



ALBERTA SCHOOLS' ATHLETIC ASSOCIATION
3A PROVINCIAL VOLLEYBALL CHAMPIONSHIPS
INFORMATION PACKAGE

Winston Churchill High School
Lethbridge, AB

November 24-26, 2022

Host

Winston Churchill High School
1605 – 15th Ave N
Lethbridge, AB

Sites

Winston Churchill High School
1605 – 15 Ave N
Lethbridge, AB

Immanuel Christian School
802 6th Ave N
Lethbridge, AB

I. ORGANIZING COMMITTEE

Winston Churchill High School
1605 15 Ave N
Lethbridge, Alberta, T1H 1W4

Position	Name	Telephone or School	E-mail
Tournament Chair	Jonathan Dick	403-894-3347	Jonathan.dick@lethsd.ab.ca
ASAA Representative	Shelbea MacLennan		shelbea@asaa.ca
ASAA Girls Commissioner	Kirsten Dezutter		Kirsten.dezutter@rdpsd.ab.ca
ASAA Boys Commissioner	Jason Kozlow		jason.kozlow@eips.ca
Grievance Chair:	Jamie Bach		jamie.bach@lethsd.ab.ca
Sportsmanship Chair:	Jamie Bach		jamie.bach@lethsd.ab.ca
Facility Chair:	Aaron Becking		Aaron.becking@lethsd.ab.ca
Finance/Banquet Chairs:	JJ Ondrus		jj.ondrus@lethsd.ab.ca
	Andrea Lammers-Pottage		Andrea.lammerspottage@lethsd.ab.ca
Website/Streaming Chair:	Nevin Morrison		Nevin.morrison@lethsd.ab.ca
Scorekeeping Chairs	Jamie Bach		jamie.bach@lethsd.ab.ca
	Shannon Court		Shannon.court@lethsd.ab.ca
Opening Ceremonies Chair	Shannon Court		Shannon.court@lethsd.ab.ca
Awards/Apparel Chairs	Omar Kadir		Omar.kadir@lethsd.ab.ca
	Aaron Becking		Aaron.becking@lethsd.ab.ca
Admissions Chair	Kevin McBeath		Kevin.mcbeath@lethsd.ab.ca
Program Chair	Genevieve Ahart		Genevieve.ahart@lethsd.ab.ca

2. SCHEDULE OF EVENTS

Team Registration Completed on-line prior to your arrival. No later than Monday November 21st.

Tuesday November 22nd, 2022

Mandatory Coaches/Captains Meeting 7:00PM – 8:00PM Online Zoom Meeting

Wednesday, November 23rd, 2022

Team Practices 3:30PM – 9:30PM See Practice section for link to scheduled practice times.

Championship Team Photos 3:30PM - 9:30PM School Learning Commons

Thursday, November 24th, 2022

Breakfast Banquet 8:30AM – 10:00AM Sandman Signature Hotel Ballroom

Opening Ceremony 10:45AM – 11:45AM Winston Churchill High School Gym

Tournament Games 1:00PM - 9:00PM Winston Churchill & Immanuel Christian School

Friday, November 25th, 2022

Tournament Games 9:00AM - 9:00PM Winston Churchill & Immanuel Christian School

Saturday, November 26th, 2022

Tournament Playoff Games 9:00AM – 6:00PM Winston Churchill & Immanuel Christian School

ALL AWARD PRESENTATIONS IMMEDIATELY FOLLOW GAMES ON SATURDAY

3. EVENT INFORMATION and ONLINE REGISTRATION

ASAA 3A Volleyball host website:

Registration:

- Registration will occur online at the ASAA 3A Volleyball host website. Click on the registration link and follow the instructions for each page.
- The online forms include a Team Roster, Team Picture and Team History.
- The registration deadline for teams is **Monday, November 21st at Noon**
- Fees: Entry Fee \$585/team + \$1 per athlete
- Banquet Fee \$30.00 per person. There is a cap at 17 tickets per team. If your team needs more than 17, please contact JJ Ondrus – jj.ondrus@lethsd.ab.ca
- There will be a registration table set up in the hallway outside of the gym at Winston Churchill High School during the scheduled practice times/team photo times on Wednesday November 23. If you are not planning on practicing on Wednesday then you can sign up for a team photo time on Thursday following the opening ceremonies and pick up your registration package then.

Use this link to register your team (be sure to include your team photo, roster and team logo):

https://docs.google.com/forms/d/e/1FAIpQLSeJkXZMv3IZ2Zr5K-OvBHSkqGUQxIKyeih7_zXHbJMadlqyeg/viewform?usp=sf_link

Use this form to complete your registration and to determine what your teams total registration fee is (When uploading this to the website teams will need to download in order to complete and save it as an excel file to upload):

https://www.asaa.ca/sites/default/files/uploads/championships/attachments/3a_volleyball_registration_form_2022_0.xlsx

This form will calculate your total amount owing for registration, loonie fee and banquet tickets.

Please have cheque made out to Winston Churchill High School and deliver directly to Jonathan Dick when you pick up your registration package.

If you cannot get a cheque drafted in time, please ensure a cheque is mailed ASAP to:

Winston Churchill High School
1605-15 Ave N
Lethbridge, AB T1H 1W4

If you are mailing a cheque and not bringing payment in person, please have your school principal or athletic director write a short signed letter on school letterhead indicating payment is forthcoming.

If your school needs to send an E-Cheque then please send screen shot of proof that this was sent to jj.ondrus@lethsd.ab.ca

The deadline to register your team for 3A Volleyball Provincials is Monday November 21st at Noon.

4. ADMISSION

Team (player and team staff) accreditation will be provided to teams upon arrival. Only those **with accreditation** will be admitted without charge.

SAIAC Lifetime and SAIAC 2022-23 Yearly PASSES will not be honored for this event.

FULL TOURNAMENT PASS RATE for November 24, 25 and 26 at both locations hosting games.

- Adult Tournament Pass \$20.00
- Student/Senior Pass \$15.00

TOURNAMENT DAILY RATE for November 24, 25 and 26

- Adults \$10.00
- Seniors \$7.00
- Students \$7.00 **Students must show a valid student ID of their HOME SCHOOL**
- Children 10 and under FREE

Only cash will be accepted at the doors! Unfortunately we do not have provision for debit/credit at the door. Winston Churchill has an ATM located in the main foyer but Immanuel Christian School does not have an ATM. Please ensure this gets relayed to your fans that will be attending.

5. GAME RESULTS

- ASAA 3A Volleyball host website:
- All results will be posted on the Tournament Bulletin Boards immediately outside of each competition gym

6. COMPETITION SCHEDULES

Girls Pool A		Girls Pool B	
1	South Central – Cochrane High School	7	Edmonton – Strathcona Christian
2	Northwest – St. John Paul II Catholic	8	North Central – RF Staples Secondary
3	Calgary – West Island College	9	South – Winston Churchill High School
4	Northeast – Holy Rosary High School	10	Central – Camrose Composite
5	Edmonton (Wildcard) – St. Albert Catholic	11	South Central (Wildcard) – Springbank High School
6	South (Host) – Eagle Butte High School	12	Northwest (Wildcard) – Peace Wapiti Academy

Boys Pool A		Boys Pool B	
1	North Central – Barrhead Composite	7	South – Cardston High School
2	Northwest – Peace Wapiti Academy	8	Edmonton – St. Albert Catholic
3	Central – Camrose Composite	9	Northeast – Holy Rosary High School
4	South Central – Cochrane High School	10	Calgary – St. Gabriel the Archangel
5	South (Wildcard) – Monsignor McCoy	11	North Central (Wildcard) – RF Staples
6	Edmonton (Wildcard) – Strathcona Christian	12	South (Host) – Winston Churchill High School

Thursday November 24, 2022

Round Robin

Time	Girls Pool A ICSS #1	Girls Pool B WCHS #1	Boys Pool A ICSS #2	Boys Pool B WCHS #2
1:30 pm	1 vs 6	7 vs 12	1 vs 6	7 vs 12
2:45 pm	2 vs 5	8 vs 11	2 vs 5	8 vs 11
4:00 pm	3 vs 4	9 vs 10	3 vs 4	9 vs 10
5:15 pm	1 vs 5	7 vs 11	1 vs 5	7 vs 11
6:30pm	6 vs 4	12 vs 10	6 vs 4	12 vs 10
7:45pm	2 vs 3	8 vs 9	2 vs 3	8 vs 9

Friday November 25, 2022

Round Robin

Time	Girls Pool A WCHS #1	Girls Pool B ICSS #1	Boys Pool A WCHS #2	Boys Pool B ICSS #2
10:00 am	1 vs 4	7 vs 10	1 vs 4	7 vs 10
11:15 am	5 vs 3	11 vs 9	5 vs 3	11 vs 9
12:30 pm	6 vs 2	12 vs 8	6 vs 2	12 vs 8
1:45 pm	1 vs 3	7 vs 9	1 vs 3	7 vs 9
3:00 pm	5 vs 6	11 vs 12	5 vs 6	11 vs 12
4:15 pm	4 vs 2	10 vs 8	4 vs 2	10 vs 8

Saturday November 26, 2022

Round Robin

Time	Girls Pool A ICSS #1	Girls Pool B WCHS #1	Boys Pool A ICSS #2	Boys Pool B WCHS #2
8:00am	3 vs 6	9 vs 12	3 vs 6	9 vs 12
9:15am	1 vs 2	7 vs 8	1 vs 2	7 vs 8
10:30am	4 vs 5	10 vs 11	4 vs 5	10 vs 11
11:45am	Possible Tie Breaker Games			

Saturday November 26, 2022

Playoffs

Time	WCHS Center Court	ICSS Center Court
12:30am	Girls Q1 2A vs 3B	Girls Q2 2B vs 3A
2:00pm	Boys Q1 2A vs 3B	Boys Q2 2B vs 3A
3:30pm	Girls Semi 1 1A vs WQ2	Girls Semi 2 1B vs WQ1
5:00pm	Boys Semi 1 1A vs WQ2	Boys Semi 2 1B vs WQ1
6:30pm	Girls Championship Game Winner Semi 1 vs Winner Semi 2	Girls Bronze Medal Game Loser Semi 1 vs Loser Semi 2
8:00pm	Boys Championship Game Winner Semi 1 vs Winner Semi 2	Boys Bronze Medal Game Loser Semi 1 Vs Loser Semi 2

7. Practice Schedule

Sign up for a one hour practice time on Wednesday November 23, here:

[Practice and Team photo Sign Up.docx](#)

If you are not planning on practicing on Wednesday then you can sign up for a team photo time on Thursday following the opening ceremonies.

8. WEBCASTS

Links for the webcasts will be broadcast through the ASAA YouTube channel for free.

9. PRE-COMPETITION COACH MEETING

Coach's Meeting:

**The Pre-Tournament Coach Meeting is mandatory.
Please refer to the ASAA Handbook page 64 for more information**

Date: Tuesday, November 22, 2022

Site: Zoom Call

Schedule: 7:00PM

Chairs: Jonathan Dick & Jamie Bach

Agenda: Set by Host Committee

- Cell phone number registration for ALL coaches – emergency purposes

Participants: Host Chair, All Coaches, ASAA Representative,

10. ASAA 3A VOLLEYBALL CHAMPIONSHIP BREAKFAST and OPENING CEREMONY

Attendance at the Championship Breakfast is compulsory for all participants and accompanying coaches/supervisors. Each school/zone is to complete the Banquet Registration Form online at the host website (part of the registration link) by 2:00PM on November 21st, indicating the number of banquet tickets needed.

Banquet

Date: Thursday, November 24th, 2022

Championship Breakfast: 8:30 AM

Site: Sandman Signature Ball Room

Dress: The Championship Luncheon is for the athletes, so please have your team dress in their team track suits as this is what they will be wearing for the Opening Ceremony

Cost: \$30.00 per participant, athletic therapist, coach and/or manager

There is a cap at 17 tickets per team. If must have more than 17, please contact JJ Ondrus

Program: Teams enter and sit at assigned tables

- Welcome address by Emcee – TBD
- Introduction of head table – TBD
- Welcome Address by ASAA – TBD
- Introduction of schools and teams – TBD
- O'Canada – TBD
- Athlete's Pledge – TBD
- Introduction of Guest Speaker – TBD
- Guest Speaker – TBD
- Closing Remarks – TBD
- Breakfast will be served following the program and teams are free to leave once they have completed breakfast. This should give teams more available time to get to Winston Churchill for the opening ceremonies. Possibly extra time if they needed to stop by hotel on way etc...

Opening Ceremonies

Date:	Thursday, November 24 th , 2022
Opening Ceremonies:	10:45 AM
Site:	Winston Churchill High School Gymnasium
Dress:	The Championship Luncheon is for the athletes, so please have your team dress in their team track suits as this is what they will be wearing for the Opening Ceremony
Program:	Teams will be lined up outside the gym and enter as they are introduced. <ul style="list-style-type: none">• Welcome• Introduction and procession of teams – Teams will then sit in assigned area.• Welcome Address by Principal & AD• O'Canada – TBD• Entertainment• Closing Remarks and Good Lucks

11. CHAMPIONSHIP APPAREL

Championship clothing will be available throughout the tournament. Elite Promotional Marketing is our official clothing sponsor and has provided us with the clothing for this event. The price range for the clothing is TBA. Teams will be able to place online orders following the tournament for any anyone who doesn't get a chance to purchase in person.

Apparel will be for sale in the Winston Churchill High School Cafeteria at the following times:

Thursday November 24 – Noon – 8pm

Friday November 25 – 10am – 8pm

Saturday November 26 -9am - Noon

12. GAME INFORMATION AND PROCEDURES

Change Rooms:

Change rooms will be clearly labelled at all locations.

Practice and Pre-Game Warm-Up Volleyballs:

EACH TEAM MUST bring their own volleyballs for practice or pre-game warm-up.

Recycle and Garbage containers:

Recycle and Garbage containers will be located behind each bench for your team to utilize. Please keep these areas clean and place recyclables in the containers provided.

First Aid:

Teams must provide their own medical supplies (including ice packs or ice in a cooler) and plan to do their own taping. All Tournament Organizing Committee members will be available to assist you in accessing further medical attention if such is required.

Game Time Procedure:

1. While your team is waiting for their game please ask them not to bounce balls in the gym or hallways while the games are in progress.
2. Teams will have 15-20 minutes for their warm-up prior to each match.
3. Please ensure that rosters and line-ups are filled out as quickly as possible prior to the start of each match.
4. Teams will have at least 15 minutes (time may be added to start the game on time) to warm-up for each game.
5. Warm-up music will be provided for all games by the tournament host.

SCHOOLS ARE NOT ALLOWED TO PROVIDE WARM-UP MUSIC – PLEASE DO NOT ASK!

Site Manager:

Each venue will have a site manager who will oversee the entire game and spectator area. If you have any questions, concerns or problems see the site manager. They will be identifiable by their volunteer t-shirts along with other provincial volunteers and committee members.

13. AWARD PRESENTATIONS

Awards ceremonies will occur immediately following each of the Saturday medal games. Teams will be directed where to line up at the conclusion of each game.

In accordance with ASAA tradition, Team Sportsmanship Awards will be presented by the ASAA to the recipient school shortly after the competition at an agreed upon date between the school and the ASAA.

Awards to be presented:

3 rd Place	Plaque 18 Bronze Medallions
2 nd Place	Plaque 18 Silver Medallions
1 st Place	Plaque Keeper Plaque 18 Gold Medallions ASAA Championship T-shirts ASAA Provincial Banner

14. ASAA TEAM PHOTOGRAPHS

All teams will be expected to get their team photo done in the Winston Churchill Learning Commons either Wednesday night during the scheduled practices or on Thursday afternoon following the opening ceremonies.

If you are not planning on practicing on Wednesday then you can sign up for a team photo time on Thursday following the opening ceremonies.

A digital copy of the team photo will be emailed to the coach following the event.

Sign up for your team photo time here: [Practice and Team photo Sign Up.docx](#)

15. HOSPITALITY ROOM AND CONCESSION

Concession:

There will be a full concession and /or a cafeteria available at Winston Churchill and a limited concession available at Wilson Middle School.

Hospitality Rooms:

Complementary food and beverage will be available at all high schools for Officials, Coaches, Trainers, and Volunteers.

16. GRIEVANCE / DISCIPLINE/SPORTSMANSHIP COMMITTEE

There are two key functions of the Grievance/Discipline Committee at ASAA provincials. The first function is to deal with matters that occur during competition, typically discipline/conduct issues, and appeals that may arise from ejections. The second function is to handle any other matters that arise that require dispute resolution. These three members will form the committee with either Boris Grisonich OR Scott Howes as the Chair depending on the location of the dispute.

Members: Tracy Wong (WCHS Principal)
Jonathan Dick (2nd Chair)
Head Official (TBD as appointed by the ABOA)

17. OFFICIALS and MINOR OFFICIALS

Officials:

Tournament officials are supplied through the ALBERTA VOLLEYBALL ASSOCIATION. The tournament assignor will be present at the coaches meeting to review any specific areas of attention for game conduct. Please remember that many of the game officials will be members of the ATA and the ATA Code of Conduct must be respected at all times.

Minor Officials:

Minor officials (line judges and scorekeepers) are students/staff/parents from Winston Churchill high School. Please treat them with respect and understanding; they are volunteering to help make the event run as smoothly as possible. Each scorekeeping table will be supervised by facility managers. If you have a concern with the scorekeeping, please address it through the Officials and/or Facility Managers. Do not direct comments to the minor officials.

18. First Aid

Teams must provide their own medical supplies and plan to do their own taping. There will be tables for taping available at both schools. Ice will be available upon request. Tournament Organizing Committee members will be available to assist you in accessing further medical attention if required.

Student trainers from our sports medicine class will be on hand to help with getting ice, etc...

19. ASAA 3A GIRLS AND BOYS VOLLEYBALL CHAMPIONSHIP TOURNAMENT RULES

Discipline and Misconduct

Breaches of the ASAA Code of Ethics are treated seriously, and as host, [we] are required to report any breaches to the ASAA office where action may occur. A portion of the ASAA Code of Ethics states "Any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA will not be tolerated" (pg. 21-22). Any unsportsmanlike or violent behavior (e.g. fighting) that results in an ejection of an athlete or coach from play in an ASAA provincial championship competition shall result in a

suspension from the next scheduled match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate per sport.

Head Coach responsibility for team discipline

The following is the ASAA statement on discipline:

- The head coach, as a representative of the school is responsible for the conduct of all persons comprising the school's team including assistant coaches, players and bench personnel.
- For a coach to address, or permit anyone on his/her bench to address uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
- Behavior by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book shall be immediately subject to the penalty prescribed in the rule book for such an offense.

Expectations of Player and Team Staff conduct

- Conduct themselves in a positive nature/manner during, before and after the game
- Offer positive feedback to opponents during the game
- Shake hands before and after the game
- Be courteous, polite and friendly
- Show good sportsmanship during the game
- Show concern, respect or empathy for an opponent

Discipline/Appeal Committee

All ASAA provincial championship hosts will convene a discipline/appeal committee. The committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection.

Dress Code

Appropriate and respectful clothing is required at all times during the ASAA 3A Girls and Boys Volleyball Championship during both tournament play and in the practice areas. Coaches are responsible for making sure that their players comply with an appropriate and respectful dress code. Failure to comply will result in the player not being allowed to participate until suitable attire is worn. There will be no exceptions.

Conduct of Spectators

All host schools will monitor and manage all spectators and address unacceptable behaviors. However, if required participating teams will be made responsible for their own spectators and as such become responsible to assist in the discipline of spectators. Any spectators not acting accordingly will be asked to leave the facility. Air horns and other artificial noise makers will not be allowed. Spectators should show good sportsmanship and consistently give positive feedback to players, coaches and officials.

Artificial noisemakers

Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cow bells, plastic tube horns, garbage can lids (ASAA policy handbook p. 20). The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.

20. PARKING

Host Schools:

- During school hours, buses may drop off only in the bus lane directly in front of each school. Buses must park away from school parking lots so as not to interfere with regularly scheduled school and City transit buses.
- For the opening ceremonies at Winston Churchill we ask that any buses/vans find a place to park along the west side of the school field(16th St N) or in the Stan Siwik Pool Parking lot to the East of Winston Churchill (Please park to the west of the pool parking lot if at all possible)
- There is plenty of parking at Immanuel Christian School across the road at the baseball diamonds.

21. SPORTSMANSHIP

Welcome Coaches and Captains!

We are super excited about this new selection process for the ASAA Sportsmanship Banner. We hope that you, as a stakeholder in this event, will be a part of this process to ensure that we are recognizing and selecting the best representatives for our SET THE BAR sportsmanship banner.

You have been provided with a rubric that has enough space to evaluate all teams in the competition. We recognize that you may not compete against every team. But we also know that you see and hear a lot during gameplay and during transition times before and after games in the locker room. Please only evaluate those teams that you feel you have seen enough to evaluate. You might even only evaluate one area of a team that you don't get to compete against and that is fine, maybe all you do is add a note in the "other" column because you witness something that should be noted by the committee when making their selection!

We hope Coaches and Captains will work together to complete the form as the value in those discussions and sharing input from different perspectives will help to get a whole perspective.

Our suggestion: keep the rubric handy! After you compete against a team or watch another set of teams play, just quickly fill it out as you go and do a quick check to make sure nothing has changed in your evaluation before submitting it to the hosts before you leave town! This isn't meant to be a huge amount of work so if you keep it on hand to fill out as you go, the evaluations will be right there in your head while you make them and you shouldn't have to think too hard to remember :-)

Please fill in this form for every team you feel like you can accurately evaluate based on your own experience or observations throughout the provincial event. You do not need to evaluate every team.

5 Point Rubric Definition:

5 - Exceptional - above and beyond

4 - Above average

3 - Average level - status quo, doing what they are supposed to be doing, what is expected, baseline **this is where most teams should be as a starting point

2 - Below Average - with some questionable actions or behaviors

1 - Bare Minimum - multiple questionable actions or behaviors

Evidence that might be included in the notes sections: positive/negative behavior of the fans, positive/negative behavior of athletes and/or adults associated (please don't give specific names just a general overview of the team), noticeable acts that are seen throughout the event both on and off the court, how officials were treated.

*****A copy of the rubric will be included in teams registration package*****

22. CHAMPIONSHIP HOTEL and other block booked accommodations

Block bookings have been made at the following locations under the booking name: **3A Boys and Girls Volleyball Provincials**.



Best Western Plus Service Inn & Suites

Address: 209 41 St S, Lethbridge, AB T1J 1Z3

Phone: (403) 329-6844 – ask for Juston Stewart

Rate: \$159.99 – 2 Queens plus 4 breakfasts



Holiday Inn Express Lethbridge Southeast

Address: 217 41 St S, Lethbridge, AB T1J 1Z3

Phone: (403) 329-6844 – ask for Juston Stewart

Rate: \$159.99 – 2 Queens plus 4 breakfasts

The Block booking has been made for Wednesday, November 23rd to Saturday, November 26th, 2022. It will be up to teams to book additional nights before or after the event if they so desire.

Sandman Signature

Address: 320 Scenic Drive S, Lethbridge, AB, T1J 4B4

Phone: (403)328-1123

Rate: \$149.00/room – 2 Queens plus 4 hot breakfasts

Sandman Hotel

Address: 421 Mayor Magrath Drive, Lethbridge, AB, T1J 3L8

Phone: (403)328-1111

Rate: \$119.00/room – 2 Double or Queens plus 4 hot breakfasts

APPENDIX B EMERGENCY ACTION PLAN

WINSTON CHURCHILL HIGH SCHOOL ATHLETICS EMERGENCY ACTION PLAN

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

While Winston Churchill High School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Winston Churchill High School events.

In a Grade 9 event there may not an Administrator in Charge or Administrator Designate. In this case the Teacher Supervisor will become the PERSON IN CHARGE. There is no gate at these events, so this will be a seamless transition.

Person in Charge:

- Administrator in Charge or Administrator Designate.
- Assess injury status of a player (particularly head and/or spinal injuries).
- If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911.
- This person will take control of an emergency situation until a medical authority arrives.
- Document the events of the accident and file a written report if necessary.

Call Person:

- Call Person (Teacher supervisor – Gate supervisor if a gate is being taken by a Teacher) is responsible for making the 911 telephone call. Teacher/Gate supervisors are required to have a cell phone on their person while attending an athletic event while at Winston Churchill High School.
- Stay in constant communication with the medical provider and the Person in Charge.
- Contact Tournament Chair (If the Activity is a Tournament). Tournament Chair is responsible for having his/her cell phone number available to the call person.
- Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- The Teacher Coach is responsible for controlling the crowd and other participants. If the Coach is not a teacher this responsibility shifts to the Teacher supervisor in charge of that specific team.
- After the area is secured and controlled, they will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim
- Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- In consultation with the Person in Charge, Tournament Chair (If necessary) and game Officials the continuation of play will be determined.

Lethbridge Regional Hospital – 960 – 19th Street, South

Lethbridge is a 911 zone

School / Venue: Winston Churchill High School

Address: 1605 – 15 AVE N

Site Coordinator: Jonathan Dick, Tracy Wong, Jamie Bach, Morgan Day, Aaron Fitchett

Nearest hospital:

10 min (5.1 km)

via 23 St N and Mayor Magrath Dr N

Fastest route, the usual traffic

Winston Churchill High School

1605 15 Ave N, Lethbridge, AB

Head east on 15 Ave N toward 19 St N

500 m

Turn right onto 23 St N

1.5 km

Continue onto Mayor Magrath Dr N

2.2 km

Turn right onto 9 Ave S

550 m

Turn left onto 19 St S

270 m

Turn right

[Destination will be on the right](#)

81 m

Chinook Regional Hospital

960 19 St S, Lethbridge, AB T1J 1W5

Locations of Emergency Equipment:

First Aid Kits: Phys Ed Offices and Phys Ed Equipment Room

AED: Outside Gym Doors to the right. On the Wall in Hallway

Epipen: In the main office

Fire Alarms: One beside each exit door from the gym

Fire Extinguishers: See attached map

Evacuation Protocol:

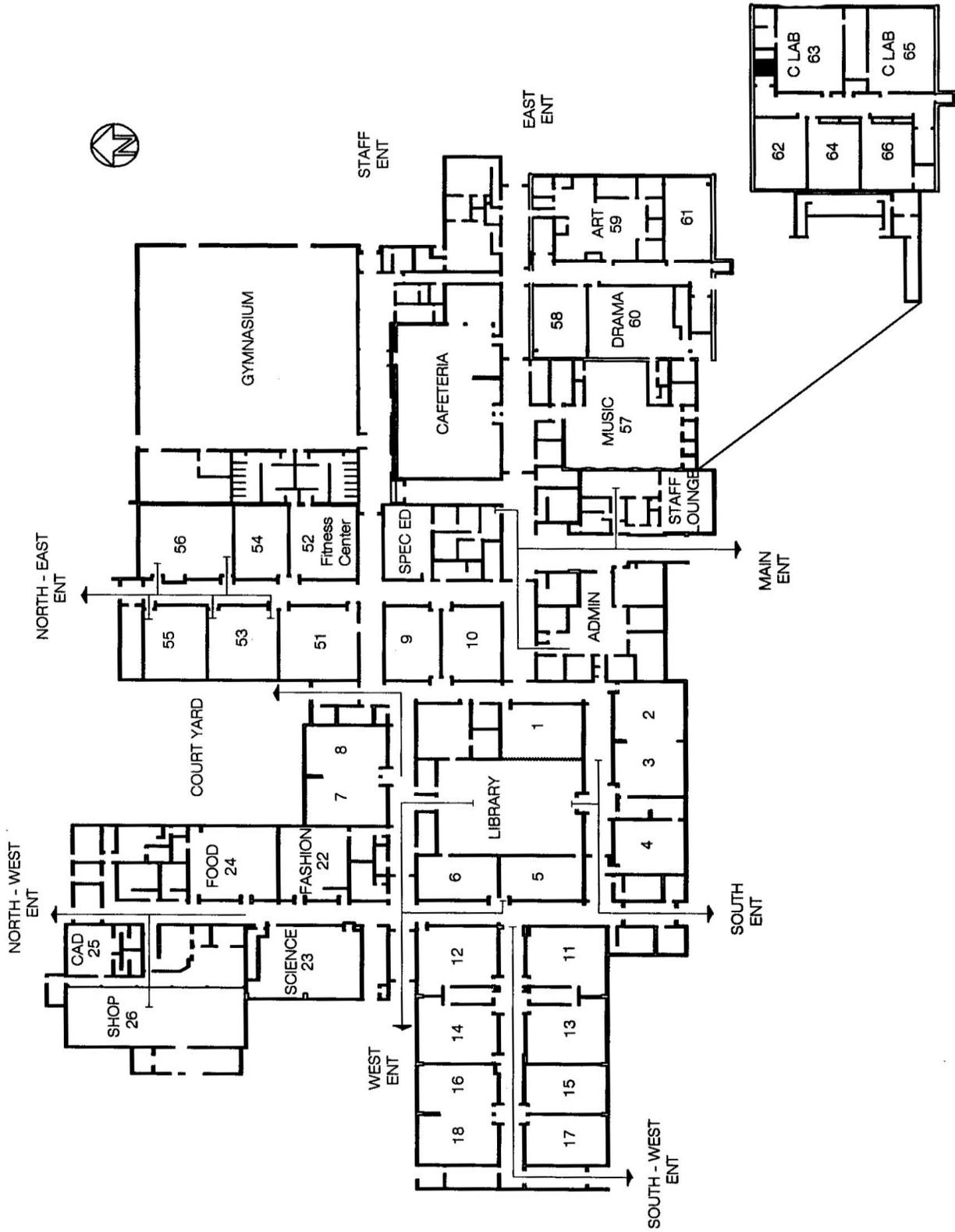
WINSTON CHURCHILL Lockdown Procedures

1. Upon notification of a School Lockdown, “Students and Staff we are going into a lockdown. Teachers secure your classrooms and students find the closest classroom space.” Quickly move students from hallways into your classroom and gather students in a secure area of your classroom. Students should be located away from doors and windows.
2. Ensure classroom doors are locked; windows and blinds are closed if applicable and turn off lights.
3. Wait for ANNOUNCEMENTS for additional instructions from ADMINISTRATION.
4. Ignore requests from outside classroom to open doors.
5. Ignore fire alarms unless there are obvious signs of a fire (smell of smoke, visible flames) OR you are instructed to evacuate by a PA announcement or a school administrator or emergency personnel.
6. It is important that teachers keep the students focused and quiet throughout the lockdown procedure.

7. A school administrator or police officer will visit each secure space to inform occupants that the Lockdown procedure has concluded, but to remain in the space until a general PA announcement is been made to conclude the lockdown procedure.
8. Staff will be debriefed at the end of each drill concerning what worked and could have been improved.

FIRE DRILL INSTRUCTIONS

1. Fire alarms are in the corridors throughout the building. The fire bell is a loud continuous ring. Immediately at the sound of the alarm, all building occupants are to begin the drill immediately.
2. The first two students to reach any of the exit doors of the building will be responsible for holding them open until all occupants in that area have left the building.
3. Walk briskly, but do not run. Continue this pace until all students are at least 15 m away from the designated exit below.
4. Close and lock all windows and doors of classrooms. Turn all lights off.
5. Ensure that persons with disabilities receive assistance in exiting the building.
6. Teachers are to ensure that washrooms and ancillary spaces in their areas are empty. A designate can perform this task with a report back to the teacher.
7. An administrator will be at the flagpole at the front of the school as a contact for emergencies, reports of missing students, etc.
8. Re-enter the school and return to your classroom when notified through the PA system



2nd - FLOOR

WINSTON CHURCHILL HIGH SCHOOL

IMMANUEL CHRISTIAN SECONDARY SCHOOL ATHLETICS EMERGENCY ACTION PLAN

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

While Immanuel Christian Secondary School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Immanuel Christian events.

There will be a facility person in charge at the ASAA 3A volleyball provincial championships. This person is activate the EAP should a severe emergency occur. Aside from the facility person in charge, there is also a gate that will have 2 additional staff members working.

Person in Charge:

- Administrator in Charge or Administrator Designate.
- Assess injury status of a player (particularly head and/or spinal injuries).
- If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911.
- This person will take control of an emergency situation until a medical authority arrives.
- Document the events of the accident and file a written report if necessary.

Call Person:

- Call Person (Teacher supervisor – Gate supervisor if a gate is being taken by a Teacher) is responsible for making the 911 telephone call. Teacher/Gate supervisors are required to have a cell phone on their person while attending an athletic event while at Wilson Middle School
- Stay in constant communication with the medical provider and the Person in Charge.
- Contact Tournament Chair (If the Activity is a Tournament). Tournament Chair is responsible for having his/her cell phone number available to the call person.
- Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- The Teacher Coach is responsible for controlling the crowd and other participants. If the Coach is not a teacher this responsibility shifts to the Teacher supervisor in charge of that specific team.
- After the area is secured and controlled, they will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim
- Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- In consultation with the Person in Charge, Tournament Chair (If necessary) and game Officials the continuation of play will be determined.

Lethbridge Regional Hospital – 960 – 19th Street, South

Lethbridge is a 911 zone

School / Venue: Immanuel Christian Secondary

Address: 802 6th Ave N

Site Coordinator: Aaron Becking, Jonathan Dick, Omar Kadir, Dean Hawkins, Kurt Zielke

Nearest hospital: Chinook Regional

Immanuel Christian Secondary School

802 6 Ave N, Lethbridge, AB T1H 0S1



Head east on 6 Ave N toward Stafford Dr N

150 m



Turn right at the 1st cross street onto Stafford Dr N

180 m



Turn left onto 5 Ave N

800 m



Turn right onto 13 St N

2.1 km



Turn left onto 9 Ave S

700 m



Turn right onto 19 St S

130 m



Turn right at 9a Ave S

Destination will be on the left

Chinook Regional Hospital

Locations of Emergency Equipment:

First Aid Kits: Phys Ed Offices and Phys Ed Equipment Room (with site facility manager)

AED: Outside Gym Doors to the right. On the Wall in Hallway

Epipen: Will be with the site facility manager

Fire Alarms: One beside each exit door from the gym

Fire Extinguishers: See attached map

Evacuation Protocol: Should students need to evacuate the gym/common area during this event, students will use the nearest exits. There is an emergency exit on the east side of the gym. Everyone in the gym will use this exit in case of fire/emergency. If people are outside the gym, they will exit the west door into the courtyard and away from the building.

Emergency Action Plan – Immanuel Christian School

First Aid

Each school will have a trained first aid person on site.

An AED (Automated External Defibrillator) is located in the front lobby of Immanuel Christian Secondary School.

Emergency Action Plan

In the event of an emergency the facilities manager or first on site will contact 9-1-1. First Aid kits will be located in the PE office at each location.

When an injury occurs:

1. Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
2. Keep in mind the following - DO NOT move the injured student athlete.
 - a. If a student athlete cannot move by him/herself, do not move the body part for him/her.
3. Instruct any bystanders to leave the injured student alone.
4. Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration.
5. Assess the injury; evaluate the severity of the injury and decide if further assistance is required.
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface.
7. If an ambulance is required: request assistance from another person by having this person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
8. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives.
9. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
10. Stay calm and speak reassuringly.
11. When ambulance arrives, describe incident and what has been done.
12. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury.
13. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury.
14. Complete any necessary incident/accident reports and file with appropriate school administrator.

Immanuel Christian School

