



**Canada Games
Council**
*Inspiring Dreams and
Building Champions*

**Conseil des Jeux
du Canada**
*Du rêve au
champion*

Canada Games Council Games Policy and Procedures

POLICY NUMBER: #36.001
NAME: Competition and Practice Scheduling
FUNCTIONAL UNIT: Sport Operations
RELEVANT STANDARD: 36-M-03-4; 36-G-01-3
APPROVED BY: CGC Sport Committee
ORIGINAL APPROVED DATE: 2010.01.11
REVISION APPROVAL DATES: 2011.04.30

PREAMBLE

The sport schedule for the Canada Games is one of the most important elements to create, maintain, and communicate for a successful Canada Games. The sport schedule impacts virtually every stakeholder in each Canada Games, including provincial/territorial teams, national sport organizations, multi-service sport organizations, broadcasters, media, VIPs, spectators, as well as the Host Society and its operations. It is important that the sport schedule is created early, fairly, and involves consultation of a variety of stakeholders in its creation.

This policy will outline timelines, communication obligations of the host society, and the approval process in the development of the sport schedule. Further, this policy will outline schedule change procedures as they relate to competitions, practices, and requested or required rescheduling before and during the Canada Games.

POLICY STATEMENT

The Host Society, in cooperation with the National Sport Organizations and the Canada Games Council will develop, approve, and manage the sport schedule for the Canada Games including competitions, practices, and rescheduling.

The sport schedule is to be reviewed in consultation with provincial/territorial teams and broadcasters through a transparent process.

This policy aligns with the Canada Games sport scheduling standard (#36-G-01.2).

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STANDARDS

Sport Schedule: The detailed multi-sport schedule of the Canada Games, including competitions and practices. Developed 12 months before the Games. The sport schedule must include the following information:

- date, hour, and minute of scheduled competition or practice;
- distinction between competition and practice;
- sport and event names;
- provincial/territorial teams in each competition (if applicable);
- competition pool structure (if applicable);
- venue location;
- current and past version dates and numbers of sport schedules;
- general arrival times of applicable sports pre-Games (ex: 60 minutes before competition, 45 minutes before practice).

Overview Sport Schedule:	A synopsis schedule, broken down by day and by sport, indicating days on which there are scheduled practices and/or scheduled competitions. Developed 36 months before the Games.
Competitions:	Include preliminary, play-off, and final competitions in every sport.
Practices:	Include practices scheduled by the Host Society in cooperation with National Sport Organizations. Practices are not to be confused with warm-ups that precede competitions.
Broadcast Schedule:	The schedule developed by the Host Broadcaster(s) that outlines which competitions from the sport schedule will be broadcast.

COUNCIL'S ROLE IN IMPLEMENTATION OF POLICY

PROCEDURES

The sport schedule is developed by the Host Society in consultation with the National Sport Organizations, and Canada Games Council. If the Host Broadcaster(s) are contracted between 24-12 months out from the Games, the Host Society and Council will make an effort to include broadcasters for early consultation of the sport schedule in its development.

The sport schedule is developed by Host Societies and National Sport Organizations using the Games' technical package and reviewing the sport schedule from previous Canada Games as primary resources.

Only one *bilingual* sport schedule will be developed.

Overview Sport Schedule Development (36 – 24 months out)

1. The Host Society, National Sport Organizations, and Canada Games Council create the overview sport schedule 36 months before the Games.

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2. The Host Society will publish the overview sport schedule to its website no later than 24 months before the Games.

Sport Schedule Development

(24 – 12 months out (Mission 1 Conference))

Competition

3. The Host Society will begin to build the sport schedule (additional detailed schedule, see definitions) immediately following the National Sport Organization Technical Representative Conference-1 (T1), in consultation with National Sport Organizations and the Canada Games Council. T1 is held approximately 24 months before the Games.
4. The sport schedule will be first distributed at the Chef de Mission-1 Conference (M1) to Broadcasters and Chefs de Missions. M1 is held approximately 12 months before the Games.
5. Immediately following M1, the sport schedule will be posted to the Host Society's intranet site.
6. Wherever possible, there will be no competitions or practices within three hours of the beginning or close of the Opening Ceremony.
7. There will be no competitions or practices scheduled on Turnaround Day.
8. All sport and event competitions must have concluded at least three hours before the Closing Ceremony.

Practice

9. Practices and services will not be arranged by the Host Society prior to the Friday (Week 1), or Sunday (Week 2). Practices and services will not be arranged by the Host Society following the close of the sport-specific competition (Week 1 and Week 2).
10. In respect of the travel distances across Canada, wherever possible when scheduling practices and *preliminary* competitions, teams with the least travel time to the Games' host city will practice and compete first, and teams with the longest travel distance will practice and compete last.
11. Only practices and competitions in the detailed schedule will be arranged by the Host Society and will have Games' services coordinated.
12. If applicable to sport rules, at least one practice per team will be offered, scheduled, and coordinated by the Host Society prior to the beginning of each sports' competition.
13. There will be no cost to the teams for official Canada Games practices or competitions detailed in the sport schedule.

Managing Requested Schedule Changes (Partner Consultation)

(Mission 1 Conference – 3 months out (12 - 3 months out))

14. Schedule change request forms will be created and distributed at M1. Requests will be considered from Chefs de Mission and Broadcasters primarily. Host Societies may also use this process to request a change.
15. Schedule change request forms must be submitted to the Host Society to signal a schedule change request by Chefs de Mission or Broadcasters. These forms are to be used both for practice and competition requests.
16. Schedule change request forms will be posted immediately to the Host Society's intranet site. An email will be distributed to the Chefs de Mission and Broadcasters notifying them of a significant schedule change request posted online (ex: venue change, date change, shift of several hours, etc.).
17. Schedule change requests will be considered jointly and approved by the Host Society, NSO Technical Representatives, and Canada Games Council. When applicable, consultation with primary effected Chefs de Mission (via Council or Host Society) or Provincial Sport Organizations (via NSO) will occur.
18. Schedule change requests will be considered, and a decision rendered and communicated back to the requestor within 21 days of receipt. If the change results in a modification to the practice or sport schedule, an updated version of the schedule will be posted to the host society's intranet site on the 1st day of the following month.
19. Schedule change requests from Chefs de Mission will only be accepted up to three months and 21 days before the Games.
20. The Host Society will create a schedule change request tracking sheet. This sheet will be posted to the intranet site, and will clearly outline the party requesting the change, the decision rendered, and any change made to the competition and practice schedule.
21. An updated sport schedule will be posted the 1st day of each month between M1 and until three months before the Games, when required.

Managing Required Schedule Changes and/or Exceptional Change Requests

(3 months out – Games-time)

22. The Sport Schedule becomes "final" three months before the Games.

Exceptional Change Requests (ex: Broadcaster coverage, addition of a team)

23. The "finalized" sport schedule will be integrated and posted on the Host Society's website in the Games management system three months before the Games, and sent out to all P/T Chefs de Missions.
24. Broadcast schedules will be made public as soon as possible after the "finalized" sport schedule has been communicated.

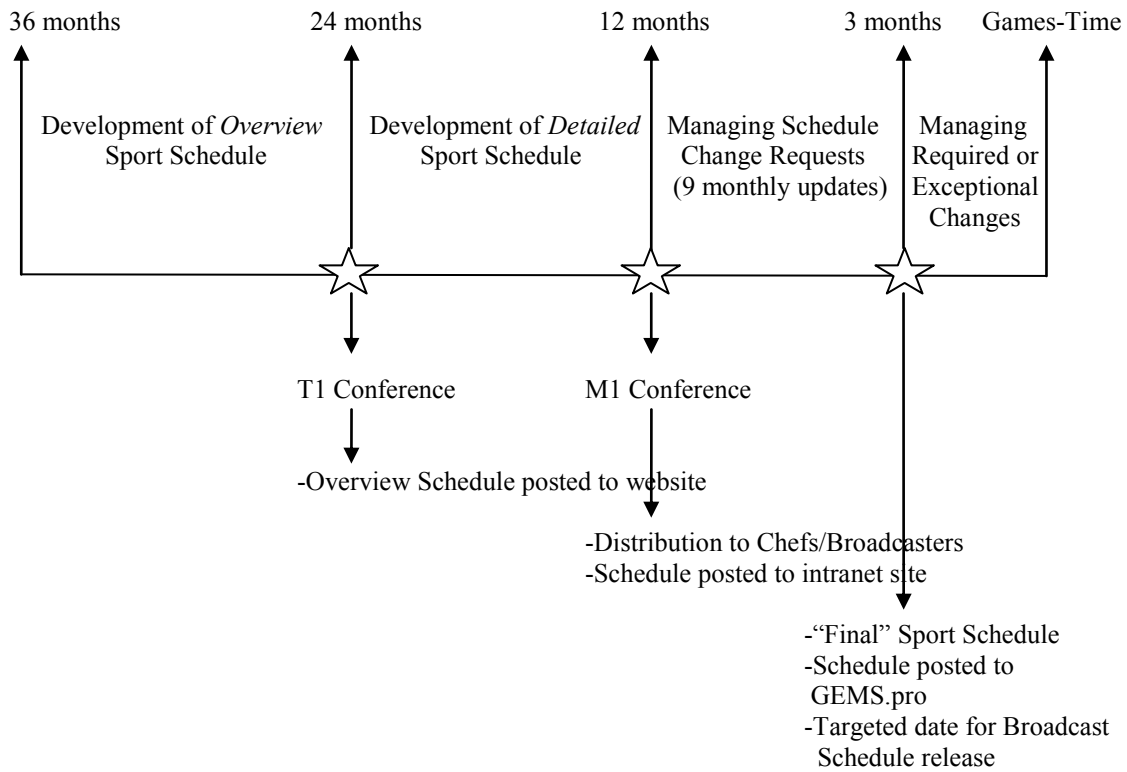
25. Only *exceptional* change requests will be considered at this time. The Host Society, Canada Games Council, and NSO Technical Representative will determine whether a change request is exceptional in nature.
26. Exceptional change requests will be dealt with as soon as possible, following the process above in a more condensed timeframe:
- i. 12 – 5 weeks out: within 1 week;
 - ii. 4 – 0 weeks out: within 48 hours;
 - iii. Games-time: within 1-4 hours.
27. The Host Society’s intranet site will continue to remain active and post the most updated sport schedule in excel format for ease of printing and distribution.

28. Appeals can be dealt with through the CGC’s Dispute Resolution Policy.

Required Schedule Changes (ex: condemnation of a sport venue, removal of a team)

29. *Required* schedule changes will be dealt with jointly by the Host Society, National Sport Organization, and Canada Games Council. The need for a change is typically signalled by the Host Society or the National Sport Organization pending weather or venue issues or travel issues, as examples.
30. If the change occurs before the Games, the change will be made online to the excel document, and also within the Games’ management system, and an email circulated to all Chefs de Mission immediately outlining the issue and informing the change has been made.
31. If the change occurs during the Games, the steps in communication are as follows:
- a. Sport Organizing Committee – NSO decision;
 - b. Sport Organizing Committee – Games’ Operations Centre;
 - c. Games’ Operations Centre – divisions (update online excel and website);
 - d. Games’ Operations Centre – Mission, Council, and Broadcasters email and inbox (sport schedule and transportation schedule changes).

TIMELINE OF SPORT SCHEDULE DEVELOPMENT AND MANAGEMENT



REFERENCES

1. 2007 Canada Winter Games Sport Schedule.
2. 2009 Canada Summer Games Sport Schedule.
3. Schedule Request Change Form.
4. Canada Games Council's Dispute Resolution Policy.