

INFORMATION FOR BEFORE YOUR SPORTS EVENT

- 1)** New members must supply current membership card or receipt of membership renewal.
- 2)** Issue a receipt as registration fee is collected.
- 3)** Please ensure the two teams from the same District play each other in the first round. If one District has only one team, then that is the team that receives the first BYE.
- 4)** Please use the sheets provided for you in the Sports Binder. Make photocopies ahead of time. Ensure you have a current copy of the Provincial Sports Manual and Dominion Sports Guide.
- 5)** A visible main scoreboard must be provided by the Host Branch, as well as a referee and scorekeepers (if available)
- 6)** All participants must attend both opening and closing ceremonies.
- 7)** Review the rules thoroughly at the "Captains' Meeting".

AFTER THE EVENT

1. Closing Ceremonies: (a) Thank the host Branch for hosting Alberta N.W. T. Command Sports (b) Thank the Ladies Auxiliary for the assistance they have provided, and the support given to the Legion.
2. Thank all who contributed towards a successful event.
3. On behalf of Alberta N.W.T. Command we hope everyone had a good time. If you have any questions about Sporting Events, please contact your District Commander.
4. Please give the host Branch a copy of the Command Expense form for them to fill out and return with one week of the last day of the event.
5. Any cash, **(if Possible)** have the Branch make out cheque for it, Payable to Alberta N.W.T. Command Sports. Send the cheques and the Sports Registration sheet. Also enclose a copy of the First and Second Winners Registration sheet.
6. For teams advancing to Dominion Tournaments, please make sure they fill out the Dominion Registration Form.
7. Please send a copy of the Sports Registration sheet, fees, receipts and First and Second place team information to the Provincial Command Office.
8. Branches must complete the Host Branch Financial Sheet and submit to Provincial Command within two (2) weeks of the event.

ALBERTA-NWT COMMAND - SPORTS REGISTRATION FEES

SPORT: _____ LOCATION: _____ DATE: _____

TEAM	BRANCH	BRANCH NO.	CK/CASH	# OF PLAYERS	FEES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL NUMBER OF TEAMS: _____

TOTAL NUMBER OF PLAYERS: _____

NUMBER OF PLAYERS X \$45 = \$ _____

CHEQUE TOTAL \$ _____ CASH TOTAL \$ _____

**PLEASE SEND FEES AND THIS SHEET TO ALBERTA-NWT COMMAND OFFICE
IMMEDIATELY AFTER THE EVENT**

COMMAND LEVEL WINNERS

DATE: _____

EVENT: _____

HOST BRANCH _____

1st

From Branch # _____

2nd

From Branch # _____

3rd

From Branch # _____

4th

From Branch # _____

INFORMATION FOR DOMINION EVENTS

Please forward to the Provincial Command Office as soon as Winners have been declared.

Date _____

Dominion Sport _____

Branch Name and No: _____

Captain's Name (please print): _____

Membership Type and #: _____

Address: _____

City, Postal Code: _____

Daytime Phone #: _____ Team Shirt Size _____

EMAIL (MANDATORY): _____

Player's Name (please print): _____

Membership Type and #: _____

Address: _____

City, Postal Code _____

Daytime Phone #: _____ Team Shirt Size _____

EMAIL : _____

Player's Name (please print): _____

Membership Type and #: _____

Address: _____

City, Postal Code _____

Daytime Phone #: _____ Team Shirt Size _____

EMAIL: _____

Player's Name (please print): _____

Membership Type and #: _____

Address: _____

City, Postal Code _____

Daytime Phone #: _____ Team Shirt Size _____

EMAIL: _____

Team shirts will be shipped to the Team Captain.



Command Level Out of Province Travel Expense Claim

2020-15th Street NW
Calgary, Alberta T2M 3N8
403-284-1161
403-284-9899
email: office@abnwtlegion.com

Name:	Date:
Address:	Phone:
CITY/PC:	
SPORT:	CATEGORY:

LOCATION:					
FOR OUT OF PROVINCE TRAVEL ONLY					
	CITY/TOWN	KM OR AIRFARE	/KM	HOTEL	TOTAL
Travel To:			\$0.50		
Travel From:			\$0.50		
Travel To:			\$0.50		
(20% of Airfare or Per KM Total)				TOTAL	

I approve the above-named member for out of Province travel to and from this event.

COMMAND REP. APPROVAL:	
PRINTED NAME:	

FOR THOSE COMPETING IN COMMAND SPORT CHAMPIONSHIP EVENTS, TO OR FROM THE NORTH WEST TERRITORIES, COMMAND WILL REIMBURSE THE PLAYERS 20 % OF THE PRICE OF THEIR AIRFARE AND \$50.00 (Fifty Dollars) PER HOTEL ROOM PER NIGHT (NOT PER PLAYER) UPON RECEIVING COPIES OF THE AUTHORIZED EXPENSE RECEIPTS. THOSE WISHING TO TRAVEL BY OTHER MEANS WILL BE REIMBURSED ON A PER KILOMETER PER VEHICLE BASIS (AS STATED IN OUR EXPENSE POLICY) FOR VEHICLE TRAVEL, BUT NO MORE THAN THE EQUIVALENT AIRFARE PRICE.



Sports Event

Dominion

Expense Claim

2020-15th Street NW
 Calgary, Alberta T2M 3N8

Phone: 403-284-1161

Fax: 403-284-9899

email: office@abnwtlegion.com

Name:	Date:
ADDRESS:	
CITY/PC:	
PHONE:	
EVENT:	
Description:	

Breakfast \$15 /Lunch \$15 /Supper \$25/\$150 per Room
****MUST INCLUDE A COPY OF THE HOTEL/MOTEL BILL ****

Breakfast:	Lunch	Supper	HOTEL PER ROOM ONLY	FOR DATE	Total Expense	Office Use only

Total Expenses _____

Submitted by: _____

Approved by: _____
 Command Sports Rep

****SPARES AND SPOUSES ARE NOT ENTITLED TO CLAIM EXPENSES****

All Sports Entry Form
Alberta – N.W.T. Command of the Royal Canadian Legion

Please Forward to the Appropriate Area, District or Command Sports Officer as soon as Winners have been decided.

Date of Application: _____ Sport: _____ Category: _____

Branch Name: _____ Number: _____

Address: _____

Area: _____ District: _____

Captain: _____ Membership #: _____

Address: _____ Phone #: _____

2. _____ Membership #: _____

Address: _____ Phone #: _____

3. _____ Membership #: _____

Address: _____ Phone #: _____

4. _____ Membership #: _____

Address: _____ Phone #: _____

Spare: _____ Membership #: _____

Address: _____ Phone #: _____

Spare: _____ Membership #: _____

Address: _____ Phone #: _____

I hereby certify that the above Members and/or Ladies Auxiliary are Members in Good Standing in this Branch and have belonged to this branch as of January 31st for the preceding year in which these playoffs take place.

Branch Membership Chairman

Ladies Auxiliary Membership Chairman

Special Needs: _____

The following signatures must be obtained at each level to validate this form:

Area Chairman: _____ Playoff Position: _____

District Commander: _____ Playoff Position: _____

Command Sports Officer: _____ Playoff Position: _____

ALBERTA N.W.T. COMMAND
THE ROYAL CANADIAN LEGION

DECLARATION FOR PARTICIPATION IN A LEGION SPORT

Requesting permission to participate in the: _____ Sports play-off
beginning at Branch/ Area/District level.

Reason: (Check Appropriate items)

_____ Lost or Destroyed "Previous year membership card"

_____ Transferred membership and have changed permanent place of residence,
due to transfer of employment by employer. (Must provide proof of same
on demand)

_____ New Member

a) Date approved at General Meeting _____

b) Date of initiation: _____

_____ Reinstated Member:

a) Date approved at General Meeting _____

_____ Life Member (Transferred)

Certified that: _____ Card Number: _____
(Surname) (Initials)

Is Eligible to Participate.

Branch Membership Chairperson: _____
(Print Name)

Dated: _____
(Signature)

(Branch – Name and Number)

Completed declaration must be attached to all Sports Entry Forms when
two (2) cards ARE NOT presented at Play-off.

This declaration NOT accepted at Dominion Competitions