



TECHNICAL PACKAGE / HOST INFORMATION



2026 Rugby 15s PROVINCIALS

June 5-6, 2026

St. Albert Rugby Club

**SET
THE
BAR**

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1. TECHNICAL PACKAGE

A. PROVINCIAL CHAMPIONSHIP OVERVIEW: 2026 Rugby 15s Provincials

DATE	June 5th - 6th 2026
VENUE	St. Albert Rugby Football Club hosted by Sturgeon Composite High School
TOURNAMENT CHAIR	Kerri Meadows - Tournament Chair - cell. 587-985-3774 kerri.meadows@sturgeon.ab.ca Chris Jansen - Assistant Chair - cell. 587-989-2166 Chris.jansen@sturgeon.ab.ca
SSA RUGBY Commissioner	Brent Gough - 403-253-2261 bpgough@cbe.ab.ca Mark Grillandini - 306-307-2376 mark.grillandini@lpsd.ca
SSA Representative	Shelbea MacLennan - 780-638-3669 shelbea@schoolsportalberta.ca
Technical Chair	Brent Gough
Grievance Chair	Mark Grillandini
Financial Chair	Shana Dahl
Volunteer Supervisors	Hospitality & Cosmetology - Assunta (Sue) Runco Parking & Transportation - Carlo Tisi Ticketing & Gate Entry - John-Paul (JP) LeBlanc Security & Spectator Behaviour - Greg Hinkelman Awards and Master of Ceremony - Kyle Swenson Results/Website - Alyssa Fetsch First Aid - Mya Leeman Facilities & Information Table - Ashley Hrywkiw

VENUE DESCRIPTION AND SITE MAP(S):

St. Albert Rugby Football Club

- 51 Riel Drive, St. Albert, T8N 2Z3
- All 4 fields will be in use during the event
- No public parking at the clubhouse during the event



B. COACHES MEETING

Date: Wednesday June 4rd @ 7:30-8:30 PM

Site: Online

Chairs: Kerri Meadows, Chris Jansen, Shelbea MacLennan (SSA) , Mark Grillandini & Brent Gough (Rugby Commissioners)

Agenda: Set by host Committee

Participants: All Coaches, SSA Representatives, and Host committee members

Join Zoom Meeting

<https://us02web.zoom.us/j/81885432822?pwd=JnjBiAHs1pgRzFzBE8opvpEfv4WEKr.1>

Meeting chat link

<https://us02web.zoom.us/launch/jc/81885432822>

Meeting ID: 818 8543 2822

Passcode: 065953

NOTE: There is an SSA sanctioning fee of \$250 per team for anyone who does not sign in and participate in the pre-tournament coaches meeting

- A coach from each team is expected to attend the meeting. Any concerns regarding the tournament or referees will be addressed during this meeting.
- Coaches are responsible for being well versed regarding this posted package, and all SSA rules regarding Rugby 15s, this includes but not limited to the uniform policy, coaching qualifications and other clarifications

C. SCHEDULE

Wednesday June 3rd 2026

7:30 - 8:30 PM	Coaches Meeting
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Thursday, June 4th 2026

3:00 - 9:00 PM	Practice fields will be available at SARFC All teams will be provided with up to 1 hour of practice time on the evening before the event. These are a FIRST COME FIRST SERVE BOOKING PROCESS. Please email kerri.meadows@sturgeon.ab.ca to request a time slot
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Friday, June 5th 2026

8:30 AM	Gates open
8:30-9:30 AM	Team Registrations & Payments

9:00-5:00 PM	Hair Braiding tent will be available
10:00 AM	Competitions begin
11:30-2:30 PM	Lunches will be served to teams (meal ticket provided in coaches package)

Saturday, June 6th 2026

8:30 AM	Gates Open
9:00-2:00 PM	Hair Braiding tent will be available
10:00 AM	Competition Begins
	Awards will be presented to each classification at the completion of their games. The meeting point will be south of the Club house (by the park).

D. TOURNAMENT FEES

All team registrations must be completed online by **12:00 PM on Monday June 1st**

Registration includes a team roster, team photo, and your team order form (which includes your entry and meal ticket requests). Be sure to note any jersey/uniform limitations in advance so we can work to avoid jersey conflicts.

The entry fee will be \$950 per team. Cheques are to be made payable to:
STURGEON COMPOSITE HIGH SCHOOL

**** Teams will not be allowed to participate if payment has not been received ****

If additional payment considerations are required please contact Shana Dahl or Kerri Meadows well in advance of the tournament.

Step 1: Complete the “Finalize your Roster for provincials” section of your teams SRS roster
[SRS Instructions](#)

Step 2: Fill out the 2026 Rugby 15s Provincial Championship [registration form](#)

Meal tickets will cost \$15 per athlete/coach/staff and will be charged to each team. Meal tickets are to be ordered online at the time of registration using the team order form

There will also be a \$1.00 “John Paton Pay It Forward” SSA Scholarship fee assessed to each student upon registration

E. PRE & POST GAME SEQUENCING

- There will be a check in desk just inside the gate for teams when they arrive at the rugby park

- Coaches are asked to come to the tent right away and receive their tournament package including player lanyards/gifts, coaches gifts, tournament access passes as well as meal tickets
- This is where all cheques can be turned in
- There MAY be a coaches meeting Saturday morning if necessary. This is largely dependent on appeals or grievances filed on Friday.
- After games are completed on Saturday teams are asked to proceed promptly to the awards area. They should not return to their tents or player area, please proceed directly to awards.

F. GRIEVANCES & DISCIPLINE

- Grievance/Discipline committees serve two key functions at the SSA Provincials, The first function is to deal with matters that occur during competition, typically discipline/conduct types of issues, and appeals that may arise from ejections, while the second function is to handle any other matters that arise that require dispute resolution.
- Rugby 15ts Grievance Committee will be made up of the SSA Rugby Commissioner(s), representative from the officials' association, and a member of the SSA Executive Committee or staff member.

G. COMPETITION UNIFORM

- Teams are required to notify officials and tournament staff in advance of any potential jersey conflicts prior to the start of team warm ups.
- If a team has two kits they may be asked to accommodate an opponent with only one kit
- Players will have cleats and mouthguard checks completed by the officials prior to the start of each game

H. EQUIPMENT

- All teams must utilize the Rhino Comet match ball (as supported by SSA Policy) for each game.
- These balls will be provided to each competition field and should not be used by teams for warm ups
- Teams are required to provide their own tee for conversions and penalty kicks
- Athletes wearing braces or additional medical equipment are expected to ensure they are safe and not harmful to their opponents in any way.
- They must also be acceptable in accordance with world rugby laws.

2. HOST INFORMATION

A. VENUE INFORMATION

VENUE	St. Albert Rugby Football Club
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B. ACCOMMODATIONS

SSA Partner Hotels

Option #1	Sandman Edmonton West	17635 Stony Plain Rd Edmonton, AB CALL: 780-483-1385
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Due to the short nature of the registration time and the proximity to the tournament there are no block bookings or promo codes arranged for this event.

Teams have access to a large variety of accommodations in St. Albert directly or in Northwest Edmonton

C. FOOD & BEVERAGE

- SARFC club house will be open during the event for the public to purchase food and drinks.
- Lunch on Friday June 5th will be provided to all teams qualified.
 - Provided they complete the registration form
- There will be a hospitality tent for coaches, officials and volunteers for food and drinks throughout the championships
 - As long as coaches & officials show their access pass they can come in and help themselves
- Teams are welcome to bring food and drink on site but are asked to clean up after their group

D. PARKING / TRANSPORTATION

- There will be parking at the clubhouse reserved for officials, clubhouse staff, SSA staff and tournament committee members
- There will be overflow parking across the street for busses, athletes and all spectators
- There is street parking on Riel drive. Please park at your own risk.
- There is NO PARKING at the Kinsmen Facility directly across from the SARFC parking lot
- We will have a courtesy shuttle (golf carts) to assist anyone with accessibility issues. Please just flag them down or go to the Pick up location marked on the provided map
- One cart will be available from the Parking lot to the admission gate, and one within the gate to drive spectators to the field they need to go to.
 - Please be advised these shuttles are not meant for athletes or injury related transportation

E. SPECTATOR GUIDELINES

- To ensure a professional competitive environment and show respect for opposing teams, host facilities, officials, and spectators, **all tournament attendees are required to wear appropriate attire at all times**. Failure to comply with this expectation may result in individuals being asked to leave the venue.
- As per host and School Sport Alberta regulations, **no pets will be permitted onsite, with the exception of clearly identified service animals**.
- Spectators are encouraged to bring their own lawnchair or blanket to sit on
- Spectators and fans **MUST** sit on opposite sides of the field from the teams. Please follow the signs to designated spectator areas..
- Teams are encouraged to bring their own tent and put the up along the tree line on the south side of the facility
- **Artificial noisemakers** (horns, drums, boom sticks, cow bells, etc.) are **not allowed** at SSA events. These will be confiscated, repeat offenders will be asked to leave if they are not following the rules

F. TICKETING

Day Pass: \$12.00 (includes GST)

Weekend Passes will not be provided

[Tickets can be Purchased HERE](#)

- We encourage you to purchase tickets online and in advance of the championship to mitigate line ups at the gate.
- Upon arrival please show your ticket to our admission staff to receive your wristband for the day.
- Wristbands are required to re-enter the facility if anyone chooses to leave
- **Gate staff are required to put the wristband on all spectators. These must be worn and visible for our on site security purposes**

G. LIVE STREAMING

- Livestreaming will not be available. Teams are welcome to set up their own recording devices behind their bench space

- If you are setting a camera up it can not interfere with the field of play for players, officials, scorekeepers, or coaches

H. MERCHANDISE

- Northwest Designs will be onsite and provide a wide selection of SSA Rugby Apparel offerings and give each athlete, parent, and fan the opportunity to customize on demand. In addition, all championship gear will be available for purchase online before and after the event.
- To purchase merchandise online: <https://nwdinc.ca/s/ssa/rugby-15s-provincial-championships/>



I. SPORTSMANSHIP

SET THE BAR Sportsmanship Recognition - Nomination by QR Code Signage

Nomination Form: <https://forms.gle/QVnDJMWJSewzTbnG6>

These awards will be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. These may be given to players, coaches, parents, officials 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 game
- Offer positive feedback to opponents during the game
- Shake hands before and after the game
- Be courteous, polite and friendly at all times
- Show good sportsmanship during the game
- Show concern, respect or empathy for an opponent-display an outstanding act of sportsmanship, ethics or integrity

Spectators/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 game, score, scheduling, venue locations, etc. to onlookers)

Sportsmanship Banner

Teams & Officials will be asked to complete a form as they are awaiting their awards ceremony to nominate the team they believe best deserves the sportsmanship banner for their classification.

We hope to announce these winners within 1 week of the events completion

J. PHOTOGRAPHY / SOCIAL MEDIA

- There will be an onsite photographer taking action shots and 1 team photo for each group
- We will also be utilizing a tournament instagram account and our social media manager will be posting challenges and encouraging teams and team members to create content throughout the events
- Montis Sports Media will also be on site throughout the event to create some video content from the event
- Teams will be provided a link to all photos within a few days of the events completion

K. Player Engagement & Hospitality

- There will be multiple areas available for athletes to enjoy the experience including but not limited to:
 - **Yard Games** and activities by the SSA tent
 - **Hair braiding** tent available both Friday & Saturday for any athlete wanting to have their hair braided prior to games
 - Donations are encouraged but not expected
 - Forte Fitness will have a **stretching and wellness** area set up for athletes
 - Athletic Therapists and student trainers will also be available on each field to assist with injuries and assessments throughout the tournament
- There will also be gift bags for each athlete including a lanyard, player pass, cleat bag and a tournament sticker for their water bottle
- Coaches gifts will also be provided at check in
- A hospitality tent will be provided for coaches, team staff and officials provided they wear their team access lanyard
 - Snacks, drinks and various goodies will be available over the course of the tournament
- There will be porta-johns and handwashing stations accessible to all fields as well as the player restricted areas
- An accessibility cart will be provided to assist anyone who may experience mobility challenges during the event that can get spectators and fans from the entry gates to the fields of play

L. MEDICAL / EMERGENCY ACTION PLAN (EAP)

**VENUE: St. Albert Rugby Football Club
51 Riel Drive, St. Albert, Alberta, T8N 2Z3**

TOURNAMENT CHAIR:

**Kerri Meadows
Cell: 587-985-3774**

EMERGENCY SERVICES POINT PERSON:

Mya Leeman

EMERGENCY PROTOCOL

The safety and well-being of all athletes, coaches, officials, volunteers, and spectators is the top priority of the 2026 SSA Rugby 15s Provincial Championships. Certified athletic therapists, student trainers, and first aid personnel will be present throughout the event.

Emergency Communication

In the event of a serious injury or medical emergency:

1. The nearest official, coach, athletic therapist, or volunteer should immediately stop play and notify:
 - Tournament Medical Staff
 - Mya Leeman (Emergency Services Point Person)
 - Tournament Chair (Kerri Meadows) if necessary
2. If Emergency Medical Services (EMS) are required:
 - CALL 911 immediately
 - Provide the following information:
 - “Medical emergency at St. Albert Rugby Football Club”
 - Address: 51 Riel Drive, St. Albert, AB
 - Closest field number and access point
 - Nature of injury/emergency
 - Patient condition
3. A designated volunteer or committee member will:
 - Meet EMS at the main entrance/parking area
 - Escort emergency responders directly to the field location
 - Assist with crowd control and emergency access routes
4. Coaches are responsible for:
 - Supervising their athletes
 - Providing emergency medical information if requested
 - Ensuring injured athletes are not moved unless directed by medical personnel

MEDICAL SERVICES & EQUIPMENT

- Athletic Therapists and student trainers will be available on each field throughout the championship.
- First Aid services will operate from the main tournament medical tent.
- Emergency equipment available onsite includes:
 - First Aid kits

- Ice and injury supplies
- Spine board
- AED (Automated External Defibrillator)

AED Location

- Main Clubhouse / Medical Tent Area
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ACCESS ROUTES FOR EMS

- Main EMS access will occur through the primary entrance near the clubhouse parking lot.
 - Overflow parking areas and internal pathways must remain clear at all times for emergency vehicle access.
 - Golf carts onsite are intended for accessibility transportation only and are not to be used for emergency injury transport unless directed by medical personnel.
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INCLEMENT WEATHER

Tournament staff will actively monitor weather conditions throughout the championship.

Lightning Protocol

If lightning is seen or thunder is heard:

1. Play will be suspended immediately.
2. All athletes, officials, and spectators must clear the fields.
3. Participants will be directed to:
 - Clubhouse facilities
 - Personal vehicles
 - Designated shelter areas

No activity will resume until:

- 30 minutes have passed since the last visible lightning strike or sound of thunder.

Tournament officials and the SSA Rugby Commissioners will determine any schedule adjustments or delays.

Extreme Weather Considerations

The Tournament Committee reserves the right to:

- Delay games
- Shorten games
- Adjust schedules

- **Suspend or cancel competition**

This may occur due to:

- **Air quality concerns**
- **Extreme heat**
- **Heavy rain**
- **Unsafe field conditions**
- **Other environmental or safety concerns**

All decisions made by the Tournament Committee and SSA Representatives will be final and communicated to coaches as quickly as possible.

HOSPITAL INFORMATION

Nearest Hospital:

Sturgeon Community Hospital

201 Boudreau Road

St. Albert, AB T8N 6C4

Approximate drive time from venue: 8-10 minutes 