



North West High Schools Athletic Association

c/o Carpenter High School, Box 369, Meadow Lake Saskatchewan S9V 1Y3

Hosting Activity Responsibilities

1. Have a commissioner
 - a. This person should be at the event for the whole event.
 - b. They will be in charge of the event and will be relied on to make the decisions
2. Prior to an event- Learn about your event
 - a. Go to www.nwhsaa.ca
 - b. Under Activities Tab – Click on the event sport and General Information
3. Make sure you have all teams or athletes registered for the event.
 - a. Cross country, Golf, Curling and Track and Field- Entries from Schools or Leagues
 - b. Volleyball, Basketball and Badminton- Team Entries from League Presidents.
 - i. League Presidents:

Battle River- Sam Dawson

Beaver River: Donna Janvier

Central: Doug Milne

Meadow Lake: Chris Ellis

Lloydminster: Christine Thiessen

4. Things you need before your event:
 - a. Medals- Check with your athletic director
 - b. Expense Forms printed out – Officials will need these ([Forms \(nwhsaa.ca\)](#))
 - c. Commissioners Report – Write about the winners and the event ([Commissioner's Reports \(nwhsaa.ca\)](#))
5. Officials are done by the district- Please contact David.pero@nwsd.ca to check which officials may be coming
 - a. Minor Officials and Scorekeepers- Please have volunteers from your building do this so teams can focus on the championship
6. Provide a Canteen – It's a great fundraiser, most teams enjoy not having to leave the school
7. Have a First Aid Kit- Icepacks, Band-aids, Tape, etc. all are important and some teams might need it quickly.
8. Hand out Medals at the end of the championships! Thank teams, officials, parents, etc. (PLEASE TAKE PICTURES OF THE WINNING TEAMS- include in report at end)
9. Make sure officials get their expense forms
10. Make sure you finish with the commissioner report



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11. Send Expense forms (if any) and commissioner report to Bradley.lejeune@nwsd.ca and adam.tremblay@nwsd.ca