

## EAST CENTRAL COMMISONERS CHECK LIST

### PRE-EVENT

- \_\_\_\_\_ Book the appropriate facilities
- \_\_\_\_\_ Inform media of the event: include dates, places, and a schedule if possible
- \_\_\_\_\_ Confirm eligibility of entries: contact SHSAA web site for senior competitions
  - \_\_\_\_\_ Contact ECDAAs Secretary Treasurer for Junior ECDAAs competitions
- \_\_\_\_\_ Contact Vice President to acquire ECDAAs medals
- \_\_\_\_\_ Purchase additional awards if required.
- \_\_\_\_\_ Assign dressing rooms if required
- \_\_\_\_\_ Arrange volunteers and assign duties
- \_\_\_\_\_ Determine the Playoff format and distribute the format to the appropriate officials
  - \_\_\_\_\_ Consult the East Central Web Site for the format, which is to be used.
- \_\_\_\_\_ Arrange and confirm the officials to be used. Inform officials of the times that they will be required.
- \_\_\_\_\_ Arrange pre event publicity
- \_\_\_\_\_ Organize a rules and protest Committee. Identify the officials prior to the event
- \_\_\_\_\_ If possible provide an area for Officials and coaches. It is recommended that the areas be separate.
- \_\_\_\_\_ Post the admission rates of the event: ECDAAs rates are
  - \$5.00 Weekend rate      \$5.00 Senior Districts adult daily rate
  - \$3.00 Senior District student daily rate Grade 7-12
  - \$3.00 Junior District daily rates
- \_\_\_\_\_ Arrange for dignitaries to be used at the Opening ceremonies and medal awards.

### DURING THE EVENT

- \_\_\_\_\_ Arrive early and ensure that the facility is ready
- \_\_\_\_\_ Ensure the SHSAA rules are followed-refer to SHSAA handbook
- \_\_\_\_\_ Provide and arrange for the display of a master draw sheet at a central location
- \_\_\_\_\_ Be available at all times (or arrange for some one to act as a resource person in your absence). The Commissioner is a member of the ECDAAs executive during the event.
- \_\_\_\_\_ Ensure Gate integrity

## AFTER THE EVENT

- \_\_\_\_\_Distribute awards to the winners. Return extra medals to the Vice President
- \_\_\_\_\_Provide Regional/Provincial information to the winning coaches of senior events.
- \_\_\_\_\_Notify media of the results of the District Championship
- \_\_\_\_\_Arrange for the result of the District Championship to be posted on the ECDAA web site. Contact the ECDAA President of the result by email/fax.
- \_\_\_\_\_Prepare a Commissioners report, arrange for copies of the report to be available at the next ECDAA meeting.
- \_\_\_\_\_Complete the following reports
  - Commissioners Report: forward to ECDAA President
  - Officials Expense Claim forms: forward to ECDAA Treasurer

## CONTACTS

### RADIO

CJGX RADIO	783-4319	FAX 786-6805
FOX RADIO	783-4319	“ “
CKCK RADIO	757-3808	FAX 522-0991

### NEWSPRINT

YORKTON THIS WEEK  
CANORA COURIER  
KAMSACK TIMES  
PREECEVILLE PROGRESS  
NORQUAY NORTH STAR  
MELVILLE ADVANCE  
FOAM LAKE  
LEADER POST  
SASKATOON STAR PHONEIX

SHSAA	721-2151	FAX 721-2659
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