyball starts at 2:00 unless there is only one game (then 3:30).
 - Soccer starts at 2:00 unless there is only one game (then 3:30).
 - Badminton exhibitions start at 2:00
6. Ensure you have eligibility sheets for all teams competing prior to the start of their first league competition. If not then the games they played while ineligible, are defaulted.
7. Indicate clearly on the schedule which is home team & away, which teams that schools have declared, start times where necessary, GBSSA championship info, method of reporting results by home team (eg. Fax, email etc)
8. Where it applies, review how to contact the assigner for the refs for schedule changes.
9. Make contact with GBSSA convenors prior to the MPS playoffs & championship at all levels necessary to ensure they are aware of our potential entries. If we only have 1 entry in any given level in MPS then a Simcoe school can challenge for our spot at GBSSA championships at their expense.
10. Order medallions from Treasures & Trophies (Huntsville). Remember you only pay for engraving & lanyards.
11. TRACK DOWN TROPHIES FROM LAST YEAR'S WINNERS. THEY MUST BE GIVEN OUT AT THE CHAMPIONSHIP.
12. Send out preliminary playoff notices as soon as possible (1 week before??). Ensure every school knows where the games are played, when they start & what each team pays. (divide the total

costs, including semi-finals, by the number of teams participating, or by percentage of number of individual participants)

13. Prepare cheques for the refs from you own school that will be replaced from other entry fees.
14. Convenors may provide a hospitality room at Championship, but should limit expenses to snack items (ie. Fruit, juice, coffee, doughnuts).
15. As soon as you know, inform all the necessary GBSSA convenors & complete **Appendix B**. A balanced budget is expected as part of the final report. Convenor's final report should be individualized using the example in **Appendix B** of the constitution, according to the particulars of the sport.

MPS EVENT RESULTS

SPORT: _____ DATE: _____

LOCATION: _____ CONVENOR: _____

MIDGET CHAMPION: _____

Final Game _____ VS _____
Score: () ()

JUNIOR CHAMPION: _____

Final Game _____ VS _____
Score: () ()

SENIOR CHAMPION: _____

Final Game _____ VS _____
Score: () ()

MPS EVENT FINANCIAL REPORT

Event: _____ Date: _____

Convenor: _____ School: _____

INCOME:

Entry Fees per team \$ _____

Other (donations etc?) \$ _____

Total Income \$ _____

EXPENSES:

Officials - Fees and Travel \$ _____

MPS Medal (engraving & ribbons only) \$ _____

Telephone/Postage/Fax (if billed) \$ _____

Publicity (if billed) \$ _____

Other Expenses –Specify..... \$ _____

TOTAL EXPENSES \$ _____

Balance \$ _____

Please pass this INFORMATION on to the MPS Chair or give to the department head of your school for delivery at the next MPS meeting