



TECHNICAL PACKAGE / HOST INFORMATION



2026 4A BOYS/GIRLS BASKETBALL PROVINCIAL CHAMPIONSHIPS

MARCH 19-21, 2026

LETHBRIDGE, AB

**SET
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1. TECHNICAL PACKAGE

A. PROVINCIAL CHAMPIONSHIP OVERVIEW: BASKETBALL

DATE	March 19-21, 2026
VENUE	Winston Churchill High School, Immanuel Christian Secondary School and Lethbridge Collegiate Institute
HOST SCHOOL	Winston Churchill High School

Winston Churchill High School (WCHS)

1605 - 15th Ave N

T1H 1W4

403-328-4723

School Website: [Home | Winston Churchill High School](#)

Immanuel Christian Secondary School (ICSS)

802 - 6th Ave N

T1H 0S1

403-328-4783

School Website: [Home | Immanuel Christian Secondary School](#)

Lethbridge Collegiate Institute (LCI)

1701 - 5th Ave S

T1J 0W4

School Website: [Home | Lethbridge Collegiate Institute](#)

B. COMMITTEE / CONTACTS

Tournament Chair	Jonathan Dick / jonathan.dick@lethsd.ab.ca / 403-894-3347
SSA CONTACT	Deryk Venance / deryk@schoolportalberta.ca / 587-404-9358
SSA Girls Basketball Commissioner	Kyle Palmer / kyle.palmer@epsb.ca
SSA Boys Basketball Commissioner	Chad Watson / chad.watson@sd76.ab.ca
Grievance Chair	Jamie Bach / jamie.bach@lethsd.ab.ca
Sportsmanship Chair	Shannon Court / shannon.court@lethsd.ab.ca
Minor Officials Chair	Deanna Sample
Facilities/Admission/Security Chairs	Aaron Becking/Omar Kadir/Alexa Koshman
Awards Chairs	Jamel Sayyad/Ahmad Abushaban

C. COACHES MEETING

- The **mandatory** Coaches/Captains meeting will take place via Zoom at 7:00pm on Tuesday, March 17th. Microsoft TEAMS Link: <https://teams.microsoft.com/meet/23112851784613?p=6IHPaUcq5LF3daiTFN>
- As per the SSA Official Handbook: “Any team that attends provincials as the zone/regional representatives and fails to attend or send a team representative to the mandatory coaches meeting will be fined a fee of \$250 for failing to send a representative to the coaches meeting. This fee will be collected by the SSA office and split between the host of the championship and the SSA; the latter of which will be earmarked for the SSA subsidy account to help offset costs to SSA provincial hosts. The executive will have the sole discretion to waive the penalty based on the rationale provided by the school for failure to attend coach’s meetings.”
- Coaches Meeting Agenda: [4A BBall Coaches Meeting Agenda.docx - Google Docs](#)

D. SCHEDULE / OPENING CEREMONIES

Monday, March 16

12:00pm	Team Registration Deadline
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Tuesday, March 17

7:00pm - 8:00pm	Mandatory Online Coaches Meeting. Meeting Link: https://teams.microsoft.com/meet/23112851784613?p=6IHPaUcq5LF3daiTFN
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Wednesday, March 18

12:00pm - 10:00pm	Team Practice Times
12:00pm - 10:00pm	Team Photos - Teams practicing at WCHS on Wednesday will do their team photo prior to their scheduled practice time. For teams practicing at either ICSS or LCI on Wednesday, come to WCHS before or after your practice time on Wednesday or please book a photo time at this link: Team Picture Schedule

Thursday, March 19

9:00am - 10:00am	Opening Ceremonies @ Winston Churchill
11:00am - 10:00pm	Thursday Games (See Schedule)

Friday, March 20

10:00am - 9:30pm	Friday games (See Schedule)
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Saturday, March 21

8:00am - 7:30pm	Saturday Games (See Schedule)
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E. REGISTRATION

Fees

- Fees for the tournament will be \$940. This includes the registration fee (\$770) and the athletic therapist (\$170).
- There is also an additional fee for the John Paton Pay it Forward, \$1.00 per athlete which will need to be added when submitting payment.

Payment Methods

- Cheques can be made out to the host school and given to welcoming committee member when they meet with you to give you your registration package
- If you are unable to pay by cheque and need to pay using an EFT or Credit Card (additional fees will apply) then please email jj.ondrus@lethsd.ab.ca to make arrangements.

Other Registration Info

- Registration Deadline - Registration will occur online using the Registration button on the SSA website. The online Forms include a team roster, team photo, and a brief team history. This is due by Monday, March 16, at noon.
- Teams will be checked in and given their registration package at their scheduled practice time on Wednesday March 18. Any teams choosing to not practice on Wednesday will be checked in and given their package prior to or immediately following opening ceremonies on Thursday.

F. TEAM PICTURES / GAME PHOTOS

- If your team is practicing at Winston Churchill on Wednesday, your team photo will be done prior to the scheduled practice time. Please make sure to arrive early and have your team uniform or whatever your desired team picture gear is with you.
- For teams practicing at Immanuel Christian and LCI on Wednesday, please sign up for your team picture time at the schedule here: [Team Picture Schedule - Google Sheets](#)
- Teams practicing at ICSS and LCI can also choose to stop by WCHS on Wednesday before or after their practice time to get their pictures done if they would rather get it done and out of the way.
- Team pictures will also take place following medal games.
- Team photos and action photos taken throughout the tournament will be uploaded to the SSA Google Drive.

G. PRACTICE SCHEDULE

- Teams will have the opportunity to practice in the gym where they will play their first game on Thursday.
- All practices will be scheduled for Wednesday March 18 and will be 1 hour time slots.
- Practice times will be pre-assigned based on your zone and the distance travelled to get here.
- If you have concerns regarding practice times or are not planning to use your assigned practice time, please email the tournament chair at jonathan.dick@lethsd.ab.ca
- The practice schedule will be updated on Monday, March 16 once registration is finalized.
- [2026 SSA Basketball Provincials Practice Schedule](#)

H. OFFICIALS

ABOA

- The Alberta Basketball Officials Association (ABOA) is recognized to provide officials for provincial competitions. Arrangements for officials at all provincial competitions shall be made by the Executive Director and/or appointees of the SSA Executive in cooperation with the ABOA.

Minor Officials

- Minor officials (scorekeepers) are volunteers from Winston Churchill, Immanuel Christian and LCI schools as well as staff and parent volunteers. Please treat them with respect and understanding; they are volunteering to help make the event run as smoothly as possible. Each scorekeeping table will be supervised by the facility managers
- If you or the team has any concerns with the scorekeeping, a member of the coaching staff or teacher supervisor will address it through the Officials and/or Facility Managers. Do not direct comments to the minor officials. Spectators will not address any officials/minor officials at any time, or they will be asked to leave the facility promptly.

ABOA Game Protocols

- Scoresheets should be completed/verified at least 10 minutes prior to tip off
- Captain's meeting will occur 7:00 prior to tip-off
- At 1:30 before tip-off, players should clear the floor and report to their bench
- Player jerseys must be tucked in during play;
- All players' uniform accessories must be the same colour
- Players are not permitted to wear jewellery *of any kind* during play
- Players must be at the score table and be waved in before entering the game
- Teams must leave time outs at the 00:10 mark (at the warning horn)
- Only the Head Coach may address officials from the team bench area
- Only one of the head coach or an assistant may stand during play at any one time
- Bench players/personnel must stay seated during play; spontaneous standing to cheer a single play is allowed for 3-5 seconds, then they must sit down again

I. GRIEVANCES & DISCIPLINE

- There are two key focuses of the Grievance/Discipline Committee at SSA provincials.
 - The first focus is to deal with matters that occur during competition, typically discipline/conduct issues, and appeals that may arise from ejections.
 - The second focus is to handle any other matters that arise that require dispute resolution.
- Grievances need to be brought up to the Grievance Chair (Jamie Bach) first and will then be discussed and concluded by the committee that is made up of an administrator, an SSA Commissioner or Staff Member, a head official from ABOA, and two coaches who or are not in conflict of interest.

J. TEAM ROOMS / CHANGE ROOMS

- Changerooms will be available for teams to use at all venues.
- Please do not bring valuables as Winston Churchill High School will not be responsible for lost, damaged

or stolen items. These rooms will not be locked during the competition. We ask that all athletes and coaches respect the changerooms. It is expected that the room will be left the way it was found. We appreciate your cooperation in this matter.

- Teams will have access to the changeroom for half time of the game they are playing in.
- We ask that the teams playing the next scheduled game do not access the changerooms until after halftime of the previous game.
- When there is gender cross-over in gyms (girls games following boys games or vice versa), please have a staff member/volunteer do a quick check of the assigned changeroom prior to entering.
- Changerooms will be labelled as higher seed and lower seed, please use the appropriate room.

K. COMPETITION UNIFORM

- The higher ranked team for each game will wear their lighter coloured uniform.
- Higher ranked teams will be identified as the home team and lower ranked teams as the visitor team.
- The home team will be on the left side bench and the visitor team will be on the right (when looking at players benches from the spectator area). When Winston Churchill Plays at Winston Churchill, they will be on the left side bench.
- In the event of a color discrepancy between a light uniform and a dark uniform, one team may be requested to change to a more suitable option available to them. This decision will be made at the discretion of the officials.
- Please do not change in the gym at your respective benches. Please make any uniform changes in the change rooms provided by the hosts.

L. EQUIPMENT

- Please bring your own warm up balls for practice and warmup.
- A 4A Tournament branded Spalding game ball will be used for all games.

M. FIRST AID / ATHLETIC THERAPY

- Each venue will have a student trainer (U of L), and/or Certified Athletic trainer on hand for all tournament games. These individuals will be at each game a minimum of 30 minutes before tip off.
- These trainers are there to assess and administer treatment for injuries that occur during a game of the tournament. Any preexisting injuries are to be dealt with by the individual, parent, medical professional or coach prior to games. Assistance with these injuries can be provided if you are untrained or unfamiliar with the proper technique.
- There will also be high school sports medicine students available during each game to help with getting ice/cold packs for teams. We ask that ice and other requests come directly from coaches or other team personnel.
- Teams must provide their own medical supplies and plan to do their own taping. Any major injuries should be dealt with accordingly and taken to the hospital when necessary.

2. HOST INFORMATION

A. VENUE INFORMATION

Winston Churchill High School (WCHS)

1605 - 15th Ave N

T1H 1W4

403-328-4723

School Website: [Home | Winston Churchill High School](#)

Immanuel Christian Secondary School (ICSS)

802 - 6th Ave N

T1H 0S1

403-328-4783

School Website: [Home | Immanuel Christian Secondary School](#)

Lethbridge Collegiate Institute (LCI)

1701 - 5th Ave S

T1J 0W4

School Website: [Home | Lethbridge Collegiate Institute](#)

B. ACCOMMODATIONS

SSA Partner Hotels

Option #1	Sandman Signature Lethbridge Lodge 320 Scenic Drive South Lethbridge, AB Contact Carrie or Crystal and indicate you are booking for 4A Basketball Provincials at: 403-331-6928 Sales_lethlodge@sandman.ca	2 Queen Beds or King Bed with Sofa \$139.00 per night plus taxes/fees
Option #2	Sandman Hotel Lethbridge 421 Mayor Magrath Drive South Lethbridge, AB Contact Carrie or Crystal and indicate you are booking for 4A Basketball Provincials at: 403-331-6928 Sales_lethlodge@sandman.ca	2 Queen Beds or King Bed with Sofa \$99.00 per night plus taxes/fees

C. FOOD & BEVERAGE

- There will be limited concession sales available at both Winston Churchill and Immanuel Christian Schools.
- During school times on Thursday and Friday, the cafeteria at all three schools will be available for people to purchase food and beverages.

D. HOSPITALITY

- Coaches, Volunteers and Referee's will have access to the hospitality room(s) for breakfast, lunch, supper, light snacks and beverages throughout the event.
- Hospitality rooms will be located in the school staff rooms at both Winston Churchill and Immanuel Christian.
- Referees will have a separate space from the main hospitality room in which they can use as a meeting and resting space.
- LCI will not have a hospitality room as there are only 4 games there on Thursday. There will be space where drinks and small snacks will be available.

E. PARKING / TRANSPORTATION

- Please do not park any buses in school parking lots. Please use surrounding area parking and/or areas listed as overflow parking in the pictures below.
- If buses are dropping off teams, this can be done in the bus lane in front of each school.
- During school hours, parking will be very limited in the school parking lots.

Winston Churchill

- Overflow and bus parking:
 - Roadside parking along 16th St to the West of the school
 - Stan Siwik Swimming Pool (1) and Strip Mall to the East of the school property.



Immanuel Christian Secondary School

- Parking and overflow
 - Parking at baseball diamonds (1) across the street to the north.
 - Overflow parking at Prairie Baseball Academy and BMX track parking lot (2).



Lethbridge Collegiate Institute

- Parking
 - LCI school parking lot (1), not during school hours.
 - Roadside parking surrounding school
 - Surrounding schools and school division parking lots, not during school time.



F. TICKETING

- All ticketing will be digital/online and coordinated through the SSA Office and Hudl partnership.
- Spectators can purchase event tickets at the link here:
<https://www.watcheschoolsport.ca/ssaprovincialtickets/>
- Once spectators show proof of online purchase and are scanned at the gate the first time they will receive a wristband which must be worn.
 - Wristbands will be good for either day or tournament admission depending on purchase. Wristbands will be good for admission into all venues.
- Admission Prices:
 - Day Pass - \$12
 - Tournament Pass - \$30
 - Children 10 & Under - Free

G. LIVE STREAMING

- All Live streaming will be accessible through the School Sport Alberta Network using HUDL technology and equipment.
- Viewing packages will vary in price based on the number of days streaming.
- Options will include the following:
 - Day Passes - \$12.00,
 - Tournament Pass - \$30.00.
- For more information on streaming please go to the 4A Basketball Provincials website at: [2026 - SSA 4A Boys & Girls Basketball Provincials | School Sport Alberta](#)
- No secondary live streaming is allowed or permitted at this event. Failure to comply may lead to disciplinary action from SSA and hosts.

H. SPECTATORS

- Spectators and teams not playing in the current game will not be permitted to shoot at halftime, quarter time, or timeouts during the game. PLEASE ADVISE YOUR SPECTATORS THAT THEY ARE NOT TO BRING THEIR OWN BASKETBALLS INTO THE GYMS.
- SSA Code of Conduct Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities.
- Spectators must also show proper acceptance of officials' judgment.
- Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cowbells, plastic tube horns, garbage can lids, etc.
- The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement. The Executive Committee or its host/designated representative shall have the authority to direct any person to immediately leave any premises or venue hosting any SSA-sanctioned event if that person:
 - Exhibits rude or abusive
 - Uses vulgar, obscene or abusive language and/or gestures
 - Fails to promptly follow any reasonable direction given to that person by the designated representative of the SSA

I. MERCHANDISE

- Northwest Designs will be in the venue and offer SSA Provincial Championship apparel for purchase at Winston Churchill High School on-site. Merchandise will not be available at either Immanuel Christian or Lethbridge Collegiate.
- If you are not able to purchase your apparel at the event due to a shortage of stock, you will have the opportunity to make a team order after the event. For more information on how to place a post-event online order, please see the Championship Website.

SPORTSMANSHIP AWARD - NOMINATION BY QR CODE SIGNAGE

- These should be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. They may be given to athletes, coaches, parents and spectators. These individuals should be recognized for bringing positive presence to the Championship and demonstrating consistent exemplary sportsmanlike behavior. Recipients of a sportsmanship award should show exemplary behavior.
 - Name, School, Jersey # (if applicable), and description of why they received the award.
 - Athlete/Coaches:
 - Conduct themselves in a positive nature/manner during, before and after the race
 - Be courteous, polite and friendly at all times
 - Show good sportsmanship during the race
 - Show concern, respect or empathy for an opponent-display an outstanding act of sportsmanship, ethics or integrity

SPECTATOR / PARENTS:

- Consistently give positive feedback to players/others
- Welcome opponents
- Positive comments before, during and after the game
- Be helpful to others (ie. willingly offer information about the championship, scheduling, venue locations, etc. to onlookers)
- At the end of each match, two winners will be selected for the SSA Sportsmanship Player of the Game award.

TEAM SPORTSMANSHIP AWARD

- It is encouraged to get input from all participating teams, coaches, and fans when selecting the team sportsmanship award. By including the criteria for the award in the coaches' package, this will give each team a better understanding of what they should be looking for, as well as the behaviour that is expected of them. This will also give you a better sense of the opposing team's view on attitude, behavior and overall sportsmanship during the game.
- One sportsmanship banner will be given to one team at the SSA Provincial Championship. The team receiving this award will represent the true spirit of sportsmanship, integrity, ethics and fair play
- Throughout the facilities, there will be a QR code that is available for spectators to scan, to nominate anybody that has demonstrated key aspects of sportsmanship throughout the event
- These nominations will be regularly reviewed by the committee throughout the event, and keychains will be distributed to celebrate certain individuals
- These nominations will also aid in the committee's selection of the team sportsmanship recipient.
- The sportsmanship committee or appropriate representative should personally award players their sportsmanship pins, at an appropriate time. When presenting pins to the athletes, identify their name, school, behavior and compliment them on their outstanding and consistent good sportsmanship. If possible, present the tag using the PA system and in front of spectators. This presentation should be at an appropriate break in the action.

K. SOCIAL MEDIA

- We know that every picture tells a story. The moments we capture here—the hard work, the passion, the victories, and the sportsmanship—are what make these events so special. Our goal is to highlight these incredible memories and share them with the wider community. We encourage all of you, from athletes and coaches to parents and fans, to take photos and videos throughout the event.
- To make sure we can find and celebrate all of your amazing content, please tag us @schoolsportalberta and use our official hashtags: **#SchoolSportAlberta** or **#ssaprovs**. By using these hashtags, you help us showcase the best of School Sport Alberta and create a collective memory of this day
- Finally, please remember to be respectful and mindful of others' privacy when you are posting. Let's make

L. MEDICAL / EMERGENCY ACTION PLAN (EAP)

VENUE	See EAP's below for each venue
TOURNAMENT CHAIR	Jonathan Dick
EMERGENCY SERVICES POINT PERSON	Administrator at each venue
LOCAL EMERGENCY SERVICES	911

Emergency Action Plans (EAP)

Site Coordinator: Jonathan Dick, Tracy Wong, Jamie Bach, Aaron Becking, Sarah Burton

Winston Churchill High School

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

While Winston Churchill High School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Winston Churchill High School events.

Person in Charge:

- **Administrator in Charge or Administrator Designate.**
- **Assess injury status of a player (particularly head and/or spinal injuries).**
- **If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911.**
- **This person will take control of an emergency situation until a medical authority arrives.**
- **Document the events of the accident and file a written report if necessary.**

Call Person:

- **The Call Person (Teacher supervisor – Gate supervisor if a gate is being taken by a Teacher) is responsible for making the 911 telephone call. Teacher/Gate supervisors are required to have a cell phone on their person while attending an athletic event while at Winston Churchill High School.**

- Stay in constant communication with the medical provider and the Person in Charge.
- Contact Tournament Chair (If the Activity is a Tournament). Tournament Chair is responsible for having his/her cell phone number available to the call person.
- Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- The Teacher Coach is responsible for controlling the crowd and other participants. If the Coach is not a teacher this responsibility shifts to the Teacher supervisor in charge of that specific team.
- After the area is secured and controlled, they will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim
- Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- In consultation with the Person in Charge, Tournament Chair (If necessary) and game Officials the continuation of play will be determined.

Lethbridge Regional Hospital – 960 – 19th Street, South

Lethbridge is a 911 zone

School / Venue: Winston Churchill High School

Address: 1605 – 15 AVE N

Nearest hospital:

10 min (5.1 km)

via 23 St N and Mayor Magrath Dr N

Fastest route, the usual traffic

Winston Churchill High School

1605 15 Ave N, Lethbridge, AB

Head east on 15 Ave N toward 19 St N

500 m

Turn right onto 23 St N

1.5 km

Continue onto Mayor Magrath Dr N

2.2 km

Turn right onto 9 Ave S

550 m

Turn left onto 19 St S

270 m

Turn right

Destination will be on the right

81 m

Chinook Regional Hospital

960 19 St S, Lethbridge, AB T1J 1W5

Locations of Emergency Equipment:

First Aid Kits: Phys Ed Offices and Phys Ed Equipment Room

AED: Outside Gym Doors to the right. On the Wall in Hallway

Epipen: In the main office

Fire Alarms: One beside each exit door from the gym

Fire Extinguishers: See attached map

Evacuation Protocol:

WINSTON CHURCHILL Lockdown Procedures

1. Upon notification of a School Lockdown, “Students and Staff we are going into a lockdown. Teachers secure your classrooms and students find the closest classroom space.” Quickly move students from hallways into your classroom and gather students in a secure area of your classroom. Students should be located away from doors and windows. 2. Ensure classroom doors are locked; windows and blinds are closed if applicable and turn off lights. 3. Wait for ANNOUNCEMENTS for additional instructions from ADMINISTRATION. 4. Ignore requests from outside classroom to open doors. 5. Ignore fire alarms unless there are obvious signs of a fire (smell of smoke, visible flames) OR you are instructed to evacuate by a PA announcement or a school administrator or emergency personnel. 6. It is important that teachers keep the students focused and quiet throughout the lockdown procedure. 7. A school administrator or police officer will visit each secure space to inform occupants that the Lockdown procedure has concluded, but to remain in the space until a general PA announcement is been made to conclude the lockdown procedure. 8. Staff will be debriefed at the end of each drill concerning what worked and could have been improved.

FIRE DRILL INSTRUCTIONS

- 1. Fire alarms are in the corridors throughout the building. The fire bell is a loud continuous ring. Immediately at the sound of the alarm, all building occupants are to begin the drill immediately.**
- 2. The first two students to reach any of the exit doors of the building will be responsible for holding them open until all occupants in that area have left the building.**
- 3. Walk briskly, but do not run. Continue this pace until all students are at least 15 m away from the designated exit below.**
- 4. Close and lock all windows and doors of classrooms. Turn all lights off.**
- 5. Ensure that persons with disabilities receive assistance in exiting the building.**
- 6. Teachers are to ensure that washrooms and ancillary spaces in their areas are empty. A designate can perform this task with a report back to the teacher.**
- 7. An administrator will be at the flagpole at the front of the school as a contact for emergencies, reports of missing students, etc.**
- 8. Re-enter the school and return to your classroom when notified through the PA system**

Immanuel Christian Secondary School – Emergency Action Plan

EMERGENCY ACTION PLAN

Our facility has Emergency Exit Signs posted in every room in the unlikely event of a fire or other emergency. Only front entrances will be open for entry into the building. Our gymnasium has emergency exit doors which will be utilized if necessary. Upon exiting the building, all coaches are responsible to ensure their team members are kept in a group and need to report any athletes unaccounted for to a member of the organizing committee. The muster points are north of the school across the street and the east side of the school in the parking lot. Further instructions in emergency situations will be dealt with as instructed by the Lethbridge Emergency Services personnel.

EMERGENCY ACTION PLAN DETAILS

For Emergencies

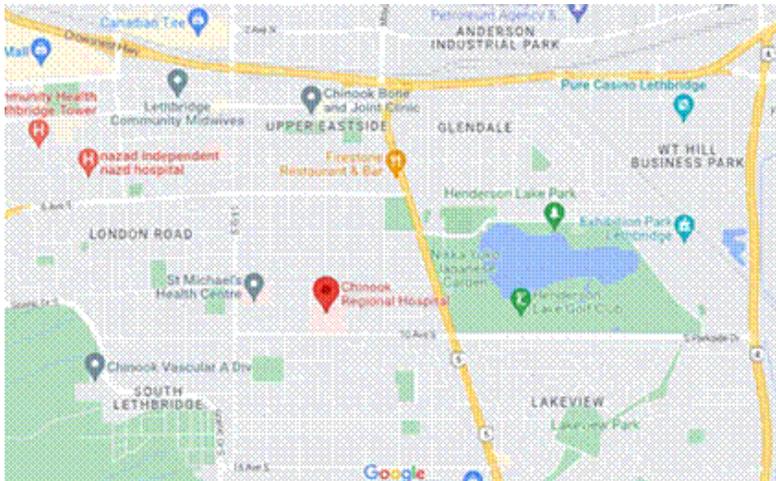
DIAL 911

Lethbridge Regional Hospital 960 19 Street South Lethbridge, AB T1J 1W5

(403) 388-6111

Hours of operation 24/7

1. First aid kit and ice at the score table.
2. AED is located in the front lobby of Immanuel Christian Secondary School and Winston Churchill High School
3. Cell phone at the score table with game supervisor. Land line in P.E. Office of large gymnasium.
4. Phone numbers: Ambulance 9-1-1, Lethbridge Reginal Hospital (403) 388-6111
5. Emergency crew enters the main north doors of the Immanuel Christian Secondary School and east doors of Winston Churchill High School. Large Gym is directly ahead upon entering.
6. See google map for best route to hospital. Hospital - 960 19 St S, Lethbridge, AB T1J 1W5



**WHEN AN
INJURY
OCCURS:**

- 1. Take control of the situation. Exercise universal precaution related to blood/body fluids.**
- 2. Do not move the athlete if they cannot move themselves. Do not remove uniform unless deemed necessary.**
- 3. Assess and evaluate the severity of the situation and decide if further assistance is required.**
- 4. If an ambulance is required; then determine the action required to remove the athlete from the playing surface.**
- 5. If an ambulance is called: Direct one person to call the ambulance and give the pertinent information to them. Include the location, address, and extent of injury.**
- 6. Ask the person to report back with ETA.**
- 7. Remain with injured athlete and address and concerns they have while awaiting medical attention.**
- 8. Do not give food or drink to injured athlete unless required because of existing medical conditions.**
- 9. Stay calm and reassuring.**
- 10. Once an ambulance arrives, explain the situation and what has been done for the injured athlete.**
- 11. Designate an adult to accompany the injured athlete to the hospital.**
- 12. Parents /guardians of the injured athlete must be contacted as soon as possible following the injury.**
- 13. Complete the incident/accident report form available from the score table and return it to the tournament organizers/administrators.**

1. First Aid Kit and ice at the score table in the main gymnasium
 2. Cell phone at every score table. Wall mount outside of the south end of the gym by the office
 3. Ambulance 9-1-1. Hospital 403-328-6111.
 4. Enter main door of school (by flag pole). Gym is directly north once you have entered
 5. See attached google maps for best route to hospital from each facility
-

When an injury occurs:

1. Take control of the situation. Exercise universal precaution related to blood/body fluids.
 2. Do not move the student if they cannot move themselves. Do not remove uniform unless deemed necessary.
 3. Assess and evaluate the severity of the situation and decide if further assistance is required.
 4. If an ambulance is required, then determine the action required to remove the athlete from the playing surface.
 5. If an ambulance is called: direct one person to call the ambulance and give the pertinent information to them. Include location, address and extent of injury. Ask person to report back with an ETA.
 6. Remain with injured student and address any concerns they have while awaiting medical attention.
 7. Do not give food or drink to injured athlete unless required because of existing medical conditions (ex. Diabetes).
 8. Stay calm and reassuring.
 9. Once ambulance arrives explain situation and what has been done for the injured athlete.
 10. Designate an adult to accompany the injured athlete to the hospital.
 11. Parents/guardians of the injured athlete should must be contacted as soon as possible following the injury.
 12. Complete the attached incident/accident report form and return it to the tournament organizer/administration.
-

PROTOCOL IN EVENT OF AN EMERGENCY

1. Call Ambulance or Fire Department 9-1-1
 2. Lethbridge Collegiate Institute @ 1701 5th Ave South (in gym)
 3. Indicate location and nature of injury
 4. Report to coach/Administrator
 5. Meet Ambulance
 6. Attachments: Map of school location to hospital & Accident report form
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If you want, I can also format this into a printable PDF/Word version, a checklist version for coaches, or a poster-style layout for the gym wall.

4A Provincial Basketball Emergency Action Plan Details

School / Venue: Lethbridge Collegiate Institute
Address: 1701 5th Ave S. Lethbridge, AB
Site Coordinator: Gordon Vatcher & Wayne Pallett
Nearest hospital: Chinook Hospital

Locations of Emergency Equipment:

- **First Aid Kits: Located in the Main Office**
- **AED: Located in the D-200 hallway outside the gym**
- **Epipen: Located in the main office**
- **Fire Alarms: Located in the gym and hallways**
- **Fire Extinguishers: Located in the D-200 hallway outside the gym**

Evacuation Protocol:

Call 9-1-1. Exit the front doors towards 5 Ave. and wait for EMS, Fire or Police to arrive. Once building is deemed safe by emergency services then re-entry is possible.

Lockdown Protocol:

Call 9-1-1. Call lockdown over the intercom. Move all patrons from the main stage and secure the door. Police will release the lockdown.

Please send information to:

**Jon Dick at Winston Churchill High School:
jonathan.dick@lethsd.ab.ca**