**GUIDELINES FOR HOST SCHOOLS AND CARNIVAL ORGANISERS**

**SSATIS / NSATIS / SATIS**

* An invitation should be extended to the Chair of SATIS and/or Regionals Sub-Committee Chair for the presentation of shields
* Rotation of positions of schools teams at sporting venues with a mixing of Northern and Southern schools.
* Provision of public address system (where required)
* Provision of scoring facilities and official scorers
* Provision of refreshments throughout the day and lunch
* Medical provision to be appropriate for the event
* Program for the event, including up-to-date SATIS Code of Ethos
* Co-ordination of trophy collection (when applicable trophies should be brought to the SATIS Meeting preceding the carnival)
* Notify media of events in advance to ensure coverage
* Provide the umpires/referees/officials with a copy of the relevant SATIS regulations prior to the competition.
* The provision of lunches at SATIS Carnivals will be for officials officiating at the Carnivals

Protocol for shield / trophy presentation

Announcements of records, pennant and shields/trophies to be read by regional Admin Officer and presented by the following:

1. SSATIS: SSATIS Chair
2. NSATIS: NSATIS Chair
3. SATIS: SATIS Chair