

ARTICLE VIII: DUTIES OF CONVENERS**SECTION 1: DISTRICT RESPONSIBILITIES**

- a) Each District must submit the name and school of conveners for approval to the Annual Meeting for sports they will host according to the 4 year calendar.
- b) The convener or co-convener must be a teacher (current or retired) from a member school of the District hosting the event.
- c) The person in charge of athletics is responsible to give the convener a copy of Article VIII: Duties of Conveners, as well as applicable Playing Regulations.
- d) Should a convener be unable to fulfil his/her duties, a new convener shall be appointed by the District concerned if possible at least 30 days prior to the N.O.S.S.A. event. District Conveners, as well as the secretary and treasurer, must be notified of the change.
- e) In cases where a District is unable to take their turn hosting a N.O.S.S.A. event or a convener is not available, a volunteer District will be sought at the Annual Meeting. If no volunteer is found, then the next District on the 4 year calendar shall host the event. As a result of this change, the 4 year calendar will not change other than the volunteer District may keep or give their next turn to the defaulting District.
- f) All conveners must provide a contact email address to facilitate communication among conveners, coaches and executive members as required.

SECTION 2: N.O.S.S.A. CHAMPIONSHIPS

- a) A convener shall:
 - i) send out pertinent information at least 3 weeks prior to the event.
 - ii) encourage media coverage of the event which includes allowing press photographs during the event.
- b) To see that adequate and regulation facilities are available. Where possible the event should not be given to a school where these conditions cannot be met.
- c) Prepare a schedule of games. In doing so, assume for the purpose of seeding that the first team from each District is the team who won their District playoff in cases where the District submits 2 entries.
- d) Inform all Coaches of the exact time that they will play their first game. This is to be done well in advance of the tournament so that travel and accommodation arrangements can be made.

- e) Arrange for officials.
- f) Receive the eligibility sheets prior to the competition.
- g) Rule on protests.
- h) Arrange for the appropriate trophies to be present, in good condition, at the site of the tournament or meet. The maintenance of N.O.S.S.A. trophies as required shall be the responsibility of the school holding the trophy and the expenses shall be paid by that school.
- i) Arrange for the presentation of trophies, banners and medals (banners and medals are carried in stock by NOSSA). Awards for each championship will be delivered by a Sudbury team participating in the event or shipped if necessary. District treasurers will be invoiced for the cost of the awards that must be paid within thirty (30) days of the completion of the event. Late payments will result in a \$50. fine.
- j) Submit entry forms to OFSAA.
- k) Submit a N.O.S.S.A. Conveners Report including a financial statement to the N.O.S.S.A. Secretary within one month of conclusion of the event.
- l) Pass on a check list and information of the event to the next convener.
- m) N.O.S.S.A. entry fees for each team sport shall be charged to all participating teams. Allowable expenses to be budgeted for by the convener include the following: officials' fees, accommodation and transportation of officials (where necessary), minor officials' fees (timers, scorers, linespersons), awards as prescribed by Article XI, and production of a program (photocopying). When the aforementioned expenses have been budgeted for, the entry fee will be calculated by dividing the total expenses by the total number of participating teams.

If, after allowing for the expenses indicated above, a team sport championship still derives a profit of \$50/team or more, the convener shall be required to refund each participating team an equal share of the profit to render a zero balance. Gate revenue is not to be included in the calculation of event profits.
- n) For all individual sports, the NOSSA convener be responsible to forward a single cheque in payment of OFSAA entry fees and participation fees on behalf of all NOSSA schools participating.
- o) Publish and post in their gymnasiums the OFSAA Code of Behaviour for spectators. The school administration will see that this code is adhered to.