



ADMINISTRATIVE POLICY NO. 422

IMPLEMENTATION JUNE 2009

HOSTING PROVINCIAL EVENTS

Prairie Spirit School Division encourages schools to host provincial extra-curricular and co-curricular events. We recognize that hosting provincial events demonstrates a significant commitment from staff, students and school community to organize and host a provincial event.

Schools participating in these events provide their school community an opportunity to showcase their school, and their students and staff an opportunity to demonstrate leadership at a provincial level.

1. Application Process

- a. Administrators shall communicate and consult with the FOSS before applying to host a provincial event.
- b. Following initial consultation with FOSS, administrators will provide a letter of request to the FOSS to support the school's application to host an event.
- c. Included in the letter of request will be an indication of classes from Grades 9 – 12 that schools may wish to have cancelled (sample letters attached).
- d. The decision to cancel classes will be made in consultation with the Director of Education.
- e. Application to host a provincial event shall not involve a financial obligation or cost to the school division.

2. Student and Staff Participation

- a. It is encouraged to have staff, student and community support of the events.

- b. Schools are encouraged to maintain regular classes during the hosting of events.
- c. It is encouraged to have Grades 9 – 12 students involved in organizing, volunteering for, and supporting the event.
- d. Pre K – 8 classes should continue as usual during the hosting of a provincial event.

3. *Communication*

- a. Administrators should coordinate media relations with the school division's Communications Consultant.
- b. Schools are encouraged to inform their SCCs and Board Member regarding the provincial event.

[SCHOOL LETTERHEAD]

Sample Letter of Request to Host a Provincial Sporting Event

(Date)

_____, Superintendent of Schools and Learning
Prairie Spirit School Division
P.O. Box 809
Warman, SK S0K 4S0

Dear _____:

As you are aware, _____ School is interested in being selected as the host site for the (year) SHSAA _____. As the host school, we would host the opening ceremonies on (date). The tournament begins early Friday morning and runs all day Friday and Saturday, usually finishing in the late evening.

The tournament must have a food service room, clothing sale room, five team change rooms and a referees' room. These requirements, along with the need for student volunteers, will require our school to cancel classes for Grades 9 to 12 for _____. As well, these students will be required to work as minor officials, hosts, food services, door receipts, parking, clothing sales, etc. Students could earn credit hours for their service. We are therefore requesting the cancellation of Grades _____ classes for the duration of the tournament or for _____ days.

We appreciate the support that Prairie Spirit School Division offers our student athletic programs through providing time for _____ School to host this provincial event.

Thank you.

Sincerely,

Principal

[SCHOOL LETTERHEAD]

Sample Letter of Request to Co-Host a Provincial Sporting Event

(Date)

_____, Superintendent of Schools and Learning
Prairie Spirit School Division
P.O. Box 809
Warman, SK S0K 4S0

Dear _____:

As you are aware, _____ School is interested in being selected as the host site for the (year) SHSAA _____. _____ School is interested in co-hosting with _____ School as the provincial playoff structure is now a ten-team tournament and will require the use of two gymnasiums. As _____ School would be the host school, they will host the opening ceremonies on (date). The tournament begins early Friday morning and runs all day Friday and Saturday, usually finishing in the late evening.

The tournament must have a food service room, clothing sale room, five team change rooms and a referees' room. Our school will have to provide similar facilities. These requirements, along with the need for student volunteers, will require both schools to cancel classes for Grades 9 to 12 for _____. As well, these students will be required to work as minor officials, hosts, food services, door receipts, parking, clothing sales, etc. Students could earn credit hours for their service. We are therefore requesting the cancellation of Grades _____ classes for the duration of the tournament or for _____ days.

We appreciate the support that Prairie Spirit School Division offers our student athletic programs through providing time for _____ Schools to co-host this provincial event.

Thank you.

Sincerely,

Principal