

EOSSAA CHAMPIONSHIP CONVENORS MANUAL



Updated: July 2025

Thank you for volunteering to convene an EOSSAA Championship!

Please submit your preparatory budget 1 month prior to your championship [here](#).

Please submit your championship report 3 business days after the conclusion of your championship [here](#).

Championship Coordinator Contact Information:

Boys Championship & Co-Ed Championship Coordinator	Girls Championship & Co-Ed Championship Coordinator
Dennis Hutt St. Mary Catholic High School 40 Central Avenue Brockville, ON K6V 4N5 dennis.hutt@cdsbeo.on.ca (613) 342-4911 (w) (613) 342-2971 (fax) (613)-345-8630 (cell)	Sue Cotnam Bishop Smith Catholic High School 362 Carmody Street Pembroke, Ontario K8A 4G2 blackcomb10@yahoo.com susan.cotnam@rccdsb.ca (613)-735-5496 ext 176 (w) (613)-735-9272 (fax) (613)-735-9967 (h) (613)-639-5615 (cell)

Below is a checklist of items that should be taken care of at the appropriate times if you are to host an EOSSAA Championship. All of the information that you need can also be found at our website www.eossaa.ca .

Thank you for your dedication and all that you do for our students. If you have any information letters specific to your own championship please email them to our EOSSAA acting Website Coordinator and social media manager Adam Noack noacka@rcdsb.on.ca . Please let Adam know if you want information shared on EOSSAA's X (Twitter) account (@theeossaa), EOSSAA's Facebook Page (@eossaa), and/or EOSSAA's Instagram account (@theeossaa)

PLEASE READ MOTION BELOW PASSED AT AGM JUNE 2013:

Reference: Section 4, B-Law 3 Whereas, the EOSSAA Board of Directors has encountered EOSSAA championships run by convenors who are not teachers or school staff members And whereas, it is imperative to have a convenor or co-convenor that is currently teaching or working at an EOSSAA school to serve as the main contact for the Championship Be it Resolved That, members of the College of Teachers and/or a school staff member from the convening school must be a co-convenor and main contact for an EOSSAA Championship. This does not preclude community coaches from being co-convenors.

Checklist for EOSSAA Convenors



Updated August 2024

Two Months Prior to the Championship

	Secure facilities (i.e. gym, fields, arenas, tracks etc)
	Go to http://www.eossaa.ca/ to make sure that the date, time, location, fax number and phone number of your championship is correct. Contact the championship coordinators if changes need to be made.
	Book officials and receive an estimate for costs of officials

One Month Prior to the Championship

	<p>Send out (email) information packages to communication officers for each of the 6 Local Associations (contact information can be found here)</p> <p>This information should include:</p> <ol style="list-style-type: none">1. General information (date & location of championship)2. Convenor contact information3. Projected entry fees4. Accommodation Information5. A reminder to follow and submit OFSAA HUB registrations6. The EOSSAA Letter of Intent to Participate at OFSAA Form (for Senior & Open Championships only)7. The EOSSAA Seeing Information <p>Other Information that coaches must read but not submit to you include:</p> <ul style="list-style-type: none">• Playing Regulations: visit www.eossaa.ca for each sport's play regulations.
--	--

	<ul style="list-style-type: none"> • Transfer Policy • Uniform Policy • EOSSAA Coaches Code of Ethics • EOSSAA Policy for Blood and Body Fluids • EOSSAA Code of Conduct for Spectators
	<p>Prepare a preliminary budget by submitting this Google Form. The budget will cover the cost of officials, stationary, refreshments, medals from Precision Textiles, and miscellaneous items. The championship coordinators will oversee this budget. Please remember that hosting an EOSSAA Championship <u>should not</u> be a money-making venture for your school.</p>
	<p>Order Medals from Precision Textiles</p> <p>Precision Textiles 259 Paul Martin Road Pembroke, Ontario K8A 6W4 613-732-1132 sales@precisiontextiles.ca https://precisiontextiles.ca/collections/eossaa</p> <p>Note: Medals MUST be ordered from Precision Textiles as they have a specific medal and ribbon for EOSSAA Champions.</p> <p>*PLEASE REMEMBER THAT HOST SCHOOLS INITIALLY PAY FOR MEDALS/AWARDS THAT ARE ORDERED FROM PRECISION TEXTILES- <u>NOT EOSSAA</u>*</p>
	<p>Contact the last year's winning school or association with the hopes that the circulating trophy will be present for the championship. Please reach out to EOSSAA Communication Officers and the Board of Directors listed here</p>
	<p>If necessary, order appropriate game balls and appropriate scoresheets</p>

OPTIONAL: 

	Design a program.
	Arrange for hosts/hostesses.
	Arrange for a canteen.
	Arrange for a microphone and sound system.
	Email an electronic copy of the draw to noacka@rcdsb.on.ca (social media

	manager and interim website coordinator)
--	--

The Day of The Championship

	Arrange for a competent student or staff member to record all scores on a result chart (we recommend sending out results on X and tagging @theeossaa, or on Instagram and tagging @theeossaa or you can email up-to-date results to noacka@rcdsb.on.ca)
	Make arrangements to pay officials
	Receive entry fees, OFSAA Hub registrations, signed behaviour forms, and Letters of Intent from all coaches before a team plays their first game)
	If you are coaching, arrange for another staff member to take over convenor duties while you are “in-game”

Days After The Championship

	Complete the championship report via this Google Form
	If you are convening a senior championship ensure that the team representing EOSSAA at OFSAA registers for the OFSAA championship by the due date.
	<p>Pay outstanding bills. If a balance exists, send a cheque payable to “EOSSAA” to: EOSSAA Treasurer. Jenna Barr c/o Renfrew Collegiate Institute 194 Bonnechere St. S Renfrew, ON K7V 4H8</p> <p>Please note that EOSSAA championships are to be non-profit events. Helping ensure that a balance remains helps EOSSAA reduce its debt load. Deficits will be covered by the host school.</p>

