

# **VISSAA Island Tournaments**

## **Information for Host/Tournament Director**

*If you have questions during the organization process please be in touch with your Area Association President or the Island Association President.*

***Please refer to the organization checklist, attached.***

### **Determining the host**

The Host zone for any given Island Championship can be found on Island website - [www.islandnet.com/~athletic](http://www.islandnet.com/~athletic). This is determined at the Island AGM, and is subject to change occasionally. A school/tournament director from that zone needs to be determined at a later date, and then will be posted on the website for member's schools information as soon as it is confirmed.

### **Rules and format**

Island championship rules are posted on the Island website; please read them over before beginning the planning process. For most Junior Island tournaments, an 8 team draw will change depending on which zone is hosting (The area is hosting is given the extra berth). For Senior Island tournaments, the BCSS zone rep needs to be consulted to approve the tournament draw; as the draw is dependent on actual registration of number of schools in a given year. Some information packages from previous years are available from the LVISSAA Athletic Coordinator – [athletic@islandnet.com](mailto:athletic@islandnet.com)

### **Cost**

It is the tournament organizer's responsibility to determine the cost of tournament based on the following:

- Cost of officials
- Cost of facility rental; including janitorial
- Cost of coaches' meeting (e.g. refreshments)
- Cost for awards (Senior tournaments only- jr's see below)

Each school, even the school hosting, pays an equal portion of the expense of the tournament. If tournament costs turn out to be less than the amount collected from schools, the host may keep that balance, providing it is not greater than the cost of the entry fee. If the excess is greater than the entry fee, participating schools should receive a refund.

Host schools may have revenue from concession sales, t-shirts etc. as long as these are option expenses. Any entrance fee for spectators needs to be kept nominal (most often there is no entry fee)

### **Junior Islands** (Soccer, Volleyball, Basketball, Rugby, Field Hockey)

Keeper trophies (little wooden islands) and participation certificates will be given out. Organizers should arrange to get the trophies and certificates from the Heather Lederis ([athletic@islandnet.com](mailto:athletic@islandnet.com)). The certificates require "customizing" – e.g. insert name and date of tournament and sign. No other awards are to be financed by participating schools. Sometimes hosts find a sponsor for MVP awards.

### **Officials**

Organizers will need to work with local allocators to confirm costs and availability of officials. The allocators will need a copy of the schedule at least two weeks in advance in order to book appropriate officials, and these assignments should then be confirmed by the tournament organizer. Consider making a room available for the officials during the tournament.

### **Island Website**

The tournament schedule and entry information should be emailed to the island website manager (athletic@islandnet.com) as soon as it is available. It is our hope that current tournament information can be posted with the general rules so it is accessible to all schools via the island website [www.islandnet.com/~athletic](http://www.islandnet.com/~athletic). If your tournament has its own website we'd be happy to post the link. Please send results information to be posted immediately after the event.

### **Team Eligibility**

Work with Association President or BCSS Zone Rep for the sport to get an up to date list of eligible teams and eligible players. Teams may NOT use ineligible players or the result will be forfeit. Be in touch with each zone to find out how and when the teams will be declared.

### **Tournament director is also responsible for**

- Sending information out to teams (at least one week in advance). If teams are not known, send to area president to distribute (NVISSAA and LVISSAA).
- Keeping and displaying results and tournament standings.
- Have a tribunal for disputes ready
- Organizing an awards presentation to involve as many teams as possible.
- Sending the final event report to the Island Association with any resolutions from the coaches meeting.

### **Program**

The tournament director can create a program for spectators and players as a keepsake. Often it is not done, but it is not too difficult as the players names can be downloaded from the BCSS exnet.

### **Facility Set Up**

Make sure the facility is appropriately set up, on time and that safety requirements are covered. If using a school facility, be sure classes are alerted that gym is being used. If outside, facility rental and liability permits may be required.

### **Coaches Meeting**

During the tournament, the organizer needs to ensure a coaches meeting occurs. An experienced coach will chair the meeting that is part of the schedule events. Discuss concerns of the season or from the tournament. Record this information in final report.

### **Media**

It is a good idea to contact local media such as newspaper, radio and TV stations with details of when and where the event will take place, and which teams are competing. Consider sending an update during the event. Send a short media release to the media for publication of results and any other notable events or stories.

### **Follow-Up/Cleanup**

Fill in the VISSAA final report or print and email to the VISSAA president. This form can be found on the VISSAA website [www.islandnet.com/~athletic](http://www.islandnet.com/~athletic). Send out thank-you letters to helpers and sponsors where necessary.

## **Island Tournament Organizer Checklist**

<b>One month + before tournament</b>		<b>Date done</b>
<input type="checkbox"/>	Determine tournament director from zone (ex, south, mid, north island area)	
<input type="checkbox"/>	Send tournament director contact information and date of tournament to VISSAA President and Website Manager athletic@islandnet.com	
<input type="checkbox"/>	Check VISSAA website for tournament rules, regulations and previous tournament information www.islandnet.com/~athletic	
<input type="checkbox"/>	Confirm tournament format with zone rep (Senior)	
<input type="checkbox"/>	Assemble a budget for the event, including cost of officials, facility rental (incl janitorial services) and refreshments for coaches meeting. Senior tournaments will need to include cost for trophies.	
<input type="checkbox"/>	Determine entry cost per team (equal share of total cost)	
<input type="checkbox"/>	Junior tournaments- Contact LVISSAA Athletic Coordinator to arrange keeper trophies and participant certificates.	
<input type="checkbox"/>	Contact local hotels to arrange discount rate for out of town teams (optional)	
<input type="checkbox"/>	Start assembling coach's package with certificates and information	
<input type="checkbox"/>	Ensure facility is booked and is able to be adequately prepared for the date of event	
<input type="checkbox"/>	Contact allocators to arrange officials for the tournament- at least two weeks in advance	
<b>Two weeks before tournament</b>		
<input type="checkbox"/>	Determine how and when teams will be declared- become familiar with area playoff dates and results	
<input type="checkbox"/>	Email tournament schedule and entry information to VISSAA Website Manager athletic@islandnet.com	
<input type="checkbox"/>	Confirm availability of referees	
<input type="checkbox"/>	Verify eligibility of teams and participants that will be attending – contact zone rep	
<b>Within week before tournament</b>		
<input type="checkbox"/>	Send tournament information to teams at least one week in advance	
<input type="checkbox"/>	Provide sponsor hotel(s) information for traveling teams	
<input type="checkbox"/>	Inform classes that use the facilities that they will be unavailable during the tournament	
<input type="checkbox"/>	Make sure the facility can be set up appropriately including room for spectators and a room for officials (optional)	
<input type="checkbox"/>	Give tournament dates and other information to local media	
<input type="checkbox"/>	Optional: Create a souvenir program (can get roster information from BCSS exnet)	
<b>During tournament</b>		
<input type="checkbox"/>	Ongoing: Monitor that safety requirements in place	
<input type="checkbox"/>	Establish and set up a results board with standing	
<input type="checkbox"/>	Assemble a tribunal ready for disputes	
<input type="checkbox"/>	Host an awards ceremony at a time that suits most teams	
<input type="checkbox"/>	Update local media with results daily (optional)	
<input type="checkbox"/>	Organize the coach's meeting to review league/tournament to suggest improvement in rules, procedures etc	
<b>After tournament</b>		
<input type="checkbox"/>	Contact local media with a press release including results	
<input type="checkbox"/>	Fill out and submit final report on event and season including resolutions from the coaches meeting ( formfound on LVISSAA website)	
<input type="checkbox"/>	Send thank you letters where necessary	