

HOSTING SSA PROVINCIAL CHAMPIONSHIPS

The Saskatchewan Soccer Association (SSA) is proud to offer Provincial Championships annually during both the indoor and outdoor seasons in a number of different classifications. These prestigious competitions offer teams from across Saskatchewan the opportunity to compete for the title of “Provincial Champion”. In addition, these events are a celebration of soccer, an opportunity to compete against a variety of teams, have fun and interact with and engage other passionate soccer people from around the province.

The Provincial Championships are hosted as a partnership between the SSA and a Member Organization. Hosting is an honour and an outstanding opportunity to showcase a local soccer community. In addition, hosting provides the opportunity for local teams to play in front of family and friends and greatly reduces their cost to participate. All Provincial Championships remain under the jurisdiction and responsibility of the SSA. By awarding a competition to a Member Organization, the SSA does not relinquish responsibility, but rather invests it in the host’s Organizing Committee.

In order to ensure consistency and quality in Provincial Championships and to assist hosts in organizing the competition, the SSA sets the requirements of hosting and develops the hosting application. The hosting application package also clearly defines the role and responsibilities of the SSA and that of the host organization in organizing and delivering the Championship. Member Organizations interested in hosting a Provincial Championship must apply to host by completing the Submission to Host and Hosting Guideline checklist in its entirety and submitting to the SSA prior to the Application Deadline.

The SSA shall determine, from applications received, where each Provincial Championship will be held. In the event that no host application is received for a Provincial Championship in advance of the application deadline, that competition will be cancelled.

For more information on Provincial Championships, please visit the SSA website at www.sasksoccer.com or contact Kellin Enslev, Coordinator of Competitions at 306-519-1618 or k.enslev@sasksoccer.com



HOSTING GUIDELINE CHECKLIST

Responsibilities of the SSA:

1. The SSA staff is responsible for the administration of Provincial Championships.
2. The SSA staff will create the schedule for each competition.
 - a) The Host Organizing Committee may be consulted in the development of the schedule as it pertains to facilities only.
3. The SSA will appoint a Staff to oversee each Provincial Competition as outlined in the SSA Competitions Policy.
4. The SSA staff will book accommodation for referees, Provincial Staff overseeing the competition and any other individuals attending on behalf of the SSA.
5. The SSA will provide all awards and ensure they arrive at the host venue.
6. The SSA will be responsible for any special initiatives taking place during a Provincial Championship, unless otherwise indicated.
7. The SSA is responsible for the following financial aspects of each Provincial Championship:
 - a) Setting and collection of Entry Fee;
 - b) All awards and recognition (e.g. Trophies, medals, fair play pins, etc.);
 - c) All expenses associated with the SSA Representatives;
 - d) Payment of referee game fees and expenses, including meal per diem, accommodation and travel as dictated by SSA policies;
 - e) To help support the hosting of Provincial Championships, the SSA provides the following Hosting Grant to the host organization:
 - i. Soccer for Life Outdoor Youth Provincial Championships = \$4,500.00
 - ii. Soccer for Life Outdoor Senior Provincial Championships = \$3,500.00





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Responsibilities of the Host Organizing Committee:

The following are the responsibilities of the host organization in hosting a Provincial Championship. Please ensure your organization is able to meet all requirements provided and complete the required information in order to confirm an understanding of and ability to deliver on these responsibilities:

- a) Book suitable playing fields as outlined in the FIFA Laws of the Game, SSA Policies and Procedures and/or Provincial Championships Rulebook/Technical Package.

Any Member Organization wishing to host a Provincial Championship must first have their facility or fields approved by the SSA. Fields must be approved by the SSA and confirmed at least eight weeks before the competition.

The following are required to stage a Provincial Championship (outdoor):

Soccer for Life 11-aside and 8-aside Youth Championships:

- i) Full Size Pitches (see FIFA Laws of the Game for dimensions)
- ii) 8-aside goals
Ideal: Height = 6 feet, Width = 18 feet;
Minimum: Height = 6 feet, Width = 18 feet;
Maximum Height = 7 feet, Width = 21 feet)
- iii) 11-aside goals (8 feet x 24 feet)

Saskatchewan Open Cup:

- i) 2-4 Full Size Pitches (see FIFA Laws of the Game for dimensions)
- ii) Full size goals

Soccer for Life Senior and Masters/Classics Championships:

- i) 2-4 Full Size Pitches (see FIFA Laws of the Game for dimensions)
- ii) Full size goals

Ensure that the fields are cut and are properly lined with corner flags and goal nets in place.

Availability of fields and goals necessary to host the Provincial Championship for which we are applying.

Please indicate in the space below the fields on which you intend to play the Provincial Championships:

Fields:



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Responsibilities of the Host Organizing Committee (continued):

- b) Ensure the availability of adequate hotel space for teams and communicate to the SSA.
 - i) In the event that an SSA partner is available in the host community, this hotel should be utilized as the primary hotel for the Provincial Championship.

Please indicate in the space below the accommodation that you intend to utilize for the Provincial Championships:

Please indicate as well additional accommodation that would be available for use by participating teams:

- c) Secure the volunteers necessary to assist with the preparation and operation of the Provincial Championships, including:
 - i) Field Marshalls at each facility/venue for the duration of the competition;
 - ii) A dedicated person at each venue to assist the SSA Representative(s) as necessary;
 - iii) A minimum of two individuals to serve, along with the SSA Representative(s), on the Tournament Discipline Committee, as necessary and outlined in the Rulebook/Technical Package.
- d) In consultation and with the approval of the SSA Staff, promote the event locally (All aspects of advertising and/or promotion must be approved by the SSA).
- e) Liaise with SSA Staff to ensure awareness and promote coverage of the competition within the local and provincial media market(s).
- f) Provide a designated room available for the duration of the event and suitable for use as tournament headquarters and for hosting the Pre-Competition Meeting and Discipline Hearings or other private meetings, as necessary.
- g) Ensure an Emergency Response Action Plan is in place (this may be requested by the SSA in advance of the competition).



Responsibilities of the Host Organizing Committee (continued):

- h) Post competition schedule in a central location.
- i) Provide a minimum of one centrally located results board for use by the Provincial Representative(s).
- j) Provide water for Referees at each venue.
- k) Provide onsite recognition and/or assist with activation of SSA partners or sponsors, as requested by the SSA.
- l) Ensure no alcohol is sold or consumed in the playing area.
- m) Ensure no smoking in the playing area.

OPTIONAL – Prepare a competition program.

The Host Organization is responsible for all expenses incurred in hosting the Provincial Championship with the exception of those outlined in the Responsibilities of the SSA.

The Host Organization may offset expenses and retain all revenue generated through the following initiatives but is responsible for all associated staffing and expenses:

- a. Admission – all participating registered team personnel, players and officials must receive complimentary admission to the Provincial Championship;
- b. Concessions;
- c. Souvenirs/Merchandise:
 - i. Host organization is responsible for all costs associated with producing items for sale;
 - ii. All souvenirs/merchandise must be approved in advance by the SSA.
- d. Sponsorship/Advertising:
 - i. The Host Organization must liaise with the SSA on all aspects of sponsorship/advertising.
 - ii. All sponsorship/advertising must be approved in advance by the SSA;
 - iii. Sponsors/advertisers may not conflict with existing SSA sponsors or partners;
- e. Other initiatives as approved by the SSA.

OTHER COMMENTS (PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL TO THE SSA IN ASSESSING THE APPLICATION TO HOST)

