



**For Hosts
&
Participating Schools**

Section 1

General Information

Frontier Games Information

The following document is an attempt to answer questions which occur each year regarding Frontier Games. It is also an attempt to aid hosts to run a successful Frontier Games.

The first section answers questions regarding

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|-------------------|------------------------|
| 1. Meals | 8. School Interruption |
| 2. Transportation | 9. Extreme Weather |
| 3. Awards | 10. Entertainment |
| 4. Equipment | 11. Scheduling |
| 5. Officials | 12. Coaches Packages |
| 6. Participation | 13. Results |
| 7. Entry Forms | |

The second section suggests a possible format you could use to run the various Frontier Games sports. At the regional level, a format is suggested; however, the format is not always practical for all regionals.

The third section is a checklist for responsibilities for host schools. It is not applicable to everyone, so use it as you see fit.

For clarification of points or for any additional questions, contact the games coordinator for the school division.

Please note: As physical educators we would like to promote a clean environment and therefore there will be a **No Smoking rule** put into effect. Please advise your students about this. It will be up to each supervisor to discipline their own athletes. Thanks for your support.

1. **Meals**

Regionals:

The Division will subsidize the cost of meals - \$12.00 per person at the regional event. Any cost beyond this must be paid by each visiting school. For example, if your cost of food is \$18.00/person and the division pays \$12.00, then you must charge visiting schools \$6.00/person. Non-Frontier schools are not subsidized. If your cost is \$18.00/person, they must pay \$18.00/person. You must charge them, the division will not send them a bill. Schools need to know meal costs ahead of time, so that money can be claimed.

To claim a subsidy, please write to the Games Coordinator indicating the number of students, coaches, and chaperones who had meals. Do not include non-Frontier students or chaperones. A cheque will be sent to your school.

Divisionals:

The cost of meals at divisionals will be covered by the Division. Individual schools are asked to cover any enroute meal costs.

2. **Transportation**

Regionals:

All schools are responsible for arranging their own transportation.

Communities travelling by:

- Road will be responsible for 50% of their costs. The remaining will be paid by the Division.
- Rail will be responsible for 50% of their costs. The remainder will be paid by the Division. To claim this, bills must be sent to your Area Office to be directed to the Games Coordinator.
- Air will be responsible for 10% of their costs. The remaining 90% will be paid by the Division. To claim this, bills must be sent to your Area Office to be directed to the Games Coordinator.

Divisionals:

All arrangements will be made by the Games Coordinator. There will be no transportation cost to any school.

3. Awards

Regionals:

Awards provided by the Division will be sent to the hosting school.

- a) Medallions – medallions for first and second place in all sports. These will be supplied by the Division and sent to the host school
- b) Banners – 1st place in all events will receive a banner for the school to keep.
- c) Sportsmanship Awards will be provided however, the school may want to approach local businesses to put up money or articles for sportsmanship awards.

Awards provided by the Division for Divisionals for the Divisional host.

- a) Zipperpullees – will be provided for each participant.
- b) Medallions – for 1st and 2nd place in all events will be provided.
- c) Banners – 1st in all events will receive a banner for the school.
- d) Sportsmanship awards will be provided by the Division however, the host may want to approach local businesses to donate money or articles to go along with sportsmanship awards.

4. Equipment

Regionals and Divisionals:

Individual schools are asked to provide their own equipment for snow shoeing, skiing, badminton, and table tennis. A game volleyball, a game basketball, a game soccer ball, floor hockey sticks, 12 table tennis balls, 6 floor hockey balls, and 12 shuttles may be provided to the hosting school upon request. If equipment such as stopwatches is needed, contact other schools that are coming to the event. They may have equipment for loan.

5. Officials

Regionals and Divisionals:

Student leadership is a recognized goal of Frontier School Division. As much as possible, use students as major and minor officials. Training workshops for officials should be set up at the host school site well before the event is run. Give the students a chance to practice their officiating skills before they are thrown into a high pressure game at Regionals or Divisionals.

6. Participation

Regionals: Participation is another recognized goal of Frontier Games. Remember that each athlete is allowed to participate in only 3 events at the Regional or Divisional level. Try to increase participation as much as possible. For example, allow more skiers or trapsetters in the event, than you normally do.

7. Regional Meet Entry Forms

It is important that all schools fill out and give a copy of the Regional Meet Entry Form to the regional host and to the Games Co-ordinator. If a copy is not sent beforehand, it should be brought to the games. It is advisable that when a regional information package is sent out to the schools, a regional meet entry form be included. These forms should be kept on file at least one year.

8. School Interruption

Although a minimum of school disruption is desirable, it is important to recognize that one or two people cannot successfully host regionals or divisionals. The principal, superintendent, and host commissioner should discuss the possibility of shutting down classes in the school to free up teachers and students to help with the games. In addition to running events and officiating people need to be in charge of meals, accommodations, opening ceremonies, awards, clean-up, supervision, canteen, hospitality, and other duties.

It is possible for guest coaches and chaperones to help out with the games; however, schedules, equipment, and officials should be the responsibility of the host.

9. Extreme Weather

Outdoor events may be shortened due to extreme cold or wind or both, upon the discretion of the commissioner. When wind-chill factors are above 2000 watts per square meter, outdoor events will be canceled or postponed. In the case of a cancellation, schools are to time their own athletes, and send the results to the Games Coordinator.

10. Entertainment

Providing entertainment is important for students who are not constantly involved in activity. Put a committee in charge of organizing a movie schedule, computer games, board games, goofy indoor or outdoor events, or whatever.

11. Scheduling

With a shortage of gym time, block scheduling is often the most effective method of using the gym. For example, running three to four girls basketball games in a row could free up the boys to ski, trapset, snowshoe, or play table tennis. The groups could then switch. Examples of schedules can be obtained from the Games Coordinator. Remember to schedule in time for awards.

12. Coaches Package

The following should be included in a coach's package:

- ___ overall schedule
- ___ specific schedule
- ___ meeting areas for various sports
- ___ special rules and methods of tie breaking
- ___ maps (snowshoeing, skiing, school areas)
- ___ school rules
- ___ entertainment schedules
- ___ meal schedules
- ___ accommodation information
- ___ opening ceremonies information
- ___ list of commissioners
- ___ emergency phone numbers
- ___ appeal procedure
- ___ local transportation schedules between schools
- ___ entertainment

13. Results

Results of regionals must be sent to the Divisional host and to the Games Coordinator. Keep track of first to ninth place so that if first or second cannot go to Divisionals, we know who placed third, fourth, etc.

Results of Divisionals will go to the Games Coordinator for distribution.

Section 2

Tournament Format

TOURNAMENT FORMAT

1. Team Sports: Basketball, Volleyball, Floor Hockey, Soccer

Regionals:

The tournament format is left to the discretion of the regional coordinator. It is recommended that the format follows Divisional guidelines.

Divisionals:

- (1) Format will be round robin with the top two after round robin playing in the finals. Host may wish to advance the top three teams: giving first place a bye, however, all schools must know this before the tournament.
- (2) A coaches meeting before the games is advisable.
- (3) All ties after the round robin should be decided by a play-off, not points for and against.
- (4) In volleyball, a game to 15 points would be held between the two teams.
- (5) For basketball, a 12 minute straight time are played. If no winner is determined, another 6 minute period is played until a winner is declared.
- (6) For floor hockey and soccer a sudden death period will be played in event of a tie in a play-off game.

2. Racquet Sports: Badminton and Table Tennis

Regionals:

The format left to the discretion of the host, based on the number of entries. It is recommended that a round robin be used with each match consisting of two 11 point games for table tennis and two 21 point games for badminton. If time is a factor, games can start with the score at 4-4. Record one win for each game won.

For example, if Team A beats Team C in first game; 21-7 and Team C beats Team A in second game 21-13, record as one win each.

Finals:

The top two teams or top two teams from each pool will play off in a best of three semi-finals (depending on the number of pools).

Divisionals:

Format will be round robin as described above under regionals. A table tennis match will be two 11 point games. A badminton match will be two 21 point games.

Finals:

Badminton, all semi final and final matches will be set of three 15 point games. For badminton, the top 2 teams will advance to the playoffs. All ties for placing after round robin will be decided by a playoff. Play one 21 point game to eliminate ties. Points for and against should not be used.

Table tennis semi-finals may be the best of three or five 11 point games. Finals will be best of five. The top two teams from each pool will advance to the playoffs. First place in Pool A will play second place in Pool B and first place in Pool B will play second place in Pool A. All ties for placings after the round robin will be decided by a playoff, not points for and against. Play one 11 point game to decide placing.

3. Snowshoeing

Format:

Team event with 2/team. Race one trail will occur on an oval track. Race two trial will be a cross country race. The first team member will run half the distance, then hand off a baton to the second team member. Boys will run 1 km each; girls will run 1 km each. See the snowshoeing rules for more details.

Regionals:

Mass starts are more exciting. Depending on the number of entries and the width of the racing track, you may start runners in heats of four or five. Send the second heat 15 – 30 seconds after the first. It is helpful if team members have the same color top. Race should be held on a packed trail. Be sure to station spotters around the oval.

Divisionals:

Staggered starts of 15 sec. – 30 sec. will be used. Mass starts where possible.

4. Cross Country Skiing:

Regionals:

Staggered starts are recommended. Each trail should be tracked for traditional style whenever possible.

Divisionals:

Staggered starts will be used. Each trail will be tracked whenever possible.

***For any outdoor event the participants must be wearing a toque and gloves in order to compete. Failure to do so will result in disqualifications.**

5. Trapsetting

The following format has been found to be effective:

Use two sets of traps. Each competitor will be a trail with each set in the morning and a trial with each set at another time, making four trials in total.

There will be a warm up scheduled by the commissioner for all setters.

Instead of a timed practice trial, have each competitor test out each trap he/she is about to use. If any are found to be defective, they can be replaced. If the competitor is satisfied with the traps, and a trap fails, that's the competitor's problem. Have each competitor test the traps before each trial, since traps deteriorate and can malfunction over time.

NB** Test all traps well before the competition date. Repair defective traps or get replacements. If you don't have enough, ask another school to bring some as well. Be sure to have 10-12 working traps that can be used if your competition traps become defective. Be sure to have a timer on each competitor.

Section 3

Check List

FRONTIER GAMES CHECKLIST

Correspondence:

_____ Letters to Schools (information and schedules)

_____ Letters of Invitation

_____ Press Release

Meals

_____ Food ordered

_____ Meals planned

_____ Meal times set (breakfast, lunch, supper, snack, hospitality room)
(Meal Tickets)

_____ Hospitality room designated

_____ Meal servers

_____ Meal clean-up

_____ Canteen stocked

_____ Canteen hours set

_____ Bag Lunches

Accommodations:

_____ Lost of visitors (numbers)

_____ Rooms designated

_____ Signs made

_____ Mats available

Shower Scheduled

- _____ Clean-up
 - extra staff or hours
 - toilet paper, soap, paper towels
 - garbage cans visible

Opening Ceremonies:

- _____ Dignitaries invited and confirmed
- _____ Physical setup
 - sound system
 - chairs/platform
 - line up of athletes
 - parade of athletes
- _____ Regional banners made
- _____ Banner carriers chosen and practiced
- _____ Entertainment
- _____ Programs and students passing out programs
- _____ Regional introductions
- _____ Master of Ceremonies
- _____ Student Speakers
- _____ Cultural component e.g. gift exchange

Awards:

- _____ Awards ordered
- _____ Presentation of awards
 - who is presenting
 - when

Cleanup and Supervision:

- _____ Janitor cleanup
- _____ Loads of toilet paper and paper towels
- _____ Garbage cans

Schedule:

- _____ Overall schedule completed
- _____ Detailed schedule done
- _____ Commissioners' established
- _____ Commissioners meetings
- _____ Score sheets made
- _____ Equipment
- _____ Results Board made with headings
- _____ Referee schedule

Transportation:

- _____ Typed information of how teams are arriving
- _____ Storage of buses
- _____ Rooms for bus drivers
- _____ Transportation between schools

Welcome:

- _____ Welcoming Committee
- _____ Decorations

Coaches Package:

- _____ Deadline for collecting
- _____ Typewriters/computers ready
- _____ Coaches' meeting
- _____ Putting packages together

Entertainment:

- _____ Organized
- _____ List made
- _____ Dance?
- _____ Prizes at Dance

First Aid:

- _____ Supplies available
- _____ First Aiders at Events, In and Out.

Publicity:

- _____ Notification
- _____ Photography
- _____ Video Taping

Miscellaneous:

- _____ Theme
- _____ Mascot
- _____ Sale Items
- _____ Closing Ceremonies