2013 Operations Manual
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I. INTRODUCTION

A. HISTORY OF THE SOUTHERN ALBERTA SUMMER GAMES

In the late 1960's the idea of a Summer Games was discussed with a committee from the Southern Alberta Recreation Association. Members of that committee included Max Gibb, Nelson Ellsworth, Leo Bourassa, Buck Geldert and Deloy Leavitt. Soon after, the Southern Alberta Summer Games were established and the ideas put in motion.

In 1970, Pincher Creek was host to the first Games. Approximately 1200 competitors participated, ranging in age from 6 to 80 years. An estimated 10,000 people participated in regional playoffs to select representatives from each on the Regions. The main objective of the Games had been met:

To provide an opportunity for the greatest number of people possible to participate in an enjoyable grass roots festival.

Although many aspects of the Games have changed over the past 27 years, the original objective is still being met.

Over the years, the Games popularity has steadily increased. In 1980, the Claresholm Games attracted approximately 4700 athletes, making the Southern Alberta Summer Games the largest of its kind in Alberta and the largest annual sporting event run consecutively for over 25 years in Western Canada.

Each year a Southern Alberta Community has the privilege and honour to host the Games. Past and future Host Communities are listed below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Host Community</th>
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<tbody>
<tr>
<td>1970</td>
<td>Pincher Creek</td>
<td>Claresholm</td>
<td>Bow Island</td>
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<tr>
<td>1973</td>
<td>Raymond</td>
<td>Fort Macleod</td>
<td>1975 – Crowsnest Pass</td>
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<td>1979</td>
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<td>1982</td>
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<td>Medicine Hat</td>
<td>Coaldale</td>
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<td>1985</td>
<td>Pincher Creek</td>
<td>Crowsnest Pass</td>
<td>Nanton</td>
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<td>Raymond</td>
<td>Taber</td>
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<td>1991</td>
<td>Redcliff</td>
<td>Fort Macleod</td>
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<tr>
<td>1994</td>
<td>Picture Butte</td>
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<td>1997</td>
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<tr>
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<tr>
<td>2012</td>
<td>Raymond</td>
<td>Taber</td>
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The key to the success of the Games has been the dedication and community spirit of volunteers in Southern Alberta. Volunteers at the Regional level stimulate and host playoffs to select winners advancing to the Games. Each year the Host Community recruits 400 - 500 volunteers to run the Games and without the support and enthusiasm of these individuals the Games would not be possible.

In 1976, a mascot came to the Games in the form of a gopher. His name was selected as representation of the breezes that frequent Southern Alberta. "GUSTY GOPHER" has become a symbol of our Games. A costume was designed and he makes appearances at the Games and other functions on request.
Frank Koci of the Crowsnest Pass designed the initial Summer Games crest in 1970. The central torch is the torch of victory, surrounded by the provincial flower of Alberta, the wild rose. The arch over the torch is split to signify the recreational and novice philosophy of the Southern Alberta Summer Games. The Games is only a beginning for these athletes; perfection, the complete arch, is to be striven for. Today the host community of the Games may alter or design their own logo that is unique to their culture and heritage.

In 1975, the Games introduced events for disabled individuals. Modified competitions are held each year in cycling, horseshoes, swimming and track & field. Since the inclusion of these events, the Games have been able to more fully meet its purpose and objectives.

In 1979, in Brooks, the first full-fledged Cultural Component came into being. Now it is a key part of the Games. Activities such as arts and craft displays, music concerts, and novelty events are held. Emphasis in this area was set up to broaden the scope of our southern communities.

In 1986 at Pincher Creek, some sports and selected age groups within these sports were used as playoffs for the Alberta Games. This was a partnership between the Host Community, Southern Alberta Recreation Association and the Alberta Sport Council. This partnership continues every second year, still providing a grass roots competition and yet providing a vehicle for elite athletes to move on to a higher level of competition.

B. PURPOSE

It is the purpose of the “Games” to provide a vehicle by which all communities have the opportunity to become involved in a meaningful sports program, which, through mass participation, is dedicated to the development of the individual and encourages sportsmanlike conduct.

The games would provide any community, whatever size, the opportunity to operate a competition and participation program at the local community level for any interested persons. Major emphasis will be on that of mass participation, physical and social involvement for everyone whatever age, sex, or ability. However, those having ability to win would progress to the next competition - the Southern Alberta Summer Games. Those persons winning at the Games would be provided with continued opportunities for sport advancement if they have the desire.

The potential and scope of such total involvement are unlimited and would encourage such broad positive aspects as regional cooperation to specific benefits such as the development of individual skills and improved social attitudes.

C. OBJECTIVES

1. To provide an opportunity for the greatest number of people possible to participate in an enjoyable grass roots sports festival.
2. To provide a unique opportunity for those in many different sports, age groups, and skill levels to compete in local, regional, and zone competitions.
3. To provide a meaningful opportunity for undeveloped sports.
4. To provide a continued opportunity for competitors in developed sports.
5. To provide a "show case" for the identification of young athletes with desire and potential for higher level training and competition.
6. To complement the sports aspects of the Games with appropriate cultural and novelty events.
7. To provide an opportunity for volunteers to develop organizational skills in areas such as coaching and officiating.
8. To encourage cooperation with other sport related organizations.
II. ORGANIZATION

A. SOUTHERN ALBERTA RECREATION ASSOCIATION

The Southern Alberta Recreation Association consists of recreation professionals, board members and other sport agency personnel from the South. The original concept of the association was to have recreation people get together on an informal basis to discuss common concerns and problems and hopefully assist each other in finding solutions. From that initial period, the association has evolved to the point where committees now exist for specific responsibilities, including:

Professional Development/ Leadership Committee
Planning and Administration Committee
A.R.P.A. Liaison

B. PLANNING AND ADMINISTRATION COMMITTEE

Purpose:
The Planning and Administration committee is responsible for the overall plan of operation and evaluation of the Southern Alberta Summer Games.

This includes:
   a) Planning - short term and long range planning.
   b) Setting policy and priorities - in organizing its efforts to meet pre-established objectives.

Membership and appointments:
Four(4) members at large from SARA
One (1) or two (2) from present Host Community
One (1) Future Host Community
One (1) past host community
One (1) member of Alberta Sport Recreation & Wildlife Foundation

The members representing the committee are appointed at the Associations Annual General Meeting. For consistency members are appointed to this committee for a minimum of two (2) year term.

In the event of a vacancy occurring on the committee, a new member shall be appointed from the SARA membership.

Authority:
The committee makes recommendations to the SARA membership for ratification at SARA meetings. The committee has the authority to make expenditures within the approved budget by SARA membership.

Major planning functions include:
1. Mail invitations to all communities requesting bids for future games.
2. Tour communities who bid for games and recommend to SARA future host, based on submitted bids and tour of community.
3. Recommend sports for inclusion in the Games.
4. Finalize rules, regulations and technical details for each sport.
5. Responsible for over all budget control and proposed operational details.
6. Ratify use of Games logo on any promotional material.
7. Develop an adequate liaison between regional directors, the host community and SARA to insure coherence in the Games movement.
8. Order the necessary medals.
9. Provide names of sport technical advisors as a resource available to the Host community.
10. If requested, establish opportunities for preliminary training of officials.
11. Arrange for a yearly “Games” information session for Regional Directors prior to registration deadline.
12. Appoint a Games jury to rule on protests during the Games.
13. Rule on any unusual substitutions.
14. Set up methods of evaluating the Games and make subsequent changes required to maintain the recreational foundation of the Games.
15. Update the Games manual.
16. Prepare Zone 1 Sport Strategy.
17. Be a resource person for the Host Community.

C. PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose:
The Professional Development Committee is responsible for organizing an annual retreat and for offering profession development sessions of interest to SARA members.

Membership and Appointments:
The committee may consist of up to four (4) members from the SARA membership. Appointments to be made for a one-year term (January to December) at the SARA General meeting.

Responsibilities:
* Prepare a budget for SARA approval.
* Organize the annual retreat for SARA members.
* Plan professional development sessions throughout the year.
* Propose SARA socials to members.

Authority:
Committee responsible to the SARA membership. All recommendations regarding fees, budget and dates must be approved by SARA.

D. HOST COMMUNITY

1. Establish a capable organizational structure and committee to carry out all functions of the Southern Alberta Summer Games.
2. Provide the necessary facilities, equipment and people for the sports and cultural events involved.
3. Submit budget and list of all sports and cultural events to Planning & Administration committee.
4. Submit Games logo to Planning & Admin for approval.
5. Review the first draft of the rules and regulations and provide recommended changes to Planning & Admin.
6. Keep accurate financial records of all expenditures and revenues incurred.
7. Responsible for awards, ceremonies, protocol and presentations.
8. Provide sufficient liability insurance for all volunteers, officials and participants. Southern Alberta Recreation Association is to be included on the insurance as is the Alberta Sport Recreation Parks Wildlife Foundation when the Games are being used as a playoff for advancement to the Alberta Games.
9. Provide SARA with detailed final reports on all sports, culture events, and organization.
10. Provide detailed participation numbers in all sports breaking them into age categories and events.
1. SPORTS DIRECTOR

The Sports Director is responsible to work with each individual sport chairperson to ensure that all aspects of the events run smoothly and develop a budget with each sport. Below is a detailed checklist for each Sport Chairperson to use when planning their particular event.

a) FACILITIES
   - Is the facility in condition for competition? If not, what renovations or improvements are required, and who should be responsible for doing them?
   - Confirmed for use (permission granted)?
   - Are the dressing room areas satisfactory?
   - Is there a storage space available for the equipment?
   - Are washrooms available or do you require portable toilets?
   - Do your officials require a room or location?
   - Is there a medical facility required and where?
   - Where will the results be done and posted?
   - What signs are required and who will make them?
   - Prepare a floor plan indicating location of seating, officials area, registration & results area, concession, washrooms, location of equipment, first aid station, etc.
     This will assist all other groups to know where things go when they set up or bring equipment to the venue site.
   - Do you require venue site maintenance personnel?

b) EQUIPMENT
   - List all equipment that you will require.
   - List all equipment that you have, what can be borrowed, and what needs to be purchased. Determine who will purchase equipment and who will make the request for equipment to be borrowed.
   - Do you require bleachers, benches or chairs? Who will be responsible to obtain these?
   - What provisions are there for safety? (Snow fence, nets, etc.)
   - What communications are required? (PA system, bullhorns, etc.)
   - Do you need a photocopier, computer etc.?
   - General office supplies required? (Pens, clipboards, tables, chairs etc.)

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parking be located and for what capacity?
• Will there be reserve parking for officials, first aid persons?

g) SECURITY
• Are there requirements for security or police assistance? (i.e. for cycling)

h) MEDAL PRESENTATION
• How many medals will you require?
• Do you require a podium and who will present your medals?

i) REGISTRATION
• Are you knowledgeable of the registration process?
• Are your registration sheets and schedules drawn up?
• Who will man the registration area?
• Do you have a shelter or trailer for this area?
• Do you have a place to display schedules?

j) COMPETITION SCHEDULE
• You are responsible to draw up the schedule; be sure that volunteers have a schedule and any other persons that need to be sure of times. (i.e. Concession and first aid)

k) CONTINGENCY PLANS
• Is there a back-up facility in case of rain or facility problems, etc? Also think about excessive heat.
• Could the schedule be shortened if necessary?

l) RESULTS
• Who will calculate and record results?
• How will you communicate the results to the Games office?
• Do you have result sheets drawn up to be posted at the venue?
• It is imperative that you get the results to the Results centre as soon as possible.

m) VOLUNTEERS
• How will you recruit volunteers? Will you require assistance from the Games Office
• How many and what jobs?
• Have you kept a master list of volunteers so that T-shirts, certificates, invitations, etc. can be issued?

n) FINAL REPORT
• Submit a final report to the Games office immediately after the Games.
• Include any problems and ideas on how to make the event better.
• Include total number of participants, breaking it into age groups and categories.
2. **PUBLICITY AND PROMOTIONS DIRECTOR**

- The Host Community will include the SARA Logo on all promotional material.
- Prepare a budget for all promotional and publicity items.
- Establish a promotions campaign for newspapers, radio and television.
- Design and order Games Souvenirs: posters, pins, hats, T-shirts, and spoons, etc. as well as volunteer T-shirts.
- Keep an accurate inventory of all souvenirs.
- Distribute souvenirs to stores, information booths, and venue sites for sale.
- Collect and account for revenue from souvenir sales.
- Set up a system for distributing Volunteer T-shirts.
- If desired, develop a Games booklet.
- Develop a map showing venue sites, restaurants, and services available in the community. (Camping area and Games office)
- Promote "Gusty" prior to and during the Games.
- Prepare press kits for the media. (Including schedules, maps, special events etc.)
- Prepare and mail invitations to dignitaries for opening ceremonies, civic reception etc.
- Send out lists of accommodations available including: hotels, motels, campgrounds, and over-flow camping.
- What signs do you require and who will make them?
- Submit a detailed final report, to be forwarded by Games staff to the next host community.
3. SOCIAL ACTIVITIES DIRECTOR

- Prepare a budget for all social activities.
- Arrange for all social activities:
  - Civic Reception
  - Breakfasts
  - Barbecues
  - Dances
  - Volunteer wind-up etc.
- Preparations will include:
  - Site location & booking of recruiting volunteer group to:
    - Oversee events
    - Set-up and clean-up
    - Entertainment
    - Menu selection
- What signs do you require and who will make them?
- Submit a detailed final report, to be forwarded by Games Staff to next host community.
4. RESULTS CENTRE DIRECTOR

- Prepare a budget
- SARA has a registration & results program in the computer.
- The program must be checked to be sure that all ages groups and categories are in the program prior to registration deadline. Results personnel should be very knowledgeable of the program prior to the deadline.
- Develop master list of all participants from registration forms.
- Forward masters lists for each region along with schedules to each region, prior to Games.
- Registration deadline should be approximately three weeks prior to the first day of the Games, on a Monday.
- Timeline for registration deadline, return of master lists and schedules to each region to be determined by Host community and Planning & Administration Committee.
- Collect and tabulate results to ensure that all events are turned in and none have been misplaced.
- Post medal points and aggregate points for all events on the results board to be set up in a visible location in the community.
- Distribute corrected and final Master list of participants to Sport chairman just prior to the Games.
- Set up at the Games office or Results centre, boxes for each region and media for their results.
- What signs do you require and who will make them?
- Immediately after the Games, mail each region complete package of results.
- After the Games, prepare a stats report of all participants in each sport in each category.
- Submit a detailed final report, to be forwarded by Games staff to next host community.
5. COMMUNICATIONS/SIGNAGE DIRECTOR

- Prepare a budget
- Acquire necessary communications systems. (2-way radios, walkie-talkies, cell phones, PA systems, etc.)
- Establish a communications system between the venues and the Games office.
- Assist sport chairman and medical personnel with their communication needs.
- Assist ceremonies and special events with their communication and PA system needs.
- What signs do you require and who will make them?
- Submit a detailed final report, to be forwarded by Games staff to the Planning & Administration Committee.
6. CEREMONIES DIRECTOR

- Prepare a budget
- Organize and promote the opening & Closing ceremonies.
- Organize parade of athletes and dignitaries.
- Determine who will be responsible for carrying in Regional signs at the Opening, either the host community or Regional Directors.
- Max Gibb Award presentation, to be presented by members of Southern Alberta Recreation Association.
- Lighting and extinguishing of the torch.
- What signs do you require and who will make them?
- Member of the Southern Alberta Recreation Association must be included in the Opening Ceremonies.
- Presentation of the Games flag at closing.
- "Gusty the Gopher" to be part of opening and closing ceremonies.

**Hints for Opening Ceremonies:**
- keep them short and meaningful
- keep speeches to a minimal length
- assign seats to V.I.P.’s and dignitaries

**Hints for Closing Ceremonies:**
- keep short
- pass Games flag to next host community
- announce aggregate points
- thank all volunteers

- Submit a detailed final report to be forwarded by Games staff to Planning & administration Committee.
7. CULTURAL EVENTS DIRECTOR

- Prepare a budget.
- Select cultural activities to compliment and enhance the Games.
- Obtain the required facilities and equipment.
- What signs do you require and who will make them?
- Include a cultural schedule to be forwarded to each region.
- Past events include:
  - Photography display & competition
  - Arts & crafts displays & demonstrations
  - Magic shows, Puppet shows, storytelling
  - Family dances
  - Buggy rides, old-fashioned tea
  - Fiddle contest
  - Promotion of culture activities already established in the community
- Submit a detailed final report to be forwarded by Games staff to the Planning & Administration Committee.
8. MEDICAL DIRECTOR

- Prepare a budget.
- Notify all emergency services of the Games.
- Arrange for suitable first-aid coverage of all sports.
- High-risk sports include: Cycling, Equestrian, Soccer, Track & Field, shooting sports, and slo-pitch.
- Confirm emergency services at local hospital or clinic.
- Recruit first-aid volunteers and schedule for the four days.
- Arrange for visible signs and who will make them?
- Arrange for communications at each venue.
- Acquire accident report forms and orient volunteers as to the procedure for an accident.
- Acquire first-aid supplies.
- Submit a detailed final report to be forwarded by the Games staff to the Planning & Administration Committee.
9. **CONCESSIONS DIRECTOR**

- Prepare a budget.
- Identify venues requiring food services.
- Decide with committee, on which groups will be allowed to run concessions. (ie bid process)
- Decide with committee on policy on whether or not the Games will receive a percentage of sales.
- Determine type of service required.
- Determine signs required and who will make them.
- Arrange a meeting of all concession people and health inspector.
- Hold an organizational meeting to discuss menus, pricing, hours of operation, sign requirements. etc.
- Submit a detailed final report to be forwarded by Games staff to the Planning & Administration Committee.
10. MEDALS DIRECTOR

- The Planning & Administration Committee of SARA will be responsible for ordering the medals.
- The medals have the Summer Games logo on the front, with SARA’S logo and/or the sponsors logo on the back. The ribbons will have the name of the Host Community and year printed on it.
- Responsible to count all medals and distribute appropriate numbers to each Sport Chairperson.
- Responsible for distribution of medal podiums. SARA has 4 one man podiums available to the host community.
- Responsible to take inventory of all remaining medals and record numbers.
- Do you require any signs and who will make them?
- Submit a final report to be forwarded by the Games staff to the Planning & Administration Committee.
11. ADMINISTRATION

- Establish a capable organizational structure to carry out all functions of the Games.
- Arrange for sufficient liability insurance for volunteers, officials and participants. The Southern Alberta Recreation Association and the Alberta Sport Recreation Parks and Wildlife Foundation (on an Alberta Games year) must be additionally named insured.
- Submit detailed final report to be forwarded by Games staff to the Planning & Administration Committee.

a) Budget and Finances
   - Develop an overall Games budget.
   - Set up accounting system for all transactions.
   - Initiate fund raising and donations from local businesses.
   - Submit to the Planning & Administration Committee proposed budget and a final budget.

b) Office Operations
   - Locate office in a central location.
   - Obtain necessary office equipment and staff.
   - Hire staff as determined by committee.
   - Determine if the office needs signs and who will make them.
E. REGIONAL DIRECTOR

1. Organize the regional playdowns if required.
   a. Appoint volunteer sport chairman for each sport
   b. Set dates for playdowns if required
   c. Establish a promotional campaign for Games & playdowns
   d. Assist sport chairman with playdowns
   e. Organize & promote sport and coaches
   f. Ensure that everyone registered for his/her region is eligible to participate.
   g. Familiarize yourself with age deadlines, categories and regional representation.
   h. Distribute to each volunteer Sport Chairman copies of:
      i. Rules and registration forms
      ii. Waiver forms
      iii. Participation & regional procedure policies
      iv. Eligibility, substitution & protest policies
      v. Scoring system
   i. Submit to the Host Community all registrations and waiver forms, along with an alphabetized list of participants, by the registration deadline.
   j. Once the Master list of all athletes has been received by your region, review with your Sport Chairman for any errors. Contact the Host Community with the changes.
   k. Make a copy of all Waiver forms before forwarding them to the Host. Bring these copies to the Games with you in case there is a problem of a lost or misplaced waiver.
   l. Once your region has received the finalized schedules for each sport, distribute them to the Chairman and/or athletes & coaches.

2. Be the contact person to the Host Community organizing committee and communicate information to the Sport Chairman and participants.

3. Must be available at all times during the Games to assist in handling incidents such as emergencies, protests, inquiries etc.

4. Assure representation from and identification of region at the Opening ceremonies and athlete’s parade, unless the Host Community has outlined other arrangements.

5. All registration fees must be submitted to the Treasurer of SARA within 30 days following the last day of the games.

6. Submit by deadline, Max Gibb nominations and assist the Planning & Administration Committee in contacting winners regarding their attendance at the Opening Ceremonies to receive the award.

7. Develop packages for athletes, coaches and Sport Chairman to include:
   a. General schedule for sports, cultural & special events.
   b. Schedule for their particular sport and specifics provided by the Host Community.
   c. Information on the athlete’s parade, Opening & Closing ceremonies.
   d. Map of the Host Community.
   e. List of restaurants, hotels, and camping facilities.
   f. Picture of Regional Director. (If possible)
   g. Location of Games office, results centre and souvenir sales.

8. The morning the Games start, pick up a SARA radio at the Games office so that the Games staff and other Regional Directors can contact you regarding any problems with your athletes. (i.e. protests, waiver forms, schedule changes, eligibility and event cancellations.)
9. The responsibility lies with the Regional Director to ensure that all participants are eligible and that everyone understands the rules, age categories, regional representation, substitution policy, fill policy, refund policy and protest policy.

10. You are responsible for handling any ordinary substitutions; Planning & Administration will only deal with unusual substitutions. All substitutions must forward a signed waiver form to the Host Community prior to the start of the particular event and the Regional Director is to inform the Host of the substitution.

11. Submit evaluation to SARA by the first Friday in August following the Games.
III. GENERAL ADMINISTRATION

A. BIDDING INFORMATION

1. All bids should be directed toward the Planning and Administration Committee Chairman.

2. Sport Selection Criteria
   a) The host Community must host all of the core sports plus optional sports to a minimum of 12.
   b) Core sports are those that continue to exhibit high athlete and spectator participation.
   c) Only optional sports may be added or deleted with the authorization of the Planning & Administration Committee.

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<tr>
<th>Core Sports</th>
<th>Optional Sports</th>
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<tr>
<td>5/10 K Run</td>
<td>Archery</td>
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<tr>
<td>Athletics</td>
<td>Beach Volleyball</td>
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<td>Baseball</td>
<td>Equestrian</td>
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<tr>
<td>Badminton</td>
<td>Handgun</td>
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<tr>
<td>Basketball</td>
<td>Horseshoes</td>
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<tr>
<td>Cycling (Road Race &amp; Time Trails)</td>
<td>Kayaking</td>
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<tr>
<td>Golf</td>
<td>Lacrosse</td>
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<td>Mini Soccer</td>
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<td>Swimming</td>
<td>Softball</td>
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<tr>
<td>Tennis</td>
<td>Trapshooting</td>
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3. The Southern Alberta Recreation Association will consider including sports other than those indicated in (2) above, if requested by a bidding community. The Association will also ask the Host Community to consider hosting a sport not included in the bid for reasons of participant numbers or if the sport is being considered as a playoff for Alberta Games.

4. Bids should be submitted in written form including:
   a) Statements of desire by the municipality to host the Games.
   b) Statements regarding sports which the community would like to host as outline in 2 and 3.
   c) Facilities to be used for the sports.
   d) Dates for the Games to be determined between the Host Community and the Southern Alberta Recreation Association.
   e) Statements, which would indicate names of people in the community who are qualified and might consider chairing committees for:
      1. Games Chairman
      2. Publicity
      3. Medical
      4. Social Events
      5. Medals
      6. Communications
      7. Sports Facilities
      8. Sport

5. The Southern Alberta Recreation Association has a grant available for the host community.

6. Any community bidding on the Southern Alberta Summer Games, that has hosted the Games in the last eight years, their bid will be secondary to new communities.

7. Each bid will be judged on the criteria listed on the following page.

8. The successful bid will be announced at the Opening Ceremonies of the Games.

9. The successful community will be required to provide sufficient liability insurance and will be required to sign a letter of agreement with the Southern Alberta Recreation Association. (Copy follows criteria)
B. ALBERTA GAMES ALIGNMENT

1. On Alberta Games years:
   a) The Southern Alberta Summer Games will align its sports and age groups with the Alberta Summer Games whenever possible.
   b) The Host Community will be prepared to host as many sports as possible.
   c) The Southern Alberta Summer Games will be considered as the Zone 1 Games leading to the Alberta Games.
   d) The Alberta Games will lobby on SARA’s behalf to standardize all association rules and regulations.

2. Off Games Years:
   a) Continue to use our sports and if planning has established the sports for the next year on Alberta Games level, to try and incorporate those sports/events in our Games.
COPY OF AGREEMENT LETTER

Date

Town
Address
Address
Address
Postal code

Attn: Mayor

Dear Mayor:

RE: SOUTHERN ALBERTA SUMMER GAMES

On behalf of the Southern Alberta Recreation Association, I would like to thank your community for accepting the task of hosting the captioned.

This letter will serve as an agreement between the Town of [Town] and the Southern Alberta Recreation Association for the hosting of the Games.

1) The Southern Alberta Recreation Association would serve as the recognized authority for overseeing the host community and offer assistance when required.

2) That a host organizing committee be established.

3) The Town of [Town] would receive a maximum of $[Amount] toward the hosting of the Games.

4) A first instalment of $[Amount] will be paid to [Association] upon the submission of a proposed Games budget.

5) The remaining balance of $[Amount] to be paid upon the successful updating of the S.A.R.A. Games Manual.

6) That the host community provide S.A.R.A. with a list of proposed sports as soon as reasonably possible.

7) That the Host Organizing Committee obtain general liability insurance for the duration of the Games. The policy will provide coverage for third party bodily injury and property damage, including participant liability, and will be subject to limits of not less than $2,000,000.00 per occurrence. The Town of [Town] and the Southern Alberta Recreation Association will be added as additional insured under the policy.

8) The Town of [Town] will indemnify and hold harmless the Southern Alberta Recreation Association from third party claims, which are due to the acts of the Town of [Town] or its employees in association with the Games.

9) S.A.R.A. will not be responsible for any deficit, which may occur as a result of the Games.

If these conditions, as listed, are to your acceptance, please indicate it by signing in the appropriate area.
### C. TIMELINE

<table>
<thead>
<tr>
<th>SARA</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Submit past year’s Games financial statement to SARA at Retreat</td>
<td>September</td>
</tr>
<tr>
<td>b. Confirm dates of Games</td>
<td>November</td>
</tr>
<tr>
<td>c. Letters to Councils requesting official appointments of Regional Director where required</td>
<td>January</td>
</tr>
<tr>
<td>d. Review first draft of sport rules</td>
<td>January</td>
</tr>
<tr>
<td>e. Order medals</td>
<td>February</td>
</tr>
<tr>
<td>f. Invitations to communities to bid for games (Two years ahead)</td>
<td>February</td>
</tr>
<tr>
<td>g. Prepare funding request for Foundation to include Host Community Budget</td>
<td>February</td>
</tr>
<tr>
<td>h. Distribute to regions finalized sport rules on website</td>
<td>March</td>
</tr>
<tr>
<td>i. Max Gibb Award nominations to regions (Deadline beginning of June)</td>
<td>April</td>
</tr>
<tr>
<td>j. Tour communities bidding for games</td>
<td>May</td>
</tr>
<tr>
<td>k. Chair with Host Regional Directors Meeting</td>
<td>May</td>
</tr>
<tr>
<td>Prepare agenda and co-host the Regional Director meeting</td>
<td></td>
</tr>
<tr>
<td>l. Decision on Host for future Games</td>
<td>June</td>
</tr>
<tr>
<td>ratify with SARA</td>
<td></td>
</tr>
<tr>
<td>m. Review Max Gibb nominations and contact winners to be present at Opening Ceremonies of Games to receive award</td>
<td>June</td>
</tr>
<tr>
<td>n. Send out invitations to SARA social at Games</td>
<td>June</td>
</tr>
<tr>
<td>o. Attend Games and be on Protest Committee</td>
<td>July</td>
</tr>
<tr>
<td>p. Attend Opening Ceremonies of Games and present Max Gibb Awards</td>
<td>July</td>
</tr>
<tr>
<td>q. Gather Host Community final reports, analyse them and make recommendations for next Games.</td>
<td>August</td>
</tr>
<tr>
<td>r. Gather Regional Evaluations, evaluate them and make recommendations at the Retreat.</td>
<td>August</td>
</tr>
<tr>
<td>s. Attend Retreat and Chair Games evaluation session</td>
<td>September</td>
</tr>
</tbody>
</table>
### 2. HOST COMMUNITY

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Appoint Games Chairman and Sport Chairman</td>
<td>October</td>
</tr>
<tr>
<td>b. Review Games evaluations and prepare initial recommendations for sports, events, rules and regulations for SARA</td>
<td>November</td>
</tr>
<tr>
<td>c. Present budget to Planning &amp; Administration Committee and logos to be used</td>
<td>November</td>
</tr>
<tr>
<td>d. Time-In Sessions. Host SARA representatives with Sports and Committee chairs</td>
<td>January</td>
</tr>
<tr>
<td>e. Finalized rules to be distributed to Regions Set registration deadline</td>
<td>March</td>
</tr>
<tr>
<td>f. Host SARA meeting with tour of facilities and co-chair Regional Directors orientation meeting Distribute Games information to Regional Directors Determine T-Shirt colour for all regions Orientate Registration Program Review the rule packages Venue tours</td>
<td>May</td>
</tr>
<tr>
<td>g. Receive all registrations, create Master list of participants, draw up schedules. Distribute to all regions Master lists, draws and list of cancelled events.</td>
<td>June</td>
</tr>
<tr>
<td>h. Forward all final reports from Chairman to the Planning &amp; Administration Chairman</td>
<td>August</td>
</tr>
<tr>
<td>i. Submit ideas for any changes to the operational manual and finalized budget to SARA at Retreat</td>
<td>September</td>
</tr>
<tr>
<td>j. Attend the Retreat</td>
<td>September</td>
</tr>
</tbody>
</table>
3. REGIONAL DIRECTOR

a. Regional Director is appointed  
   May

b. Attend SARA Regional Directors meeting  
   In host community  
   May

c. Declare region’s t-shirt colour  
   May

d. Prepare and promote Games using various media outlets and poster distribution  
   May

e. Send letters to previous participants from region  
   May

f. Contact sport liaison  
   May

g. Familiarize yourself with sports involved in Games, deadlines for certain sports to register with sport associations in order to compete.  
   May

h. Review all sport rules & regulations. Pay special attention to age categories, regional representation and age deadlines.  
   May

i. Distribute to each sport liaison and/or coaches
   i. Rules, Waiver forms  
   ii. Participation policy & regional procedure  
   iii. Eligibility, substitution, fill, refund & protest policies and Scoring system  
   May

j. Submit Max Gibb nominations  
   May

k. Confirm schedule for playdowns, if required  
   May

l. Hold regional playdowns  
   June

m. Submit registration using online program.  
   Ensure there is a signed waiver per athlete and coach.  
   June

n. Review the Master list of athletes, check for any errors. Contact Host regarding changes.  
   June

o. Distribute schedules of sports to Chairman, coaches and athletes  
   June

p. Inform participants of other events scheduled
   i.e. Ceremonies, Culture events, Map of Community Restaurants, Motels, Camping Facilities, location of Games office, results centre and souvenir sales.  
   June

q. Attend Games and daily SARA meetings
   Submit to Host office, athlete list and copy of all waiver forms in binder.  
   July
r. Attend Opening Ceremonies and coordinate your Athletes for the athletes march and lead the march July

s. Submit all registration fees to the Treasurer of SARA August

t. Send Games evaluation forms to SARA August
D. STANDARDIZATION OF RULES

1. The rules, regulations and age groups governing the sports in the Southern Alberta Summer Games are aligned as closely as possible with those of the Provincial Sport Association's current rulebook.

2. Events or age groups not addressed in the Provincial rulebook may be added or deleted in the interest of Participation in the Games. In sports being used for playoffs for the Alberta Games, age groups will be aligned with the Alberta Sport Recreation Parks and Wildlife Foundation's rules.

3. Events will follow the appropriate provincial rulings for that sport.

E. MAX GIBB AWARD

1. Purpose: This "once-in-a-life-time" award is presented to individuals who have significantly contributed to the development of the Southern Alberta Summer Games.

2. Award Categories: There are two categories under which an individual can qualify for the Award.

   * Any individual, who has been involved in the development and organization of local and regional playoffs as well as at the Games level, for a period of not less than five years, is eligible for nomination (including the current year).

   * Any individual who has contributed towards the development of the Games in an exceptional manner is eligible for the award.

3. Nominations

   a. Nominations must include enough information regarding dates of involvement in the Games, as well as the contribution made to the Games.

   b. Nominations must indicate the category that the individual is being nominated for.

   c. Nominations must be received no later than the date indicated on the forms.

   d. Nominations can be refused if the Awards committee, based on lack of written evidence, believes that the individual does not meet the criteria.

   e. Nominations must be verified by signatures of both a SARA member and one other person knowledgeable about the nominee.

4. Final Decision and Presentation

   a. The Award Committee will make the final decision regarding who is to given the award.

   b. The awards committee will contact the individual regarding a presentation, preferably at the Opening Ceremonies of the Games.
MAX GIBB AWARD WINNERS

1976  Roy Blais  Ken Kotkas  Len Schiebner
      Leo Bourassa  Evelyn Leffingwell  Archie Wilson
      Joyce Davies  Frank Leffingwell  Mike Popson
      Buck Geldert  Tony Merkle  Bette Wilson
      Carol Gerner  Roy Mullett  Leroy Walker
      George Gerner  Marie Popson  Brent Seely
      Andy Graspointer  Morley Roelofs  Judd Couillard
      Goeff Hardy  Marvin Kirchner

1977  Joe Baczkuk  Diane Kaupp  Harold Winters
      Rick Feist  Lawrence Kaupp  Rosemary Winters
      Lawrence Halmrast  Victor Kaupp  Guy Passey
      Ron Hutchison  Lyle Pittman

1978  Del Cleland  Dan Quintillo  Arnold Harris
      Walter Cleland  Joe Quintillo  Roger Holt

1979  Joe Horvath  Brian Sugiyama  Wally Wells

1980  Jeanne Lutes  Dorothy Orr  Terry Aris
      Doris Carnes  John Desjardins  Tom Hornecker
      Norma Cleland  Jack Orr  Ross McKay
      Jane Small Bones  Ed Richards  Joe Bilodeau
      Ozzie Schalm  Fred Tyrell

1981  Rick Schott  Gloria Evans  Mel Cottle

1982  Roy Weir  Vi Wavercan  George Hanna
      Bud Schmidt  Dave Oswald  Bob Moodie
      Kelly Taitenger  Don Basarab  Joe Orban
      Mun Takeda  Nancy Bester  Elwood Messinger
      Joe Wavercan  Dennis Cleland

1983  Keith Boquist  Jim Watson  Richard Pitre
      Diane Burt Stuckey  Hilda Watson  Joe Hornberger
      Frank Merkl  Betty Lou Mazutinec  Ray Adachi
      Greg Burt  Brian McNally  Alice Cook
      Craig Couillard  Elroy Herter  Larry Cochran
      Lauri Watson  Joanne Taylor  Mike Vrabec
      Lawrence Bourassa

1984  Jamie Bourassa  Delbert Collin  Casey Vanderlinden
      Lyle Keister  Jean Ann Hartung  Brian Bourassa
      Darryl Ferguson  Marjorie Stephen  Allan Dixon
      Roberta Stevens  Eleanor Wright  Eve Vanderlinden
      Vi Sullivan  Merle Smith  Bill Holmes
      Sandra Peterson  Jack Leland

1985  Bobby Elliot  Ginny Collins  Marilyn Henry
      Art Dewitt  Sylvia Hunter  Bob Toney
      Lorne Pretzlaw  Robert Follis  Susan Vogelaar
      Al Jackson
1986  Dr. John Irwin  Henry Pauls  Cybil Wilson
       Tom Dudley  Darrel Collins  Tom Bubniak
       Myrna Moulton  Janet Miels  Norman Sheen
       Lynn Steinbrenner

1987  Lew Garbutt  Roy Nelson  Joanne Drain
       Dee Garbutt  Eva Jene Chimanski  Einar Overn
       Max Court  Clark Hardy  Bill Wyna
       Aldean Arnold

1988  Richard Curliss  Robert Follis  Ritch Braun
       Monica Roth  Bill Thornhill  Lori Noble
       Brian Dudley  Lin Thornhill  Debbie Labbe

1989  Eldon Paxman  Verna Denecky  Shelby Macleod
       Jean Lapointe  Monty Smith  John Horvath
       Eric Fleury  Kent Elmgrin  Leo Zyerveld
       Emily Tulloch  Sue Rudolph  Ford Works

1990  Jodi Cassell  Wayne Miller  Ron Adams
       Teresa Schlachter  Tineke Oosterhuis  George Gascher
       Gordon Blanchard

1991  Cindy Murray  Val Richard  Rob Grisonick
       Bonnie Ully  Randy Eisenbarth  Carol Hern
       Jim Hern  Pat Kelly  Darrel Schaffer
       Hugh English

1992  Gwen Aneca  Dean Truman  Betty Smith
       Roy Douglas  Anita Baeir  David Burbank
       Pat Pyne  Laurel Zanelli  Keith Taylor

1993  Joe McMurdo  Freda Lowe  Rollie Cote
       John Seaman  Vern McNeely

1994  Joanne Gyorffy  Clancy Page  Randy Russell

1995  Dallen Leavitt  Rick Patterson  Sharon Chmielewski

1996  Paul Doig  Peggy Blackmore  Fred Mellen
       Sandy Williston

1997  Dave Young  Linda Thompson  Harriet Dickie
       Neil Thompson  Knud Peterson  Faith Zacher

1998  Louis Wyna  Nola Williams  Barbara Depew
       Dennis Bogusky  Marian Fisher  Bobbi Mossimann

1999  Shelly Kultgen  Ron Kapcsos  Don & Jodi Cassell
       Judy Van Ham

2000  Deb Coolidge  Dave Hooper  Natalie Sauer
       Linda Van Meetelen  Ken Sauer

2001  Carol Thibert
<table>
<thead>
<tr>
<th>Year</th>
<th>Director(s)</th>
<th>Manager(s)</th>
<th>Treasurer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Todd Becker</td>
<td>Terry Hanna</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Dusty Rhodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Rob Lawson</td>
<td>Shar Tough</td>
<td>Roger McAdam</td>
</tr>
<tr>
<td>2005</td>
<td>Greg Saunders</td>
<td>Darrell Turner</td>
<td>Lori Adams</td>
</tr>
<tr>
<td></td>
<td>Debbie Sargeant</td>
<td>Sandy Sangster</td>
<td>Brian Wright</td>
</tr>
<tr>
<td></td>
<td>Ron Chmielewski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>Darryl McDonald</td>
<td>Josh Umscheid</td>
<td>Scott Mitchell</td>
</tr>
<tr>
<td></td>
<td>Debbie Brigley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Tony Vastenhout</td>
<td>Karen Lonsbury</td>
<td>June Vastenhout</td>
</tr>
<tr>
<td></td>
<td>John Beers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>Romina Senneker</td>
<td>Tamara Miyanaga</td>
<td>Janny De Vlieger</td>
</tr>
<tr>
<td></td>
<td>Julie Smith</td>
<td>Eric Peterson</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>Mark Wilkins</td>
<td>Rob Amatto</td>
<td>Jean Nicifore</td>
</tr>
<tr>
<td></td>
<td>Leslie Margetak</td>
<td>Aline Holmen</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>Jane Bydevaate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>David and Toni Gfrerer</td>
<td>Derry Kolody</td>
<td>Denise Cook</td>
</tr>
<tr>
<td>2012</td>
<td>Hugh Simpson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. GENERAL RULES

A. PARTICIPATION POLICY

1. **Please note:** All athletes, who qualify to compete at the Southern Alberta Summer Games (excluding coaches) are required to pay an individual registration fee of **$10.00**. This fee shall be paid to your Regional Director who will then forward one cheque to the Southern Alberta Recreation Association with a Master List of all athletes from that particular region.

2. Competitors may compete in more than one sport at the local and regional levels. However, at the Southern Alberta Summer Games, a competitor may compete in three (3) sports, whether team or individual.

3. No competitor will be allowed to change any groups except as outlined in B - 2E.

4. Should a participant receive an open wound during a Southern Alberta Summer Games event, the competition will be stopped at the discretion of the event organizer or official. If there is potential contact with other individuals, the player will be substituted or the wound is cleaned, covered and soiled clothes are changed.

5. All athletes and coaches must sign a waiver form. This form must be forwarded to the host community.
B. CODE OF CONDUCT

Southern Alberta Summer Games Code of Conduct

The Southern Alberta Summer Games are directed by highest standards of good sportsmanship and fair play, therefore participation demands high standards of personal conduct both on and off the field of play.

For these reasons all participants (athletes and coaches) are required as part of the registration process to sign a declaration stating that they will agree to abide by the Southern Alberta Summer Games Code of Conduct while participating in the Southern Alberta Summer Games.

ALL ATHLETES, COACHES AND SPECTATORS SHALL:

❖ Represent your Region as a Good Will Ambassador with dignity, personal integrity and within the spirit of good sportsmanship at all times both in and out of competition.

❖ Show Respect for:
  ➢ The members of your own team and of the entire contingent representing your region;
  ➢ The members of all teams competing from other regions;
  ➢ The rules and standards set down by the Provincial Sport Association, the host community and the Southern Alberta Recreation Association;
  ➢ The officials' decisions;
  ➢ The people of the host community, including staff, volunteers, spectators, local business personnel etc.

❖ No alcohol or illegal drug substances shall be consumed by athletes or coaches during competition.

IN ADDITION, ALL COACHES, PARENTS & SPECTATORS SHALL:

❖ Set a positive example for their athletes by compliance with all policies, rules and standards of conduct.

❖ Act in the best interest of the athletes, avoiding all unsafe and unacceptable circumstances and seeking advice of appropriate medical personnel before deciding if an injured athlete is to resume competition.

❖ Supervise and be responsible for the conduct of their athletes at all times during the Southern Alberta Summer Games.
C. REGISTRATION PROCEDURE

1. Regional Registration
   a. All registration must be received by the Host Community Games office by the deadline date, to be determined by the Host Community and the Planning & Administration Committee.
   b. No late registrations will be accepted.

2. Participant Registration
   a. All participants must be present at least one hour prior to the event starting time indicated on the schedule. Anyone late or not present for their event will be eliminated by default.
   b. An event will not be delayed past the scheduled start time in order to wait for a late athlete.
   c. An event will not be started prior to the scheduled start time unless agreed upon by all athletes involved in the event.
   d. Individuals or teams will receive medals only if they show up at the Games to receive them.
   e. All events in all sports will be cancelled if there are one or less individuals or teams registered in any event. (Must be 2 registered.) Participants in swimming and track & field affected by cancellations will be given an opportunity to re-register in another event provided that event is scheduled to run. Swimmers must register in their same age group and track & field in the "Open" category. The Host Community will set the deadline for re-registering.

   The only exception to this rule is in an "ALBERTA CLASS EVENT" (meaning an event that is being used for a playoff for the Alberta Games), if a winner, time or distance is required, then the participant must compete.
   f. All athletes and coaches must sign a waiver form or their registration is void. The host community must have this form prior to the start of the Games.
   g. The host Community along with the Planning & Administration Committee will host an information Regional Directors meeting in May.

D. ELIGIBILITY

1. Eligible competitors must be residents or hold a mailing address in the region they are representing as of the Games registration deadline.
2. SARA members will be allowed to participate in the SASG in the region they work in.
3. If a competitor, attends school in a Southern Alberta Region other than that of his/her residence, he/she shall have the option of competing for either region, but not for both regions.
4. Each Regional Director is responsible for ensuring that everyone registered for his/her region is eligible in accordance with the above criteria and must sign all waiver forms.
5. All participants must have signed an indemnifying form to be eligible to compete.
6. A competitor must be able to provide proof of age and residency.
7. All competitors must be six years old as of the cut off date established by each sport association. In some cases, the minimum age required may be higher.
8. The Planning and Administration Committee will clarify and rule on any questionable eligibility.

E. SUBSTITUTION

1. Regional Directors are responsible to approve and notify Host Community of a legal substitution and provide the Host with a signed indemnifying form.
2. Prior to the Games, the Planning and Administration Committee has the power to rule on any substitutions under extenuating circumstance. During the Games, the Protest Committee shall have the power.
F. PROTEST POLICY

1. The Planning and Administration Committee will appoint a “JURY” to rule on all “protests”.
   a. The Jury is composed of the Planning and Administration Committee, who will appoint
      other members of SARA should some members of the committee, not be available.
2. All protests must be in writing and accompanied by a $25.00 fee. The fee will be returned if the Jury
   rules in favour of the protest.
3. a. The protest must be made to the Host Sport chairman within one (1) hour.
    b. The Sport Chairman will notify the Games Office of the protest.
    c. The Regional Director and Jury members will be notified by the Games Office.

G. COMMERCIALISM AND SPONSORSHIP

1. No advertising or commercialism shall be permitted in conjunction with the Games unless it is in
   accordance with the bylaws of the Host Community and is accepted by the Planning & Administration
   Committee.
2. Sponsorship of uniforms for teams attending the Games will be allowed except when the sponsor's
   name denotes an association with alcohol or tobacco.
3. The Planning and Administration Committee will review any proposals for advertising, sponsorship or
   commercialism.

H. MODIFIED EVENTS

1. In 1997, the Modified events will be eliminated from the Games, due to lack of participation in all of
   the events. The Special Olympic organization provides a great number of opportunities for these
   athletes. The Southern Alberta Recreation Association will always keep the door open for these
   athletes and could reinstate these events.

I. FILL AND REFUND POLICY

1. Refund policy - refunds of the $10.00 registration will be issued for cancelled events only.
2. Fill policy - Host community has the first option of the fill and second is a lottery from regions that has
   held a playdown.

J. SCORING SYSTEM

Each sport consists of various events. Three sports are considered double sports: Slo-pitch, Swimming
and Track & Field. The men's and women's results from these sports will be contributed separately to the
aggregate point totals.

In the case of Family Relays and events, which are mixed, the results will be contributed to the Female
Aggregate point totals.

Each region will be ranked first (1st) to Fourteenth (14th) according to the number of points earned by
competitors from the Region and accumulated for the events in the competition.

Event points will be awarded as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First place</td>
<td>7 points</td>
</tr>
<tr>
<td>Second place</td>
<td>5 points</td>
</tr>
<tr>
<td>Third place</td>
<td>3 points</td>
</tr>
<tr>
<td>Fourth place</td>
<td>2 points</td>
</tr>
<tr>
<td>Fifth place</td>
<td>1 point</td>
</tr>
</tbody>
</table>
Aggregate points will be awarded for each competition as follows:

<table>
<thead>
<tr>
<th>Position in Competition</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First place</td>
<td>13 points</td>
</tr>
<tr>
<td>Second place</td>
<td>10 points</td>
</tr>
<tr>
<td>Third place</td>
<td>8 points</td>
</tr>
<tr>
<td>Fourth place</td>
<td>6 points</td>
</tr>
<tr>
<td>Fifth place</td>
<td>5 points</td>
</tr>
<tr>
<td>Sixth place</td>
<td>4 points</td>
</tr>
<tr>
<td>Seventh place</td>
<td>3 points</td>
</tr>
<tr>
<td>Eighth - Fourteenth place</td>
<td>2, 1, or 0 points</td>
</tr>
</tbody>
</table>

The following will determine the points awarded for eighth - fourteenth place:
1. Zero (0) points if no competitor from a Region are entered in any event in the competition.
2. One (1) point if competitors from a Region entered the competition but failed to earn any event points, that is, all competitors from the Region finished no better than sixth place.
3. Two (2) points if competitors from a Region earned at least one event point.

**NOTE:** In the case of a tie, use the following system:

**Example:** Two regions are tied for first in the Archery Competition, total points for 1st and 2nd are 13 + 10 = 23. Each region will get 11.5 points.
V. SPORTS & EQUIPMENT

A. EQUIPMENT

1. The following is a list of equipment that belongs to the Southern Alberta Recreation Association. It is to be used by each Host Community and forwarded on to the next Host. Each Host Community is responsible for the equipment. Should any of it be lost or damaged it is the responsibility of that community to repair or replace the equipment.
   - 1 large free standing cauldron
   - 4 single person medal podiums
   - 1 Games Flag
   - 1 Games Banner
   - 1 Games Office Banner
   - 13 Regional Signs
   - 1 Gusty Gopher Costume
   - Variety of signs (venue, directional, results)
   - 1 Large Results Sign
   - 20 Stop Watches

There are 16 mobile radios required to be used by SARA during the Games. These are to be issued at the Games, one to each region, one is to remain at the Games office, one to the representative of ASRPW Foundation and one to the Chairman of Planning & Administration.

2. GUSTY THE GOPHER

   a. Two (2) chaperons must be with Gusty at all times and must be over the age of eighteen (18).
   b. Any damages that occur while in the possession of the user are the responsibility of the user.
   c. The person wearing the costume should not remain inside for more than fifteen (15) minutes without taking a break.
   d. If the costume gets heavily soiled while in the users possession, please contact the Planning & Administration Committee and they will arrange to have it cleaned by the designer, at the expense of the user.
   e. Do not place any part of the costume in bright, direct sunlight for any extended period of time.
   f. Any lost or stolen pieces of the costume are the responsibility of the user and each user will be liable for replaceable of the lost pieces.
3. CONSENT FORM

2010 Southern Alberta Summer Games
INFORMED CONSENT AGREEMENT

COMPLETE ONE FORM FOR EACH PARTICIPANT, ATHLETE AND COACH!

RISK: I, the undersigned understand and acknowledge that participation in the 2010 Southern Alberta Summer Games, and/or playoffs might result in personal injury, property damage or loss, and possible death. I fully understand these risks and hereby agree to participate in the 2010 Southern Alberta Games and/or playoffs voluntarily at my own risk. I further state that I am in proper physical condition to participate in these Games.

RULES: I understand that the rules and regulations are designed for the safety and protection of participants and hereby agree to abide by the rules and regulations set down by the 2010 Southern Alberta Summer Games Committee and Provincial Sport Associations.

LIABILITY: In consideration of acceptance of my participation in the 2010 Southern Alberta Summer Games and/or playoffs, I agree that the City of Brooks and County of Newell, the Southern Alberta Recreation Association (S.A.R.A.), their volunteers, sponsors, employees or agents shall not be liable for any personal injury (including death), property damage, or loss arising from or in anyway resulting from, my participation. In addition, permission is granted to administer any medical treatment that may be required.

MEDIA RELEASE: I give my permission for the free use of my name and picture in broadcast, telecast or written accounts of the 2010 Southern Alberta Summer Games.

PLEASE COMPLETE THE APPROPRIATE SECTION!

☐ Under the age of 18 (Please check if applicable)

Release for Treatment of a Minor: In the event that no one can be contacted, the 2010 Southern Alberta Summer Games will take my child to the hospital/MD. if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.

Release of Information: I also authorize the release of medical information to appropriate people (coach, physician, 2010 Southern Alberta Games Medical Team, including EMS and doctors) as deemed necessary by the 2010 Southern Alberta Summer Games Medical Team.

I, as the parent/guardian of the participant named herein, agree to assume full responsibility to instruct my child of the risks involved, and to inform him/her of the risks involved, and to inform him/her of the importance of abiding by the rules, regulations and Code of Conduct for the Southern Alberta Summer Games. I, as the parent/guardian of the participant named herein, have read, understood and agree to the contents of this Informed Consent in its entirety.

Signed this ________ day of ___________ 2010.

______________________________
Signature of Parent/Guardian

______________________________
Print name of Parent / Guardian

☐ Of the full age of 18 years (Please check if applicable.)

Release of Information: I also authorize the release of medical information to appropriate people (coach, physician, 2010 Southern Alberta Games Medical Team, including EMS and doctors) as deemed necessary by the 2010 Southern Alberta Summer Games Medical Team.

I agree to assume full responsibility of the risks involved, and the importance of abiding by the rules, regulations and Code of Conduct for the Southern Alberta Summer Games. I have read, understood and agree to the contents of this Informed Consent in its entirety.

Signed this ________ day of ___________ 2010.

______________________________
Signature of Athlete

______________________________
Print Name of Athlete

Note: Collection of the personal information on this form is authorized under the Southern Alberta Recreation Association and is required for the purpose of operating the Southern Alberta Summer Games. The information will be used for the said purpose and is subject to the disclosure rules set forth in the Freedom of Information and Protection of Privacy Act.
4. **SCHEDULE**

Listed below is a suggested schedule of events. This schedule has worked well over the years allowing for maximum participation for athletes.

**WEDNESDAY**
- 5/10 KM Run
- Athletics
- Baseball
- Mini Soccer
- Photography
- Opening Ceremonies

**SATURDAY**
- Basketball
- Equestrian
- Golf
- Handgun
- Lacrosse
- Photography
- Pickleball
- Slo-Pitch
- Smallbore
- Soccer
- Swimming
- Tennis
- Trapshooting

**THURSDAY**
- Athletics
- Badminton
- Baseball
- Beach Volleyball
- Cycling
- Golf
- Kayaking
- Mini Soccer
- Photography
- Tennis

**FRIDAY**
- Badminton
- Beach Volleyball
- Cycling
- Equestrian
- Golf
- Kayaking
- Lacrosse
- Photography
- Slo-Pitch
- Soccer
- Swimming
- Tennis
5. ATHLETES PLEDGE

In the name of all competitors,
I pledge that we will take part in these Games,
In the spirit of sportsmanship,
Respecting and abiding by the rules which govern them,
For the glory of sport and the honour of our team.
VI. REGIONAL INFORMATION

A. REGIONS

1. M.D. of Cardston
2. Municipality of Crowsnest Pass
3. County of 40 Mile
4. City of Lethbridge
5. County of Lethbridge
6. City of Medicine Hat
7. County of Newell
8. MD of Pincher Creek
9. MD of Taber
10. County of Vulcan
11. County of Warner
12. MD of Willow Creek
13. Cypress County/Redcliff

B. REGIONAL DIRECTORY

This Regional Directory will be updated on a yearly basis by the Planning & Administration Committee. The Host Community will receive an updated list by mid-February of each year. All information pertaining to the Games should be forwarded to these areas.

1. M.D. of Cardston
   Cardston Community Services
   Box 280
   Cardston, AB
   PH. 653-3734
   FAX 653-2499
   TOK OKO

2. Municipality of Crowsnest Pass
   CNP Community Services
   Box 370
   Coleman, AB
   PH. 562-8833
   FAX 563-5474
   TOK OMO

3. County of 40 Mile
   Bow Island Community Services
   Box 327
   Bow Island, AB
   PH. 545-2522
   FAX 545-6642
   TOK OGO

4. City of Lethbridge
   Lethbridge Community Services
   817 - 4 Ave. South 2nd. Floor
   Lethbridge, AB
   PH. 320-3020
   FAX 380-2512
   T1J 3P7

5. County of Lethbridge
   Coaldale Community Services
   1920 - 17 Street
   Coaldale, AB
   PH. 345-1310
   FAX 345-1311
   T1M 1M1
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<tr>
<th>Number</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td>6.</td>
<td>City of Medicine Hat</td>
<td>PH. 529-8344</td>
<td>FAX 529-1112</td>
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<td></td>
<td>Recreation &amp; Leisure Services</td>
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<tr>
<td></td>
<td>580 - 1 Street SE</td>
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<td></td>
<td>Medicine Hat, AB</td>
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<td>7.</td>
<td>County of Newell</td>
<td>PH. 362-3622</td>
<td>FAX 362-4416</td>
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<td></td>
<td>Brooks Community Services</td>
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<td>8.</td>
<td>M.D. of Pincher Creek</td>
<td>PH. 627-4322</td>
<td>FAX 627-4784</td>
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<td></td>
<td>Pincher Creek Community Services</td>
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<td>Box 1479</td>
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<td>9.</td>
<td>Town of Taber</td>
<td>PH. 223-5500 or 223-5509</td>
<td>FAX 223-5530</td>
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<td>4900 - 50 A Street</td>
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<td>County of Vulcan</td>
<td>PH. 485-2554</td>
<td>FAX 485-2914</td>
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<td></td>
<td>Vulcan &amp; District Recreation Board</td>
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<td></td>
<td>Box 360</td>
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<td>Vulcan, AB</td>
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<td>11.</td>
<td>County of Warner</td>
<td>PH. 757-3322</td>
<td>FAX 752-4379</td>
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<td>Milk River</td>
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<td></td>
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<td>Raymond, AB</td>
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<td>M.D. of Willow Creek</td>
<td>PH. 625-3381</td>
<td>FAX 625-4851</td>
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<td></td>
<td>Town of Claresholm</td>
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<td></td>
<td>Box 1000</td>
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<td>Claresholm, AB</td>
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<td>13.</td>
<td>County of Cypress</td>
<td>PH. 525-2315</td>
<td>FAX 526-8958</td>
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<td></td>
<td>Town of Dunmore</td>
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<td></td>
<td>816 2nd Ave</td>
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<td></td>
<td>Dunmore, AB</td>
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VII. EVALUATIONS

A. REGIONAL EVALUATION FORM

REGION:

SPORT:

A. Were the facilities adequate? If no, please comment:

B. Were the age categories and events appropriate? If no, please comment:

C. Were the results posted at the venue site?
   ______ Yes ______ No

D. Did you have any concerns with the schedule?
   If yes, please comment:

E. Were there any problems with the rules of the sport?
   If yes, please comment:

F. Did you receive any complaints regarding any equipment used?
   If yes, please comment:

G. Were the days and times of the event appropriate?
   If no, please comment:

H. Did you attend any other events?
   What events?
   Comments?
I. Please comment on any other aspects of the Games.
   (i.e. Ceremonies, Culture events, Host community, Social events)

J. Is this your first time attending the Games?

   If no, how long have been attending?

   If yes, please comment:
B. HOST COMMUNITY SPORT EVALUATION FORM

It is very important that each Chairman fills in this report. These reports will be forwarded to the next Host Community and SARA needs the information to properly evaluate the Games.

1. Host Community: __________________________

2. Name: __________________________

3. Sport: __________________________

4. What facilities were used for your event? (how many diamonds, courts, fields etc., please be specific)

5. Were there any problems or complaints, which resulted from the facilities used? (lack of diamonds, rough fields etc.)

6. List all equipment used for your event. Please state quantities and sizes. (soccer balls, softballs, shuttlecocks)

7. Did you receive any complaints about the equipment used?

8. How many volunteers did you use? Please list number and type. (i.e. 8 umpires)

9. Were the number of volunteers adequate? If no, please explain where you could have used more.

10. Were there any problems or complaints about the schedule used? If yes, state them.

11. Were there any problems or complaints over the rules of the sport? If yes, please state them.

12. Please enclose your budget, also what equipment you purchased and
what equipment you borrowed and from who.

13. Please list the total number of participants in your sport, breaking them into age and event categories. Team sports only need to list the number of teams.

14. Do you have any suggestions or recommendations for future Games or Games hosts?
VII. STATISTICS

B. STATISTIC GUIDELINES

1. The main objective of the statistics is to determine how many different people compete in the Games.
2. Statistics will be taken from the registration sheets.
3. Teams (relays, doubles, pairs) will be shown as one on the individual sport sheets.
4. Teams on the overall statistics sheet will be counted as follows:
   a. Slo-pitch teams = 12 participants per team
   b. Soccer teams = 18 participants per team
   c. Mini Soccer teams = 13 participants per team
   d. Relays in cycling, swimming, and track & field = 4 participants per team.
   e. Doubles in golf, horseshoes, and tennis = 2 participants per team.
   f. Equestrian: i. English & Western Pairs = 2 participants
      ii. Family costume = 4 participants
      ii. Team penning = 3 participants
5. Since there is a high repeat factor, relays in swimming and track & field are not included in the overall total.
6. Repeat factor sports allow participants to compete in more than one event within the sport.
7. A deduction of 25% of the overall total will be made to compensate for the repeat factor and the no show factor.
8. It is very important that the Host submit a detailed list of all participants in all sports breaking them into age categories and events. A list of cancelled events should be included. This allows the Southern Alberta Recreation Association to evaluate each sport and age groups on an individual basis.
IX. CHAIRMAN’S CHECKLISTS

The following pages contain checklists for all Chairmen. These are in addition to the job description in the previous pages and are to be used as guidelines or as the Host Committee decides.

A. ADMINISTRATION CHECKLIST

OFFICE OPERATIONS
− Acquire office space
− Determine clerical equipment needs:
  o copiers
  o tables, chairs
  o desks
  o computers
  o filing cabinets
  o typewriters
  o postage machines
− Discuss ways to meet those needs & pursue them.
− Obtain storage space for equipment and supplies prior to the event. Develop an inventory control for items stored there.
− Discuss the need for letterhead & envelopes.
− Recruit & train volunteers to provide clerical support
− Examine potential employment grants. Assist in hiring & supervising staff.

ACCOUNTING
− In cooperation with all other committees, determine budget requirements & develop an overall budget.
− Develop a system of financial control
− Establish a method of issuing receipts
− Set up an accounting system, recording all financial transactions
− Prepare financial statements as needed including final statement.

INSURANCE
− Check with Town insurance policy to see if a rider can be added to include the Games and cost of same. The Southern Alberta Recreation Association must be named as an additional insured.

FUNDRAISING
− Investigate all possible sources of fundraising, grants, and/or gifts-in-kind to assist with the operation of the Games.
− Assist other Committees with their fundraising needs. (Help them find sources to borrow items, donate them etc.)

SPONSOR RECOGNITION
− Discuss with the ASRPW Foundation which of their sponsors are supplying assistance to the Games and need to be protected.
− Ensure accurate accounting of all donations & gifts-in-kind.
− Ensure every contributor is appropriately recognized.

GENERAL
− Determine total volunteer needs. Discuss with Volunteer Committee. Recruit, assign and train the accordingly.
− Develop an organizational
timeline and ensure it is carried out on schedule.
- Develop a proposed budget for your area of responsibility.

FINAL REPORTS
- Collate all committee final reports, complete with financial and written summaries.
- Prepare and submit a final report including, but not limited to:
  - Brief overview of committee activities
  - An outline of major problems encountered
  - Financial statement
B. SPORT CHAIRPERSON CHECKLIST

FACILITIES
- Confirmed for use
- Is the facility in condition for competition? If not, what renovations or improvements are required, and who should be responsible for doing them
- Are the change/dressing room areas satisfactory?
- Is there storage space available for the equipment?
- Are washrooms available to athletes & spectators? If you require portable toilets, who will arrange for them?
- Do your officials require a room or location and have you set it aside for them?
- Is there a medical facility required and where?
- Where will the results be posted?
- Where will medal presentations take place?
- Are any special facility needs?
- Are there any codes of conduct or rules about the facility that should be passed on to coaches/athletes?
- What signs do you require and who will make them?
- Prepare a floor plan of your venue site

EQUIPMENT
- List all equipment that you will require
- Draw up a chart indicating:
  - What you have
  - What you can borrow
  - What you need to purchase
- Have you checked with the PSA or other communities for borrowing of equipment?
- Do you require bleachers/benches/chairs? How many and who is to set them up.
- Prepare a list of special equipment needs and discuss with Administration Committee.
- Have you made arrangements for set up and take down on site & overnight storage?
- Have you made arrangements for refreshments for Officials?
- Check all equipment prior to competition to ensure it is in working order.

MEDICAL
- What provision is there for safety? (Snow fence, nets etc.)
- Where will parking be, and for what capacity?
- Will there be parking for officials and First-aid?
- Who will provide First-aid and how extensive?

MEDAL PRESENTATIONS
- Who will present medals and when?
- Do you require a podium and what kind?
- Will you require flags?
- Do you wish to have pictures taken?

REGISTRATION
- Do you understand the Regional registration procedure?
- Do you have the necessary registration sheet & schedules drawn up?
- Where will registration be & what kind of equipment will you require for this at your specific event.
- Who will man the registration table?
- Be knowledgeable of exactly what age groups and events will go on to the Alberta Games.
- Do you have a shelter/tent for
registration people if outdoor venue?

OFFICIALS
– How many officials do you require carded or not, number of minor officials as well?
– Will you need to recruit out of town officials? What arrangements will be made for rooms, meals, and honorariums?
– Have a confirmed list of officials with a schedule of times when they are to work.
– Is there any training or briefing required for the volunteers?
– Will you require Clinics to certify or card officials?
– Is there any need for identification of officials?
– Have you obtained a copy of the official Rule book?

POLICIES & ELIGIBILITY RULES
– Do you have a copy of the Eligibility rules?
– Do you have a copy of the Protest Policy?
– Do you understand the substitution policy?

COMPETITION SCHEDULE
– You will be responsible for drawing up the schedule or draws. Be complete, definite and as specific as possible. Include practise times where applicable as well as competition times.
– Do you have copies of the schedule for your officials, volunteers etc.
– Do you require a coaches meeting prior to the competition?

CONTINGENCY PLANS
– Is there a back-up facility in case of facility or weather problems?
– Could the schedule be shortened if necessary?

RESULTS
– Who will calculate or record the results?
– How will you communicate these to the Results Centre quickly.
– Have you an area to post schedules and results?
– Do you have results sheets/score sheets drawn for use on 8.5 x 11” paper.

VOLUNTEERS
– Determine total number of volunteers.
– How will you recruit these volunteers or will you need assistance from the Volunteer Committee?
– Have you kept a Master list of volunteers so that T-shirts, invitations, certificates can be issued?

COMMUNICATIONS & SIGNAGE
– What are your communication needs? How and when will these be picked up and by who?
– What are your signage needs? Who will make them and who will put them up and take them down?

GENERAL
– Develop a proposed budget
– Develop an organizational timeline and share with appropriate volunteers to ensure it is carried out on schedule.
– Prepare and submit a detailed final report.
C. CULTURE CHAIRPERSON'S CHECKLIST

ACTIVITY SELECTION
- Develop an inventory of resources for each of the following areas:
  - Facilities
  - Existing local cultural organizations
  - External resources
- Do you have a theme or focus for the cultural component?
- Are there any annual local events that could be scheduled in conjunction with the Games?
- Determine the type and number of activities to take place.
- Who will perform?
- Develop contracts for all professional artists booked and have them signed.
- Will the events be exhibitions? Performances? Competitions? Workshops?
- Are activities designed for a variety of audiences?

SCHEDULING
- Develop a cultural schedule.
- Are cultural activities in conflict with any other significant events such as Opening Ceremonies?

FACILITIES
- Which activities will be held inside? Outside?
- Ensure adequate facilities for each event.
- Are facilities easily accessible?
- Are there washrooms available or will you need portable toilets?
- Who will prepare each facility and who will be responsible for clean up?
- Who will be responsible for decorating the facility?
- Prepare a site plan for each facility.

EQUIPMENT
- Develop an equipment list for each activity.
- Determine how you will acquire these items.
- Is suitable security & insurance in place for displays, equipment, costumes etc.
- Organize people to pick up, install, take down, and return all equipment.

VOLUNTEERS
- Develop a list of interested individuals and their necessary expertise.
- Recruit and train all volunteers.
- Keep an accurate list of all volunteers so that T-shirts, certificates and invitations can be issued.

PROMOTION
- Prepare a cultural program insert to submit to the Promotions Committee for inclusion with other Games promotional materials.
- Discuss with Promotion Committee any ideas you have for promoting the cultural component of the Games.

COMMUNICATIONS
- Do you require any communication equipment? Relay your needs to the Communications Committee.
- What signs do you require? Who will make them?

PROTOCOL
- Are there any special food, accommodation, transportation or protocol requirements for out-of-town performers?
CONTINGENCY PLANS
- Is there a back-up facility in case of weather problems?
- Can you alter the program if necessary?

MEDICAL & SECURITY
- Do you require any medical personnel?
- Do you require security?

GENERAL
- Develop a proposed budget
- Keep an accurate record of gifts-in-kind and their approximate value.
- Prepare and submit a detailed final report.
D. PROMOTION CHAIRPERSON'S CHECKLIST

PROMOTIONAL MATERIAL
- Develop an overall promotional plan for the Games:
  - types of promotional materials to be developed
  - how to distribute to who and when
- Will you develop a poster? Brochure? If yes, determine artwork, color scheme & number required.

SOUVENIRS
- Decide on method of volunteer recognition (T-shirts, hats, arm bands, etc.) and if there will be a cost to the volunteer.
- Investigate style and price of souvenirs.
- Determine types of souvenirs to order, number of items required and suggested selling price of each item. Recommend to organizing committee for approval.
- Set up inventory control system & accounting system for accurate recording of souvenir sales.
- If desired, distribute souvenirs to stores prior to the Games based on pricing policy of Organizing committee.
- Determine areas to sell souvenirs during the Games and assign volunteers to these locations.
- Prepare the following for each souvenir sales location: a float, night deposit bags and price lists.
- Collect and account for revenue from souvenir sales. Discuss procedure for handing in money with Organizing committee.
- Establish a procedure for sales locations to obtain more souvenirs if they run out of a particular item.
- After the Games, provide a final inventory of souvenirs remaining and suggest action plan for dealing with them.

MASCOT
- Schedule appearances for mascot and assign volunteers for the appearances prior to and during the Games.
- Develop PMT'S of the mascot and/or logo for use on printed materials and/or souvenirs.

MEDIA DEALINGS
- Establish promotional campaign for newspapers, radio and TV, both locally and zone wide.
- Send invitations to media.
- Send information package to media
- Assist media with information needs
- Design and place ads with appropriate media
- Determine hospitality plans for media, discuss with organizing committee
- Prepare media press kits
- Determine equipment, signs and volunteer needs

PHOTOGRAPHY
- Assign volunteers to take pictures during the Games for scrapbook purposes - if desired.

COMMUNICATIONS
- Do you require any communications equipment?
- What signs do you need and who will make them?
- Discuss these needs with appropriate committees.

GENERAL
- Develop a proposed budget.
- Develop an organizational timeline and share with volunteers to ensure it is carried out on schedule.
- Determine volunteer needs, keep an accurate list of volunteers so that T-shirts, certificates and invitations can be issued.
- Set up and man Info booth at locations and events.
- Prepare and submit a detailed final report.
E. COMMUNICATION CHAIRPERSON'S CHECKLIST

COMMUNICATION EQUIPMENT
- In cooperation with all other committees, determine total communication needs:
  - Pagers
  - Speakers
  - Telephones
  - Megaphones
  - Microphones
  - Two way radios
  - Extension cords
  - PA systems
  - Generators
  - PA system vehicles
- Acquire needed equipment. Determine method of distribution and collection and develop a monitoring system to keep track of who has what.
- Check all equipment and ensure it is in working order.
- Develop a system for recharging equipment. Who will be in charge of maintenance and service?
- Establish a communications headquarters. This can also be used as a message centre. Determine its hours of operation.
- Set up a PA system for use during the Opening and Closing ceremonies and other special functions.
- Obtain the use of some special public address vehicles. Coordinate their use.
- Ensure everyone given communications equipment knows how to use it.
- Is some form of communication available at every sport venue?

SIGNAGE
- Determine total sign needs:
  - Sports
  - Media results centre
  - Cultural events
  - Opening ceremonies
  - Directional signs
  - Banners/flags
  - Sponsor recognition
- Obtain materials for construction and hanging of signs.
- Who will make signs? Hang them? Take them down?
- When and where can committees pick them up? What are instructions for returning them.
- Can municipal crews help in hanging signs?
- Do you have permission to install signs?
- Do you require any flag poles?
- Arrange for the hanging of sponsor recognition banners at appropriate functions and locations. Discuss with organizing committee.

GENERAL
- Develop a proposed budget
- Determine volunteer needs. Keep an accurate list of volunteers so that T-shirts, certificates and invitations can be issued.
- Prepare an organizational timeline and share with your volunteers to ensure it is carried out on schedule.
- Prepare and submit a detailed final report.
F. MEDICAL CHAIRPERSON'S CHECKLIST

MEDICAL
- Confirm emergency services at hospital and/or clinics.
- Inform all emergency services of Games dates.
- Establish first-aid headquarters and its hours of operation.
- Recruit and train first-aid volunteers (High risk sports should be covered by the more qualified personnel)
- Prepare schedule for all medical volunteers during the Games.
- Prepare and distribute first-aid kits to all venues.
- Arrange for a first-aid station at each major venue or central location, if possible.
- Arrange for doctors to be available on call.
- Ensure some form of communication at each site.
- Acquire accident report forms from St. John's and distribute to each station.
- Develop common procedure for handling accidents and ensure all volunteers are familiar with the procedure.

GENERAL
- Develop a proposed budget
- Determine signage, communications and volunteer needs.
- Discuss with appropriate committees.
- Keep an accurate list of volunteers so that T-shirts, certificates and invitations can be issued.
- Develop an organizational timeline and share with volunteers to ensure it is carried out on schedule.
- Prepare and submit a detailed final report.
G. CONCESSION CHAIRPERSON'S CHECKLIST

CONCESSION
- Identify venues requiring food services and determine level/type required.
- Prepare necessary calls for tender from groups and businesses interested in providing food services.
- Inform successful groups of their bid acceptance and the terms:
  - where they will locate
  - when they must operate
  - what is expected from them
- Determine concession and/or food service needs and ensure they are accessible. Concession groups should provide their own power, water, tent/trailer, signs, supplies and volunteers. Are they responsible for tables, chairs, and cooking equipment or can you assist them with that?
- Make recommendations to the Organizing committee as to whether or not a percentage should be received from concession sales and what it might be.
- Contact local restaurants to prepare them for the number of people arriving in town.
- Hold an organizational meeting with food service operators to discuss:
  - Menus
  - Hour of operation
  - Pricing
  - Co-operative purchasing
  - Responsibilities
- Assist food service operators with any problems
- Do concession need to meet with Health Inspector?

SPONSORS
- Find out which ASRPW Foundation sponsors are donating product and need to be protected.

GENERAL
- Develop a proposed budget.
- Keep an accurate list of volunteers so that T-shirts, certificates and invitations can be issued.
- Prepare a timeline and ensure it is carried out on schedule.
- Prepare and submit a detailed final report.
H. CEREMONIES CHAIRMAN’S CHECKLIST

OPENING/CLOSING CEREMONIES
- Timing to best accommodate athletes and sport schedules. (Wednesday evening has worked very well)
- Platform guests finalized
- Decide upon a keynote speaker
- Locations on stage for platform guests
- Contingency plans made in case of weather problems.
- Map of ceremonies site prepared indicating marshalling area, athlete parade route, spectator seating, platform location etc.
- Equipment needs determined (PA, chairs, music, torch, flagpoles)
- Is there sufficient parking?
- Programs finalized for ceremonies (lighting & extinguishing of torch, athletes oath)
- Invitations sent out to dignitaries
- Organize parade of athletes. If marching in are you sorting them by region, by sport or not at all? Do you have volunteers in place to help with march? Have you finalized meeting point and route they will take?
- Prepare and print program brochure for Opening Ceremonies.
- How will you distribute programs before ceremonies?
- Ensure dignitaries and VIP's are looked after prior to the start of the Ceremonies.
- Ensure that sponsors are appropriately recognized at Ceremonies.

GENERAL
- Develop a proposed budget
- Determine signage, communication, and volunteer needs.
- Discuss with appropriate committee.
- Keep an accurate list of volunteers so that T-shirts, certificates & invitations can be used.
- Prepare an organizational timeline and share with volunteers to ensure it is carried out on time.
- Prepare and submit a detailed final report.
I. REGISTRATION & RESULTS CHAIRMAN’S CHECKLIST

REGISTRATION
− Confirm registration process for the Games with SARA
− Registration and waiver form (developed by SARA) mailed out with rules to Regional Directors
− Download registrations and provide them to Sport Chairs

RESULTS
− Determine location of results centre during Games and hours of operation.
− Establish a procedure for collecting all sport results and determine standings and aggregate points.
− Determine method of posting results in the results centre and on the main board to be located in a central location in the community.
− Assign volunteers to prepare regional scores. Ensure they are familiar with the Games scoring system as outlined in the operations manual.
− Ensure results centre is properly equipped with office equipment.
− Post updated regional results daily on the website and to Southern Alberta media resources.
− Arrange for each sports results to be brought to the centre immediately upon completion.
− Ensure final standings are completed and ready to announce prior to completion of the Games.
− Arrange for an area for Regional Directors and Media to pick up results on a regular basis.
− After the Games, mail a complete results package to each Region.

GENERAL
− Prepare a proposed budget
− Determine total volunteer needs. Recruit, assign and train them accordingly.
− Keep an accurate list of volunteers so that T-shirts, certificates and invitations can be issued.
− Develop an organizational timeline and ensure it is carried out on schedule.
− Prepare and submit a detailed final report.
− Prepare statistics and include in final report, as outlined in the operational manual with a total number of registrations and breakdowns in sports, age category and events.
J. VOLUNTEER CHAIRMAN’S CHECKLIST

RECRUITMENT
- In cooperation with all other committees, determine the overall need for volunteers.
- Compile booklet of needs and associated job description if desired.
- Establish a volunteer pool.
- Determine methods of recruiting volunteers.
- Choose sites for volunteers to register at.
- Develop a volunteer form.

REGISTRATION
- Develop a system of recording and placing volunteers. Ensure all volunteers are made use of.
- Do you require in-person registration of volunteers?

IDENTIFICATION
- What means of identification will be used for volunteers? -- Will you distinguish types of volunteers in different ways?
- How will you distribute ID to volunteers?

ORIENTATION
- Have you planned a general orientation for all volunteers?

RECOGNITION
- Set plans to recognize volunteers
  - Certificates
  - Wind-up party
  - Thank you in paper
  - Reduced prices on souvenirs

VOLUNTEER WIND-UP PARTY
- Decide if you want to have one.
- Book facility
- Arrange entertainment, food, beverages, etc.
- Arrange to have the event run
- Arrange for any special presentations

GENERAL
- Prepare a proposed budget
- Prepare an organizational time line and ensure it is carried out on time.
- Keep an accurate list of volunteers so they can be recognized.
- Prepare and submit a detailed final report.
Welcome to S.A.R.A.! This manual has been prepared to introduce you to the Association and its objectives, history, membership, and committees. S.A.R.A. looks forward to working with you, as we strive to develop and improve recreational opportunities in Southern Alberta.

WHAT IS S.A.R.A.?


The objectives of the Society are:
- To promote development of regional recreational opportunities, including leadership development, facilities and programs.
- To promote and foster good will and cooperation among individuals and communities in Southern Alberta and outside if required.
- To initiate and/or support political action on issues of concern to recreation and related social affairs.
- To liaise with regional, provincial and national bodies with related recreational concerns and interests in Southern Alberta.
- To provide opportunities for professional development and social and recreational activities for members.
- To maintain the health of S.A.R.A.

WHO BELONGS TO S.A.R.A.?

The geographic area of S.A.R.A. stretches from the Crowsnest Pass in the west to the M.D. of Cypress in the east and from the M.D. of Vulcan to the North to the U.S.A. border to the south.

Membership in the Association is comprised of the following categories:
- Municipal Recreation Boards
- Organizations/Government
- Individual
- Associate

HOW CAN YOU SERVE?

Members of S.A.R.A. are encouraged to:
- Attend bi-monthly S.A.R.A. meetings.
- Voice concerns and opinions to the Association.
- Vote (as outlined in the by-laws)
- Actively serve on the executive and committees.
"HISTORICAL PERSPECTIVE"

SOUTHERN ALBERTA RECREATION ASSOCIATION

The Way We Were:

The formation of recreation departments and the construction of new facilities began in the 1960's. Only small amounts of dollars were available for recreation, and the understanding of and support for recreation and sport was just developing. Also, the "Recreation Director" was a new breed. With many needs, and few resources, recreation staff had to be risk takers and innovators of their times.

On 1966, a group of Recreation Directors met to form the organization that is now known as S.A.R.A. Initially the organization was formed by recreation staff

1) To provide support and assistance to each other
2) To get something going on a regional basis.

Since that time, S.A.R.A. has been instrumental in the development and growth of sport and recreation in Southern Alberta. The major accomplishments of S.A.R.A. are as follows:

Sport Development:
The first and foremost work of SARA has been in the area of Sport Development. SARA's projects and involvements have had a large impact in the development of athletes, facilities, coaches, officials and organizations across the south.

1) Southern Alberta Summer Games

The Games began as a "dream" of a few and have developed into a major annual sporting event estimated to involve some 10,000 people regionally. The first Games were held in 1970 in Pincher Creek with some 1500 athletes competing. Now, over 4000 athletes compete in 13 - 18 sports. The basic philosophy of the Games has always been mass participation in a grassroots sports program. The Games are a vehicle for good sportsmanship, fun and a means for athletes to progress to a higher level of competition and excellence. The Games are open to athletes of all ages, regardless of sex or ability. Games have run successfully for 27 years. The "core sports" of Summer Games have traditionally been those with high participation of athletes and spectators. New or developing sports have been included as "optional sports." Innovations to the Games have included:

1. Integration of handicapped (1975)
2. Cultural component (1979)
3. Alignment with Alberta Games (1985)

2) Winter Games

Southern Alberta was awarded the 1975 Canada Winter Games. The proposal was to host the various sports in communities throughout Southern Alberta. SARA's experience hosting Southern Alberta Summer Games was invaluable to the success of the 1975 Winter Games.

In 1984, SARA hosted Mini-Winter Games as a trial run for the sport venues. A sport development coordinator was hired to assist with the Winter Games program in 1984 and 1985. Sports were: Badminton, Basketball, Boxing, Cross-Country Skiing, Gymnastics, Judo, Speed Skating, Synchronized Swimming, Table Tennis, Volleyball, Weightlifting and Wrestling.

Winter Games were not hosted again until 1987, when SARA agreed to host Southern Alberta Winter Games as a play-off for the Alberta Winter Games. Coaldale played host.
3) **Winter Games Equipment**:

After the Canada Winter Games, those communities having hosted events were eligible for $1.00/capita. Also, the Games' equipment was “for sale”. SARA took it upon themselves to approach the various communities and encourage them to pool their purchasing dollars so that major pieces of equipment could be purchased. Some chose to take the money, but a “Group of Seven” worth $86,000.00 purchase a great deal of equipment. A storage facility was found, and a procedure for loaning the equipment was established. Equipment could be booked by any SARA community for competitions, clinics, workshops or programs up to a three month period.

In 1984, the equipment was in need of major repair. It was decided by the Group that the equipment has served its purpose and that it be sold. The Group of Seven had first priority, then the remaining SARA members. The proceeds of the sale were turned over to SARA for sport development projects.

4) **Sports Spectrum**

A grant of $17,500.00 was provided to SARA in 1975 to further Sport Development in Region 1. The Coordinator identified the need for a unique approach to Sport Development in Southern Alberta. The outcome was the concept of Sport Spectrum. In 1978, a $60,000.00 grant was received from the Provincial Government to operate the Sport spectrum on a two year basis. The basic philosophy was that mass participation be emphasized and that more people (especially youth) must become involved at the bottom of the pyramid with a progression program towards excellence at the top. It was also believed that the total spectrum of amateur sport be addressed, both competitive and unstructured. Blocks must be removed to maximize sport progress in Southern Alberta. A Coordinator was hired and the majority of time was spent on researching and compiling the Sports Spectrum Directory. Also, the Coordinator worked with various groups to form new organizations, arranged regional clinics, tournaments, and camps and administered the CWG equipment. Sports Spectrum was evaluated by the Provincial Government in 1980, who stated that if it was to continue, boundaries for delivery of service must be determined to avoid an overlap with school, municipalities, sport organizations etc. Further funding was not received, and the various projects were farmed out to committees of SARA.

5) **Clinics and Workshops**

SARA in cooperation with the Provincial Government and other funding sources has held many clinics and workshops to train athletes, coaches and officials in various sports. As a result, many new programs and clubs have been formed throughout Southern Alberta.

6) **Alignment with Alberta Games**

In an effort to tie into an overall sport development program, SARA has committed itself to alignment wherever possible with the Alberta Games. The timing of the Games, the sports, age groups and competition categories are adjusted when possible or feasible to have athletes advance. This has been a benefit to both Games, and simplified the system for the average Southern Alberta.

7) **Cultural Involvement**

The Cultural component was added to the Games in Brooks in 1979 and has been an integral aspect of the Games ever since.

8) **Fitness**

In coordination with Provincial and National events, SARA has promoted special events and challenges e.g. Fitness Week, Participation challenge.
9) Volunteer Recognition

The Max Gibb Award has been instituted in 1976 to recognize the contributions of organizers, coaches, and officials alike. These awards are presented annually at the Southern Alberta Summer Games.

10) Public Relations

SARA has been active in the promotion of the work of SARA. Some of their projects have included the development of:

- Gusty Gopher mascot
- SARA slide/tape presentation
- Summer Games video
- SARA brochure
- SARA logo
- SARA jackets etc.
- Press releases

11) Alberta Recreation & Parks Association Involvement

To support the provincial recreation movement SARA has:

2. Appointed members to Administration & Programmer Seminar committees and various other committees: SARA members have been nominated and elected to Board of Directors.
3. Attended special meetings and conferences to share our experiences and expertise.

12) Advocacy Role

SARA has been an active advocate of sport and recreational concerns both regionally and provincially.

SARA has held meetings with and presented briefs, proposals, reports etc. to M.L.A.'s, Provincial Government and Alberta Sport Council regarding recreation needs in Southern Alberta on the impact of grants/regulations/decisions.

SARA members have also assisted member municipalities by serving as resources to promote recreation development.
SUMMARY

Sport development and the Games movement have always played a major role in SARA. Games have provided SARA members with a reason to meet, work together and remain active and committed. They have been the cement of the organization. The success of the Games has also given SARA a high profile throughout Alberta.

Other involvements of SARA have been a result of the needs or trends of the times. SARA has responded to developing interest, declining needs, external factors such as grants, governments decisions etc. In some areas, SARA has come a full circle more than once and the organization has needed to evaluate its purpose, role, effectiveness, alternative approaches, etc.

SARA and its members have never been afraid to work hard or to take a stand. The projects that SARA has taken on have been well done. As a result, SARA is a credible organization that has been taken seriously by Provincial Government, Alberta Recreation and Parks Association and the Alberta Sport Council. SARA is in a position to advocate its beliefs and concerns.

SARA members have always provided support and assistance to each other -- shared problems, ideas for solutions, exchanged information, attended meetings in each other municipalities, loaned equipment, co-sponsored tournaments, workshops, etc. There has been a feeling of comrodery and teamwork as a result of working together and supporting each other.