



SPORT INFORMATION

TRI REGION 2012 ALBERTA WINTER GAMES

5110-50 Street
Stony Plain, Alberta
T7Z 1Y4

Telephone: (780) 968-4042
Fax: (780) 968-4048
E-mail: info@2012awg.ca
Website: www.albertagames.com

ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION

Jeff Ryks
905 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 4R7

Telephone: (780) 422-8271
Fax: (780) 427-5140
E-mail: jeff.ryks@gov.ab.ca

Korrine Krokosh
905 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 4R7

Telephone: (780) 422-8334
Fax: (780) 427-5140
E-mail: korrine.krokosh@gov.ab.ca

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I. PURPOSE OF THE ALBERTA GAMES

It is a goal of the Alberta Sport, Recreation, Parks & Wildlife Foundation to promote and facilitate a multi-sport event for Alberta's youth for the enhancement of sport development.

The purpose of the Alberta Summer and Winter Games is to provide a competitive opportunity for developing athletes, generally eleven to seventeen years of age.

The Alberta Games also serve the following general purposes:

- to motivate Albertans to achieve a higher level of physical fitness through more active participation in sport;
- to assist athletes with the interest and ability to work toward their maximum potential;
- to provide competition that will serve the developmental needs for each sport throughout Alberta;
- to showcase the talents of Albertans in a wide range of sport and activities;
- to develop the cultural and social components as an enhancement to Games in Alberta;
- to provide each hosting community with a legacy of experienced volunteers and upgraded facilities; and
- to assist in the preparation of potential athletes for the Canada Games, where possible.

II. STRUCTURE OF THE ALBERTA

The Alberta Games are a provincial competition. In order to ensure that the Games include participants from every part of Alberta, the province has been divided into eight (8) zones.

Playoffs or zone team selections will take place in each of the eight (8) zones and participants will compete for their zone at the Alberta Games.

To be considered for involvement in the Alberta Games, each Provincial Sport Association must ensure there will be active participation in at least four (4) of the eight (8) zones.



III. PARTNERS OF THE ALBERTA GAMES

The Alberta Sport, Park, Recreation and Wildlife Foundation (ASRPWF) is a non-profit crown corporation, whose mission is:

to facilitate and enhance activities, lifestyles and legacies through the development of active partnerships in sport, recreation, parks and wildlife programs.

Within its mandate, it is a responsibility of the Foundation to administer and facilitate the Alberta Games program. Further, the Foundation believes that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of its key partners. Therefore, a major role of the Foundation is to facilitate the ongoing partnership between the following Games partners:

- the Provincial Sport Association;
- the Host Municipality and Games societies;
- Games Sponsor and contributors;
- Alberta Tourism, Parks, and Recreation;
- the Alberta Foundation for the Arts.

III. PARTNERS OF THE ALBERTA GAMES

ROLE OF THE HOST COMMUNITY ORGANIZING COMMITTEE

Once awarded the Alberta Games by the Alberta Sport, Recreation, Parks & Wildlife Foundation and the Ministry of Alberta Tourism, Parks, and Recreation, the Municipal Council will appoint a Games Chair and Board of Directors. This Organizing Committee will be responsible to:

1. Form a registered society to undertake the staging of the Games.
2. Plan and execute the Games and related events within the framework of the Foundation's goals, guidelines and standards.
3. Liaise and coordinate planning with all Games partners.
4. Develop and control the overall Games budget, all major incomes, expenditures, and cash flow.
5. Raise adequate funds to offset Games expenditures.
6. Provide the human resources, both volunteer and professional, to successfully host the Games.
7. Provide the required insurance for all Games participants, volunteers and staff.
8. Provide input into the selection of sports for the Games and the development of the sport technical package.
9. Provide competition, accommodation, and food services for approximately 2,800 participants.
10. Ensure all aspects of sport competitions are planned in consultation with the participating Provincial Sport Associations with regards to venue preparation, equipment, supplies, schedule, results, protest procedures and volunteer requirements.
11. Provide medical and security services, communication systems, and internal transportation for participants where required.
12. Establish early communication with local sport clubs and Provincial Sport Associations where necessary.
13. Ensure final records are submitted to the Foundation including written pictorial and economic impact reports.

ROLE OF THE PROVINCIAL SPORT ASSOCIATION

Provincial Sport Associations are invited to apply to participate in the Alberta Games. Once accepted as a Games partner each Provincial Sport Association will agree to:

1. Develop a technical package for “developmental” athletes that is a meaningful step in the Association’s long term athlete development model. This technical package must be approved by the Association’s Board of Directors.
2. Include a meaningful Alberta Games plan in the Association’s submission to the Foundation. The plan must explain/provide:
 - target athlete (ideally in the “Training to Train” phase of LTAD);
 - technical package (must have approval of the association’s Board of Directors);
 - reason for involvement (detailed specifics pertaining to athlete/zone
 - development including potential locations for zone playoffs;
 - plan of implementation (promotion, coaching development, etc.);
 - playoff format; and
 - evaluation tools/measurements.
3. Establish the network and procedures for promotion and zone team selection which best fits the Association’s structure and development model.
4. Appoint Provincial Sport Coordinators, who are responsible for coordinating the zone playoff dates and locations, and ensure a zone structure suitable to their sport is established in consultation with appropriate partners, and to work with the ASRPWF and Host Community on a provincial and zone basis.
5. Establish a “fill” procedure, if necessary, for zones where there is less than a full contingent, which reflects the intent of selecting the best eligible team or individual.
6. Establish a minimum level of NCCP certification for coaches and ensure a process is in place to monitor and enforce this requirement.

Note: A minimum of one (1) member per zone team of the staff registered as coaches must be fully certified (theory, technical, and practical) under the National Coaching Certification Program to at least **Level I in (sport)** or the equivalent in the new NCCP program.
7. Establish an affiliation policy (if required) that permits participants appropriate access at the Zone and Alberta Games level. (The Association must also outline the benefits of affiliation, the process to affiliate and any costs associated with this requirement).
8. Provide organizational and promotional support to the zone playoffs and Alberta Games.
9. Identify and make available the required number of major technical officials to the Host Community of the Alberta Games and any fee for service should be the responsibility of the Provincial Sport Association and/or technical officials.
10. Work in partnership with the Host Community and ASRPWF to promote and enforce a code of conduct for athletes and coaching staff; and deal appropriately with any violators.
11. Ensure that suitable selection, training and preparation of athletes for the Alberta Games occurs.

ROLE OF THE PROVINCIAL SPORT COORDINATOR

Each Provincial Sport Association will appoint a Provincial Sport Coordinator who has the responsibility of ensuring the Provincial Association takes a leadership role in respect to participation in the Alberta Games. It is the responsibility of the Provincial Sport Coordinator to work closely with the Foundation Sport Liaison and to:

1. Prepare and negotiate the technical package for acceptance by the ASRPWF.
2. Appoint Zone Sport Representatives in each of the eight (8) zones in the province, to coordinate playoff activities for that zone.
3. Communicate with the Zone Sport Representatives, so that rules, interpretation and playoff procedures are consistent across the province.
4. Work with Zone Sport Representatives to ensure athlete affiliation requirements (if any) are met.
5. Consult with and assist the Sport Chair in the host community regarding all aspects of the Alberta Games competition.
6. Register athletes, coaches, chaperones and technical officials using the Alberta Games Online Registration system.
7. Select and ensure proper registration of major technical officials for the Games.

Notes:

1. The number of major technical officials is approved by the ASRWF with the technical packages.
2. The number of major technical officials must include the Provincial Coordinator.
3. Services of major technical officials are to be provided without charge.

8. Attend the Games or ensure a representative of the Association is in attendance to ensure the established protest procedures for within the field of play are followed.
9. Provide assistance in the enforcement of a code of conduct for athletes and coaching staff and deal appropriately with any violators.

ROLE OF THE ZONE SPORT REPRESENTATIVES

It is the responsibility of the Zone Sport Representative to:

1. Work with the ASRPWF and Provincial Sport Coordinator to ensure Games activities are well publicized, conducted safely and fairly, and held within established deadlines.
2. Act as a representative of the Provincial Sport Association and as a liaison with the Provincial Sport Coordinator.
3. Develop a list of contact persons or clubs throughout the zone and stay in communication with them regarding the Games programs.
4. Work with the Provincial Sport Coordinator and ASRPWF in developing zone playoffs including:
 - selection of communities to host playoff competitions (local, regional and zone);
 - determination of playoff dates;
 - setting participant fee, if any;
 - preparation and mailout of playoff information;
 - preparing and distributing any required registration forms; and
 - ensuring the necessary organizational details such as preparation of facility, equipment and officials.
5. Work with the Provincial Sport Coordinator and ASRPWF in promoting zone playoff activities/clinics and “Games”, distributing posters and communicating with media. Promotion should be ongoing among the Zone Sport Representatives, Provincial Sport Association and ASRPWF.
6. Provide technical knowledge on his/her sport.
7. Establish a procedure for handling of protests or appeals at zone playoffs.
8. Help to identify needs for sport development clinics. Work with the Provincial Sport Association and community contact to ensure successful clinics.
9. Ensure registration forms of qualifying participants and coaches/chaperones advancing to the Games are properly completed and returned to the Provincial Sport Association. A list of potential qualified substitutes should accompany the registration forms.
10. Work with the Provincial Sport Coordinator to implement process for collection of affiliation fees if required by the Provincial Sport Association.
11. Assist the ASRPWF in notifying participants of necessary Games information (transportation, accommodation, scheduling, etc.).
12. Provide an evaluation and recommendations to the Provincial Sport Coordinator and ASRPWF.
13. Help identify talented athletes and provide names of outstanding athletes to the Provincial Sport Association.

Note: Zone Sport Representatives are not automatically eligible to attend the Games. To do so, they must be registered for the Games as a major technical official, or as a coach/chaperone.

III. PARTNERS OF THE ALBERTA GAMES

ROLE OF THE ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION

Mandated with the overall responsibility for facilitating the staging of the Alberta Games, the Alberta Sport, Recreation, Parks & Wildlife Foundation's role is to work closely with the Provincial Sport Coordinators and to:

1. Establish the standards, policies and philosophy of the Alberta Games in cooperation and consultation with partners.
2. Ensure Games "standards" are maintained pertaining to all areas of operation including but not limited to competition, transportation, food services, medical services, accommodation, security, safety, insurance and participant entertainment.
3. Select Alberta Games Host Communities.
4. Select, in cooperation with partners, the sports to be included in the Games.
5. Coordinate the development of the technical package and provide ongoing liaison with Provincial Sport Associations.
6. Provide transportation for athletes, coaches and technical officials to and from the Host Community.
7. Provide grant funding to the Host Community.
8. Provide ongoing consultation, orientation, and assistance to the Host Community volunteers.
9. Coordinate provincial and zone publicity.
10. Provide media liaison at the zone and local level.
11. Coordinate provincial sponsorship and marketing.
12. Provide zone team identification.
13. Coordinate registration and coach orientation.
14. Establish and operate a mission office during the Games to provide coordination and leadership.

ROLE OF THE ASRPWF SPORT LIAISON

Each ASRPWF Sport Liaison is assigned several sports and it is his/her responsibility to work with the Provincial Sport Coordinator approximately 15 months prior to the start of the Games to:

1. Prepare and negotiate the sport technical package.
2. Communicate and consult on any sport issues that are related to the Alberta Games.
3. Meet on an ongoing basis.
4. Distribute participant registration forms and establish a process for completion and collection.
5. Assist with and become involved in the coordination of playoff activities and awareness in the zone.
6. Hold Time Out meetings with Sport Chairs in the Host Community.
7. Attend the Coaches meeting and protests, if required, during the Alberta Games.

The Sport Liaison is the prime contact for the Provincial Sport Coordinator prior to and during the Alberta Games.

ROLE OF THE ASRPWF ZONE CHEF DE MISSION

A Zone Chef de Mission will be appointed to each of the eight (8) zones by the Alberta Sport, Recreation, Parks & Wildlife Foundation and their responsibilities will begin approximately one (1) month prior to the start of the Games.

1. To attend a Mission Staff orientation meeting approximately four (4) weeks prior to the Games (1.5 days).
2. To assemble participants' information kits for distribution at a Zone Coaches meeting approximately 12 days prior to Games (2 day weekend).
3. To conduct a Zone Coaches Orientation meeting in their zone and distribute participants' information kits and zone identification approximately 10 days prior to the Games (zone specific - evening - 3 hours).
4. To be the official Zone Contact for participants after the Zone Coaches meeting fielding questions and relating zone information to zone team members (zone specific - ongoing - 10 days).
5. To attend the Games and act as a liaison between the zone team's participants (athletes and coaches) and the Host Community volunteers (i.e. attend sport competitions, troubleshoot, staff Mission Office, involvement in discipline and protest situations.) etc. (Feb 9 - 12).
6. To attend a debriefing meeting approximately two (2) weeks after the Games have been completed (1 day).

Refer to zone map on page 2 for further clarification on zone location.

IV. RULES FOR COMPETITION

The Alberta Games are based on equal representation from each zone in the Province. Only a pre-determined number of athletes from each zone are allowed to compete at the Games.

ELIGIBILITY OF ALBERTA GAMES COMPETITORS

- Competition shall be open to Albertans whose major domicile has been the Province of Alberta for a period of six (6) months prior to the Games, with the following exceptions:
 - Students residing in Alberta but studying outside the province are eligible to qualify.
 - Members and dependents of members of the Canadian Armed Forces residing in Alberta, who have been posted to a location within Alberta for a minimum of six (6) months, are eligible to qualify.
 - Athletes residing at an address outside the Province of Alberta are eligible for the Alberta Games if they meet both of the following conditions:
 - i) they reside near the Alberta boundary and associate primarily with Albertans in league, school, or team play;
 - ii) they do not compete in any leagues, provincial playdowns or Provincial Games of any other province, and are eligible for membership in the Alberta sport association.
 - If a team sport has members from outside the province, it shall be eligible if these criteria are met:
 - i) the majority of the team resides in Alberta; the others live adjacent, within reasonable commuting distance;
 - ii) the team is registered in league play within Alberta;
 - iii) the team does not compete in any leagues, provincial playdowns or Provincial Games of any other province.

Teams and individuals in the above situations must be approved by the Provincial Sport Association and the Alberta Sport, Recreation, Parks & Wildlife Foundation, before entering zone playoffs.

ELIGIBILITY OF ALBERTA GAMES COMPETITORS, CONT'D

- Each athlete shall compete for the zone in which he/she makes his/her permanent residence with the following exceptions:
 - Students attending any educational institution on a full time basis in a zone other than that of their permanent residence, may if they wish, compete in that zone.
 - Provincial Sport Coordinators may request approval from the Foundation to permit individuals who are registered members of a club or a league in a zone other than that of their place of permanent residence to compete for that zone, in that sport, provided it is the only club/league that he/she is registered with.
 - An athlete who competes in one zone's playoff for a certain sport, is ineligible to compete in that sport in any other zone.
 - Where a team has members from two Alberta Games zones, the team shall compete for the zone in which the majority reside OR in which the team is registered for league play. Teams in this position will have members living in adjacent zones within reasonable commuting distance, and must be approved by the Provincial Sport Association and the ASRPWF, before entering zone playoffs.
 - Individual sport eligibility rules should be consulted, but as guidelines:
 - Alberta Games competitors may not have participated in, or qualified to participate in, a national level competition. Where entry to a national level competition is 'open', this will not necessarily apply.
 - Members of a "national team" for a given sport are not eligible. An athlete who has tried out for but not made a position on a national team, will still be eligible for Alberta Games.
 - The Provincial Sport Association **MUST** approve all athletes or teams competing in the Games.
 - Athletes who have participated in the Canada Games are ineligible to compete in the Alberta Games in the same sport.
 - Generally, all competitors must be at least eleven (11) years old by the opening day of the Games. Any exceptions must be approved by the Alberta Sport, Recreation, Parks & Wildlife Foundation.
 - Each athlete may participate in only ONE sport at the Alberta Games.
- Note:**
- All coaches and chaperones must be at least eighteen (18) years old by the start of the Alberta Games.
 - Athletes eighteen (18) years of age, or athletes turning eighteen (18) during the Alberta Games, ARE NOT eligible to attend the Games.

IV. RULES FOR COMPETITION

TECHNICAL OFFICIALS

Technical Officials (i.e. certified) required to judge or officiate each sport competition will be appointed by the Provincial Sport Association. Technical Officials' services are to be provided free of charge to the Host Community of the Alberta Games.

Allowance will be made in every sport to cover the expenses of a specific number of out of town Technical Officials who must travel to the Host Community from other parts of the province.

Provincial Sport Coordinators are responsible to ensure their appointed Technical Officials are registered with the Host Community by **January 10, 2012**.

ACCOMMODATION POLICY

All participants (athletes, coaches and chaperones) MUST stay in Games accommodation. While using Games accommodation all participants will be subject to the Games Village Rules and Regulations and Alberta Games Code of Conduct. Where a coach is not the same gender as his/her athletes, alternate chaperoning arrangements must be provided for the athletes, subject to the approval of the Alberta Sport, Recreation, Parks & Wildlife Foundation.

ALBERTA GAMES CODE OF CONDUCT FOR PARTICIPANTS

The Alberta Games are directed by the highest standards of good sportsmanship and fair play, therefore participation demands high standards of personal conduct both on and off the field of play.

For these reasons, all participants (athletes, coaches and chaperones) are required as part of the registration process to sign a declaration stating that they will agree to abide by the Alberta Games Code of Conduct.

Any conduct, acts, practices or circumstances deemed unacceptable or inappropriate by the ASRPWF, the Host Organizing Committee and the respective Provincial Sport Association will be reviewed and treated seriously in accordance with the Alberta Games Discipline Policy.

Any and all violations of the Alberta Games Code of Conduct **MUST** be brought to the attention of the Mission Staff.

ALBERTA GAMES CODE OF CONDUCT FOR PARTICIPANTS, CONT'D

Code of Conduct

The Code of Conduct identifies the standard of behavior which is required of all participants while traveling to, participating at and returning from the Alberta Games.

ALL Athletes, Coaches and Chaperones Shall:

1. Represent their zone as goodwill ambassadors, with dignity, personal integrity and within the spirit of good sportsmanship at all times both in and out of competition.
2. Show respect for:
 - the members of their own team and of the entire contingent representing your zone;
 - the members of all teams competing from other zones;
 - the rules and standards set down by the Provincial Sport Association, the Host Community, and the ASRPWF Mission Staff;
 - the Technical Officials' decisions; and
 - the people of the Host Community including staff, volunteers, spectators, local business personnel, etc.
3. Abide by the Accommodation policy which stipulates that all athletes, coaches and chaperones shall:
 - reside in their assigned Games Accommodation; and
 - abide by the 11:00 pm curfew throughout the entire Games.
4. Attend the Opening Ceremonies for the Games, wearing the provided zone identification. Your zone identification should be worn during medal presentations and throughout the Games as much as possible.
5. No alcohol or illegal drug substance shall be consumed by Alberta Games athletes.
6. No tobacco, alcohol or illegal drug substance may be brought into or consumed in any Athletes' Village, Games Venue or Games Vehicle.

In addition, All Coaches/Chaperones Shall:

7. Set a positive example for their athletes by compliance with all policies, rules and standards of conduct.
8. Act in the best interest of the athletes, avoiding all unsafe and unacceptable circumstances, and seeking advice of appropriate medical personnel before deciding if an injured athlete is to resume competition.
9. Supervise and be responsible for the conduct of their athletes at all times during the Alberta Games.

IV. RULES FOR COMPETITION

ALBERTA GAMES CODE OF CONDUCT FOR PARTICIPANTS, CONT'D

Discipline Policy/Procedures

1. Any and all violations of the Code of Conduct will be brought to the attention of the Mission Staff.
2. If necessary, the Discipline Committee will be notified and a hearing will be held with the individual (and their coach, if applicable) to determine suitable disciplinary action. The Discipline Committee consists of the following:
 - Alberta Sport, Recreation, Parks & Wildlife Foundation representative
 - Zone Chef de Mission
 - Provincial Sport Coordinator or representative
 - Chair of the Host Community Organizing Committee or designate (if requested)
3. Discipline may range from partial to full suspension of Games privileges including removal from competition to complete expulsion from the Games, with the return of the offender at their own expense.
4. Individuals responsible for willful damage will make full restitution to the Host Community Organizing Committee.
5. If any situation should arise which requires police intervention, the RCMP or city police will take appropriate action to resolve the situation.
6. Disciplinary actions may be sanctioned by the Provincial Sport Association and the Alberta Sport, Recreation, Parks & Wildlife Foundation regarding involvement in future Alberta Games and provincial competitions.
7. In any situation involving the Disciplinary Committee, a letter will be sent to the Provincial Sport Association and, if applicable, to the parents of the participants involved.

AFFILIATION

The Alberta Sport, Recreation, Parks & Wildlife Foundation recognizes the Provincial Sport Associations as having been delegated the responsibility for the advancement and regulation of their sport. As well, the Alberta Games are designed for the developing athlete (11-17 years old), and a stated purpose of the Games in Alberta movement is to serve the developmental needs for each sport throughout Alberta.

Therefore, the determination of whether participants in zone playoffs or Alberta Games are affiliated with the Provincial Sport Association rests with the Association.

SUBSTITUTION

Registered participants as submitted to the ASRPWF can not be changed except for illness or other reasons acceptable to the ASRPWF. Substitution may be made prior to the first day's competition only if the substitute has been previously registered and approved by the ASRPWF by the registration deadline.

"FILL-IN" TEAMS AND COMPETITORS

The Alberta Sport, Recreation, Parks & Wildlife Foundation encourages a "full draw" in each event at the Alberta Games. A sport's inclusion in the Alberta Games is based on the sport being able to provide a full complement of competitors, from each zone. Recognizing that in some cases, one or more of the zones may be missing representation, the opportunity has been provided to the sport to "fill-in" competitors. Each Provincial Sport Association MUST identify whether or not a fill procedure is necessary and if so is responsible for establishing procedures for implementation. Provincial Sport Associations are encouraged to consider including the first opportunity to fill to the host community, followed by the host zone. It is important to note that although these fill competitors are filling vacancies in other zones, they will generally compete for their own zone at the Alberta Games.

- Notes:**
1. The replacement team or athlete MUST be fully eligible and have participated in a zone playoff, selection, camp, or clinic.
 2. All replacements MUST be registered on official Registration Forms.
 3. All rights and privileges will be extended to replacement teams and individuals
 4. Replacement teams and individuals will compete for the zone they normally represent.
 5. Individual sports can have team events provided the technical package states that no fills are allowed for the team event (i.e. relays).
 6. All fill policies MUST be approved by the Alberta Sport, Recreation, Parks and Wildlife Foundation by January 10, 2012.

IV. RULES FOR COMPETITION

PROTESTS WITHIN THE SPORT'S FIELD OF PLAY

Each Provincial Sport Association is required to identify the protest procedure to be followed for protest situations within the field of play. These are identified in each sport's technical package. Any zone coach lodging a protest is responsible to notify their Zone Chef de Mission.

PROTESTS OUTSIDE THE SPORT'S FIELD OF PLAY

Occasionally, a situation or protest may arise which falls outside the sport's field of play and is more of an "Alberta Games" issue. Examples of these may be:

- Protests regarding eligibility such as age, athlete qualifications, residency, etc.
- Any situation calling for the potential disqualification or removal of an athlete from the event or roster.

In protest situations such as these, the following general procedure will apply:

- Protests must be submitted within one (1) hour of the completion of the event.
- All official protests MUST be concisely written and prepared in duplicate.
- One copy MUST be presented to the Host Community Sport Chair immediately after the Head Official has signed the Official Results Sheet.
- The second copy must be forwarded to the ASRPWF Mission Office.
- The time and date must appear on the protest.
- The protest must be signed by the Coach and the Zone Chef de Mission of the protesting team.

Note: Eligibility protests must be made the first time that the individuals or teams meet in competition.

- An Alberta Games Jury will be summoned to render a decision. This jury will involve the following individuals:
 - the Host Community Sport Director or designate
 - Provincial Sport Coordinator or designate (chairs the Alberta Games Jury)
 - a representative of the ASRPWF
 - the Zone Chef de Mission for zone teams involved
- The decision of the Alberta Games Jury must be made within one (1) hour of the original protest.
- One copy of the decision of the Alberta Games Jury MUST be posted at the venue site and one must be forwarded to the Games Results Centre.
- The time, date, and signatures of the Alberta Games Jury must appear on the ruling.

ENTRY PROCEDURES AND DEADLINES

1. Zone Playoffs/Selections

Depending on the sport and zone involved, some playoffs/selections will occur as individual sport competitions while others will be held as part of selection camps, provincial sport association tournaments or zone games.

NOTE THAT PLAYOFF REGISTRATION DEADLINES WILL VARY FROM ZONE TO ZONE. PLEASE CONSULT WITH YOUR ZONE SPORT REPRESENTATIVE, PROVINCIAL SPORT COORDINATOR OR FOUNDATION SPORT LIAISON TO DETERMINE PLAYOFF DETAILS AND REGISTRATION DEADLINES.

2. Registration of Alberta Games Participants

All participants must be registered online at albertagames.com. An official Games Waiver of Liability and Release must be completed for all participants (athlete, coach and chaperone) and submitted with the official Zone Roster (available from the Provincial Sport Coordinator or Zone Sport Representative) by the registration deadline.

Zone Sport Representatives MUST approve and forward one (1) copy of each form to the Provincial Sport Association who will then forward all registration forms and rosters to the ASRPWF by January 10, 2012. Potential substitutes must also be submitted at this time.

A \$40.00 fee, payable to the Provincial Sport Association is required with each athlete registration. This fee must accompany the registration form in order to complete the registration. The Provincial Sport Association is responsible for providing one cheque to the ASRPWF for all of the registered athletes, once an invoice is received following the Games.

V. PARTICIPANT INFORMATION

FOR THE PARTICIPANTS

The following are provided for Alberta Games participants:

- accommodation
- meals
- transportation to and from the Games
- transportation during the Games
- zone identification (i.e. Hoodie) and sport bag
- participation in ceremonies and other social events
- publicity
- provision of sports facilities and necessary sports equipment for competition in the Host Community

SPORT EQUIPMENT

All equipment used during the Games **MUST** meet the specifications of the Provincial Sport Association. Individuals or teams **MUST** supply their own basic competition equipment.

UNIFORMS

Uniforms are the responsibility of each individual team. All athletes **MUST** be properly attired for their sport.

ZONE IDENTIFICATION

Participants will be provided with zone identification which will be distributed at the Zone Coaches meeting (prior to the Games).

Participants are required to wear their zone identification at the Opening Ceremonies, Closing Awards Presentation and medal presentations. Participants are also encouraged to wear them during competitions where feasible.

MEDICAL EQUIPMENT

Each individual or team is to supply their own basic medical training and supplies, such as tape, elastic wraps, and cold packs. There will be appropriate medical coverage at each sport venue.

PARTICIPANT HANDBOOK

A handbook outlining Host Community information and services will be distributed to all Games Participants prior to their arrival in the host community.

MEDALS

Gold, Silver and Bronze medals, especially cast for the Alberta Games, will be awarded to each officially registered athlete having competed and placed in a competition.

Medals will not be awarded to last place finishers in any given event regardless of the number of competitors in that event. However, exceptions to this rule may be made in some sports with the approval of the ASRPWF.

The following procedure will be followed in tie situations:

Tie for First Place	Award two (2) Gold medals and one (1) Bronze medal. Silver is not awarded.
Tie for Second Place	Award one (1) Gold medal and two (2) Silver medals. Bronze is not awarded.
Tie for Third Place	Award one (1) Gold medal, one (1) Silver medal and two (2) Bronze medals.

Note: Only athletes receive Alberta Games medals.

ALBERTA CUP

The Alberta Cup is awarded to the zone achieving the most medal points for the sport competitions in the Alberta Games.

The procedure for awarding the Alberta Cup is as follows:

- Each sport consists of a varying number of events.
- Zones winning medals are awarded three (3) medal points for each gold, two (2) medal points for each silver and one (1) medal point for each bronze.
- Medal points are then totaled for each sport.

VI. AWARDS

ALBERTA CUP, CONT'D

- Total number of medal points are then converted to ranking points for each sport as follows:
 - Zone with highest # of medal points 8 ranking points
 - Zone with next highest # of medal points 7 ranking points
 - Zone with next highest # of medal points 6 ranking points
 - Zone with next highest # of medal points 5 ranking points
 - Zone with next highest # of medal points 4 ranking points
 - Zone with next highest # of medal points 3 ranking points
 - Zone with next highest # of medal points 2 ranking points
 - Zone with least # of medal points 1 ranking point
- Once all the zones with medal points for that event have received ranking points, then the remaining ranking points are divided equally among the zones who participated in that activity but did not win any medals.
e.g. Athletics

<u>Zone</u>	<u>Medal Points</u>	<u>Ranking Points</u>
1	1	4.5
2	1	4.5
3	2	6
4	3	7
5	0	2.5
6	5	8
7	Did not Participate	0
8	0	2.5

Note: Where team sport competitions have determined a full 1st to 8th placing, ranking points will be awarded on that basis and not evenly split between 4th to 8th place teams.

Note: A zone with no competitors in the sport does not receive medal or ranking points.

MINISTER'S CUP

The Minister's Cup is awarded to the zone showing the greatest improvement from one Alberta Games to the next (i.e. from summer to summer and winter to winter).

The procedure for awarding the Minister's Cup is to first calculate the ranking points (as in above procedures to determine Alberta Cup for most points). Secondly, the ranking points are converted to a percentage of all ranking points. Thirdly, the percentage for each zone is then compared to that zone's percentage from the Previous Games

SPIRIT OF SPORT AWARD

The Alberta Games Spirit of Sport Award is presented to the zone which best demonstrates the spirit of fair play, sportsmanship, team spirit and cooperation on and of the field of play. This award will be determined by vote, by the people who attend and make the Alberta Games happen.

Who receives a ballot to vote:

- The head coach of every zone for each sport;
- Every technical official in each sport;
- Each Host Community Sport Chair;
- Each Village Mayor; and
- Each member of the Mission Staff.

Criteria:

During competition, team members shall abide by the Alberta Games Code of Conduct and specifically shall:

- respect the rules;
- respect the Technical Officials and their decisions;
- respect their opponents; and
- maintain self control at all times.

Away from competition, team members shall:

- respect each other and the residents of the Host Community;
- maintain self control at all times;
- participate in the social activities of the Games;
- be good ambassadors for sport and their contingent; and
- be good supporters of their zone team members competing in other sports.

VII. INTERPRETATION

The interpretation of the official rules, policies, responsibilities and procedures laid down in this booklet, and the amendment of the whole or any of its parts, shall be the responsibility and prerogative of the Alberta Sport, Recreation, Parks & Wildlife Foundation.

The eligibility of any athlete that is not clearly established by these rules shall be determined by the Alberta Sport, Recreation, Parks & Wildlife Foundation and administered in accordance with the spirit and intent of these rules.

VIII. HOST COMMUNITY INFORMATION

Beginning February 9, 2012 and continuing through to February 12, 2012, Stony Plain, Spruce Grove and Parkland County will proudly play host to the Alberta Winter Games. As this is an event of great magnitude, approximately 3,000 volunteers will be involved in staging the Games.

Approximately 2,800 Alberta athletes, coaches and technical officials will participate.

GAMES FORMAT (ALL TIMES APPROXIMATE)

Thursday February 9, 2012

- | | |
|------------------------|---|
| 12:00 p.m. - 4:00 p.m. | <ul style="list-style-type: none">• Athletes, coaches, and chaperones arrive by bus• Participant's Registration Centre at the Tri Leisure Centre• Transportation service to Games accommodation |
| 4:00 p.m. - 6:00 p.m. | <ul style="list-style-type: none">• Supper for participants at Food Centre (Stony Plain) |
| 7:00 p.m. - 8:00 p.m. | <ul style="list-style-type: none">• Opening Ceremony at Fuhr Sports Park, Spruce Grove |
| 8:00 p.m. - 10:30 p.m. | <ul style="list-style-type: none">• Coaches' Meetings |
| 11:00 p.m. | <ul style="list-style-type: none">• Curfew |

Friday, February 10, 2012

- | | |
|------------------------|---|
| 6:00 a.m. - 9:00 a.m. | <ul style="list-style-type: none">• Breakfast at Food Centre• Transportation to sport venues |
| 7:00 a.m. - 6:00 p.m. | <ul style="list-style-type: none">• Competitions at various venues |
| 11:00 a.m. - 1:00 p.m. | <ul style="list-style-type: none">• Box lunch at venue |
| 5:00 p.m. - 8:00 p.m. | <ul style="list-style-type: none">• Supper at Food Centre |
| 7:30 p.m. - 10:00 p.m. | <ul style="list-style-type: none">• Athlete Entertainment |
| 11:00 p.m. | <ul style="list-style-type: none">• Curfew |

Saturday, February 11, 2012

- | | |
|------------------------|--|
| 6:00 a.m. - 9:00 a.m. | <ul style="list-style-type: none">• Breakfast at Food Centre• Transportation to sport venues |
| 7:00 a.m. - 6:00 p.m. | <ul style="list-style-type: none">• Competitions at various venues |
| 11:00 a.m. - 1:00 p.m. | <ul style="list-style-type: none">• Box lunch at venue |
| 5:00 p.m. - 7:30 p.m. | <ul style="list-style-type: none">• Supper at Food Centre |
| 7:30 p.m. - 10:00 p.m. | <ul style="list-style-type: none">• Athlete Entertainment• Coaches/Chaperones and Technical Officials Entertainment |
| 11:00 p.m. | <ul style="list-style-type: none">• Curfew |

Sunday, February 12, 2012

- | | |
|-----------------------|--|
| 6:00 a.m. - 2:00 p.m. | <ul style="list-style-type: none">• Breakfast/Lunch at Food Centre |
| 6:00 a.m. - 9:00 a.m. | <ul style="list-style-type: none">• Participants remove belongings from accommodations and store in designated area• Transportation to sport venues |
| 7:00 a.m. - 1:00 p.m. | <ul style="list-style-type: none">• Competitions at various venues |
| 2:00 p.m. | <ul style="list-style-type: none">• Competitions and medal presentations conclude |
| 2:30 p.m. - 3:00 p.m. | <ul style="list-style-type: none">• Closing Awards Presentation at Food Centre |
| 3:00 p.m. | <ul style="list-style-type: none">• Participants depart Stony Plain |