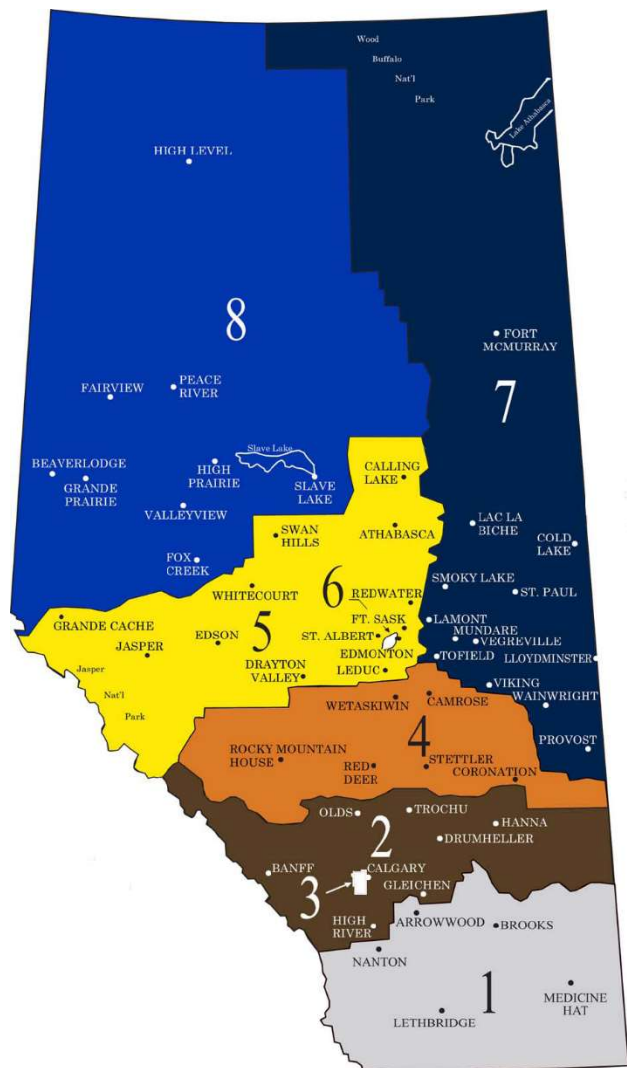


ALBERTA GAMES ZONE STRUCTURE

- The Alberta Games is a provincial competition
- To ensure that Alberta Games include participants from every part of Alberta, the province is divided into eight (8) Zones
- Playoffs or Zone team qualifications may take place in each of the eight (8) Zones
- Participants generally compete for their Zone at the Alberta Games
- To be considered for involvement in the Alberta Games, each Provincial Sport Organization must ensure there will be active participation in at least five (5) of the eight (8) Zones

ALBERTA GAMES Zones – Location, Names and Colors

Zone 1	Sunny South Zone Color - Grey
Zone 2	Big Country Zone Color - Brown
Zone 3	Calgary Zone Color - Red
Zone 4	Parkland Zone Color - Orange
Zone 5	Black Gold/Yellowhead Zone Color - Yellow
Zone 6	Edmonton Zone Color - Green
Zone 7	North Eastern Alberta Zone Color - Navy
Zone 8	Peace Country Zone Color - Royal Blue



ALBERTA GAMES GENERAL SPORT INFORMATION

GAMES PARTNERS

The GOA Games Unit believes that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of its key partners.

The GOA Games Unit is committed to working with its partners of the Alberta Games to stage the event.

Alberta Games Partners Include:

- * Ministry of Culture and Status of Women
- * Provincial Sport Organizations
- * Host municipalities and Games societies
- * Games sponsors and contributors

ROLE OF THE GOA GAMES UNIT

The GOA Games Unit is responsible to promote and facilitate the staging of the Alberta Games.

Role of the GOA Games Unit

- * To establish the standard, policies and philosophy of the Alberta Games in cooperation and consultation with its partners
- * To ensure Games “standards” are maintained pertaining to all areas of operation including but not limited to competition, transportation, food services, medical services, accommodation, security, safety, insurance and participant entertainment
- * To select Alberta Games host communities
- * To select the sports to be included in the Games
- * To coordinate the technical package development and liaise regularly with Provincial Sport Coordinators and their respective organizations
- * To provide transportation for athletes, coaches and managers/chaperones to and from the Host Community
- * To provide grant funding to the Host Society
- * To consult, orient and assist the Host Society volunteers
- * To coordinate provincial and Zone publicity
- * To liaise with media at the Zone and local level
- * To coordinate provincial sponsorship and marketing
- * To select and fund Zone team participants with Alberta Games identification (hoodies/t-shirts/jackets/vests)
- * To coordinate Games registration and coach orientation
- * To coordinate Mission staff during the Games to provide leadership and Games support.

ROLE OF MISSION STAFF

Alberta Games Unit staff or appointed volunteers work in partnership with the host community and Provincial Sport Coordinator (PSC's) as Mission Staff.

Prior to the Games, Alberta Games Mission Staff:

- * Promote the selection of Zone teams;
- * Coordinate bus transportation to the Host community;
- * Develop participant information packages, orient coaches and athletes, and distribute team clothing.

During the Games, Mission Staff:

- * Assist athletes at in-person registration and authorize changes to accommodations or events;
- * Assist the Games society with sport schedule changes and other concerns or issues that arise;
- * Deal with any sport protests, discipline, or early withdrawal of any team or individual;
- * Coordinate return transportation;

Mission Staff MUST be notified in the event of:

- Registration or accommodation changes during in-person registration;
- Late arrivals or attempted early departures from the Villages;
- Discipline issues (e.g. breaking curfew, etc.);
- Illnesses or injury causing withdrawal from competition;
- Changes in return transportation for an athlete;
- Lost accreditation tags.

The Alberta Games Mission Staff will liaise:

- Between the Games Society and participants;
- Between parents and participants.

Phone numbers for the Mission Staff will be included in a Games Directory and Participant Handbook.

ROLE OF THE PROVINCIAL SPORT ORGANIZATIONS

- * Provincial Sport Organizations (PSOs) are invited to be considered to participate in the Alberta Games.
- * PSOs submit a *Technical Package* for approval/acceptance of the GOA Games Unit.

Primary Responsibilities of Provincial Sport Organizations

- To appoint Provincial Sport Coordinators, who are responsible for naming Zone playoff/selection dates and locations, and ensure a Zone structure suitable to their sport is established to work with the GOA Games Unit and the Host community on a provincial and Zone basis. (This is done in consultation with appropriate partners.)
- To develop a *Technical Package* for “developmental” athlete(s) as a meaningful step in the association’s athlete developmental model. (This proposal must be approved by the association’s Board of Directors).
- To include an *Alberta Games Plan* which identifies:
 - * Target athlete(s);
 - * Technical package for competition (MUST have approval of the association’s Board of Directors);
 - * Reason for involvement (including detailed specifics pertaining to athlete/Zone development and potential locations for Zone playoff/selections);
 - * Plan of implementation (including promotion, coaching development, etc.);
 - * Playoff/selection format;
 - * Evaluation tools/measurements.
- To establish the network and procedures for promotion and Zone team selection that best fits the PSO’s structure and development model.
- To establish a “fill” procedure for Zones where there is less than a full contingent, which reflects the intent of selecting the best eligible team(s) or individual(s).
- To establish a minimum level of NCCP certification for coaches and ensure a process is in place to monitor and enforce this requirement.
- To establish an affiliation policy (if required) that permits participants easy access at the Zone and Alberta Games.
 - * The PSO should outline the benefits of affiliation, how to affiliate, and any costs associated with affiliation.
- To provide organizational and promotional support to the Zone playoff/selections and Alberta Games.
- To recruit a required number of major technical officials and delegation to the Host community of the Alberta Games. Note: no technical official will charge the Games Society or the Alberta Games for their Games services.
- To work in partnership with the Games Society and GOA Games Unit to promote and enforce a *Code of Conduct* for athletes, coaches/chaperones and technical officials and deal promptly with any violations.
- To ensure that suitable selection, training, and preparation of athletes occurs for the Alberta Games.

ROLE OF THE PROVINCIAL SPORT COORDINATOR

Each PSO will appoint a Provincial Sport Coordinator who will serve as the primary contact and leader of the Association's participation in the Alberta Games. It is the responsibility of the Provincial Sport Coordinator to work closely with the GOA Games Unit liaison and the Games Society – Sport Chair.

Duties and Responsibilities of Provincial Sport Coordinator

- Prepare and negotiate the technical package for acceptance by the Alberta Games program
- Coordinate Provincial playoff/selection activities (if required, Zone Representatives of the PSO may be used).
 - * Communicate with Zone Sport Representatives to ensure consistent rules, interpretation and playoff/selection procedures.
 - * Work with Zone Sport Representatives to ensure athlete/coach affiliation requirements are met.
- Consult with and assist the Host Society - Sport Chair regarding all planning & staging aspects of the Alberta Games competition.
- Ensure the proper registration of athletes, coaches, and chaperones qualifying for the Games, review information entered online, and forward required documents to the Alberta Games - Sport Liaison by the specified deadline.
- Select and ensure proper registration of technical officials for the Games, review information entered online, and forward required documents to the Alberta Games - Sport Liaison by the specified deadline. Note: the number of technical officials & personnel in the technical delegation (including the Provincial Sport Coordinator) is approved by the GOA Games Unit.
- Attend the Games, or ensure a qualified PSO representative is in attendance.
- Ensure the established rules and procedures (including protests) for within the field of play are followed.
- Promote and enforce the Alberta Games - Code of Conduct for Games participants.

The PSO should provide leadership and be willing to participate in meetings with Alberta Games staff and to include key Games volunteers (such as Zone Sport Representatives and Zone head coaches) in a meeting or conference call prior to participation in the Games.