



2012 ALBERTA WINTER GAMES SPORT PLANNING CHECKLIST

DATE: _____ TIME OUT REVIEW DATE: _____

SPORT: _____ CHAIR: _____

FACILITY: _____ VENUE MANAGER: _____

Has facility been booked? Yes No _____

- Facility: Meets sport requirements
 Fails to meet minimum requirements but can be upgraded or accommodation can be made to utilize facility
 Fails to meet minimum requirements and is absolutely unacceptable for the competition

Comment on how facility can be upgraded or why facility is absolutely unacceptable for competition:

Who is responsible for facility setup/lockup/cleanup? _____

Is a Facilities Liaison required? Yes No _____

What provisions are required for safety? (i.e. fencing, nets, restricted areas for spectators, etc.) _____

Change Rooms & Showers:

Number of change rooms for athletes? _____

Number of showers for athletes? _____

Do alternate arrangements need to be made? Yes No _____

Change room available for Officials? Yes No _____

Number of washrooms available to participants? _____

Equipment Storage: *(Forward information to Warehousing Committee)*

Adequate storage space available at the venue? Yes No _____

Storage required for equipment overnight? Yes No _____

Storage space required in the Games warehouse? Yes No _____

Other Room Requirements:

Additional rooms for: Officials _____

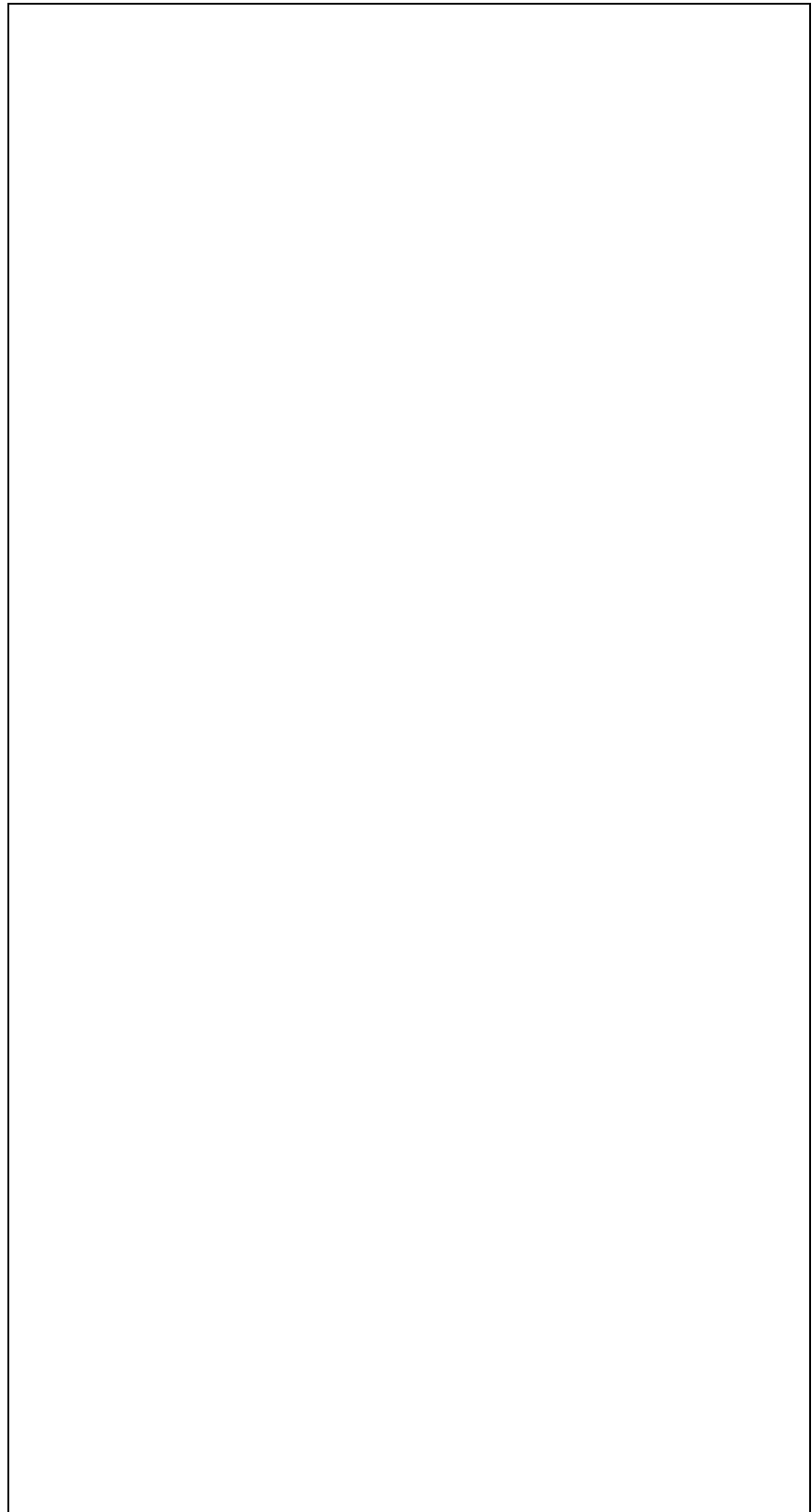
Athletes _____

Volunteers _____

VENUE PLAN:

Prepare a "venue plan" diagramming:

- Competition Area
- Players Benches
- Practice Area/Room or Warm-up Area/Facility
- Dressing Rooms/Weigh-in Areas
- Officials Working Area
- Storage & Results Posting Area or Board
- Results Working Area
- Schedule & Results Posting Area or Board
- Lunch Area or Room for Athletes, Coaches & Chaperones
- Communications Room/Area (phones & office equipment access)
- First Aid Area or Medical Room
- Medal Presentation Area (podium)
- Suggested Area for Media/ Photographers
- Suggested Area for Spectator Seating
- Admission Entrance(s)
- Concession Area/Room
- Lost & Found Area
- Souvenir Sales Area
- Volunteer Lounge
- Officials Lounge
- Temporary Facilities (bleachers, portable toilets, tents, trailers & shelters)
- Washrooms - athlete & public (permanent & portable facilities)
- Garbage & Recycling Containers
- Note: Outdoor Area - parking, suggested traffic flow, etc.
- Fence Lines & Entrances
- Vehicle Access Roads



OFFICE EQUIPMENT & SUPPLIES: *(Forward information to Games Office)*

OFFICE EQUIPMENT & SUPPLIES REQUIRED	QUANTITY	BORROWED? DONATED? RENTED? PURCHASED?	COST	SUPPLIER

Who is in charge of equipment for your sport? _____

Will you require assistance with equipment delivery? Yes No _____
(Forward information to Portable Equipment & Facilities Committee)

Will security for equipment be required? Yes No _____
(Forward information to Security Committee)

Is special insurance required on borrowed equipment? Yes No _____
(Forward information to Insurance Committee)

SIGNS: *(Forward information of requirements to Signage Committee)*

SIGNS REQUIRED <i>(INCLUDE DIRECTIONAL SIGNAGE)</i>	QUANTITY	SIZE	INDOOR/ OUTDOOR	PLACEMENT LOCATION	DATE REQUIRED

SPECTATORS:

Projected # of Spectators: _____ Is adequate room for spectators available? Yes No

What are recommended services for spectators (i.e. washrooms, concessions, bleachers, etc.)?

Will you provide a sport program, start lists, etc. for spectators? Yes No _____

TECHNICAL OFFICIALS:

Listed below is the total number of approved major technical officials (i.e. certified) required to officiate or judge the competition as appointed by the Provincial Sport Association.

Total Number of Technical Officials _____

Technical Officials available within 50 kms of the Host Community _____

Note: Technical officials are appointed and registered by the Provincial Sport Association.

VOLUNTEERS: *(Forward volunteer information to Volunteer Committee)*

Number of sport committee volunteers required? _____

Will any volunteers require special training? Yes No

If yes, who will conduct training and when? _____

How many of these volunteers are available in the host community? _____

Number of volunteers presently: Recruited _____ Registered _____

How will volunteers be recruited? _____

Will you require assistance recruiting volunteers? Yes No _____

Date for volunteer orientation rally or training (final sport meeting)? _____

Have Games Ambassadors been assigned? Yes No _____

Have Games Ambassadors been oriented to sport/venue? Yes No _____

COMPETITION:

Sport Chair familiar with technical package and rules of play (including protest procedures)? Yes No

Are there any sport specific protest forms? Yes No _____

SCHEDULE:

Please find attached the sport schedule (Appendix I) used at the previous games (if available). Please make all updates directly on the schedule.

Schedule is updated Schedule will be updated

Does schedule include practice times, competition times, lunch break, medal presentation times? Yes No

Is competition 2 or 3 days? How can competition be 3 days? _____

CONTINGENCY PLANS:

Backup facility in case of weather or facility problems? Yes No _____

Can the schedule be shortened if necessary? Yes No _____

Aware of "Communication Plan for Rescheduling an Event"? Yes No _____

RESULTS: *(Forward information to Results Committee)*

Name of Sport Committee volunteer designated as Results Liaison: _____

Sample score sheet sent to the Results Committee? Yes No _____

What is the procedure to forward results to the Results Centre? _____

Will the Provincial Sport Association use their own program for tabulating sport results? Yes No

MEDAL PRESENTATIONS:

Confirm if the medal count is correct as outlined in Appendix II.
(Please make any changes directly on the Appendix.)

Yes No

Suggested medal presenters for your sport? _____

Is a podium required? Yes No Is a carpet required? Yes No

MEDICAL SERVICES: *(Confirm risk factors & approach protocol with Medical Services Committee)*

Risk analysis of sport:

High Risk High Utilization Moderate Utilization Low Utilization

Is there a designated medical/first aid personnel part of the team or from the PSA? Yes No

If yes, what is provided _____

Is additional support required from the host community? Yes No

If yes, please indicate what is required _____

Are there special requirements that should be passed on to the Medical Services Committee including sport specific approach protocols? Yes No

If yes, please provide _____

FOOD SERVICES: *(Forward information to Food Services)*

Are there additional food items needed for the participants during competition that should be passed on to the Food Services Committee? Yes No

If yes, what additional food items would be required? _____

Will Technical Officials be able to leave the site for lunch and dinner?

Yes No _____

Are participants able to get to Food Centre Sunday? Yes No

If no, describe any potential problems: _____

GENERAL COMMENTS:

Provincial Sport Coordinator Signature

Date

Sport Chair Signature

Date

Venue Manager Signature

Date

Please return the signed checklist and appendices (if changed) to:

**Korrine Krokosh
Alberta Games & Marketing
Alberta Sport, Recreation, Parks and Wildlife Foundation
903 Standard Life Centre
10405 Jasper Avenue
Edmonton, AB T5J 4R7
(780) 422-8334 (w)
(780) 427-5140 (f)**

Deadline: April 27, 2011

ASRPWF TIME-OUT MEETING COMMENTS (OFFICE USE ONLY)