



# 2017

# SUBWAY Bowl

# HANDBOOK



Coaches and Administrators,

The enclosed handbook has been created to assist you with the smooth operation and experience of the 2017 SUBWAY Bowl Championship series.

Please share this with anyone within your school that is involved with your football team.

This handbook should answer any questions that you may have regarding the event, however if you have any further questions do not hesitate to contact myself or Heather Foster.

It has been a long season and we wish you all the best as you prepare for the final three rounds of the SUBWAY Bowl.

Jamie Rennie  
Chair, 2017 SUBWAY Bowl  
778-823-5757

Heather Foster  
Operations Manager, 2017 Subway Bowl  
604.813.0098

## 1. FANS ENTRANCE

ENTER VIA GATE A TERRY FOX PLAZA (Corner of Beatty and Robson)  
Doors open 30 minutes before the first game

## 2. GAME TIMES

November 18 and 25

9:30am

12:00pm

2:30pm

5:00pm

7:30pm

Stick Crews will be supplied by **Home Teams**.

December 2, 2017

9:00am

11:00pm

1:30pm

4:00pm

7:00pm

Stick Crews will be supplied by the **Officials**.

## 3. ADMISSION PRICES

### November 18 and 25, 2017

Admission Fee      \$15.00

12 and under      Free

Pre-sold Tickets by each school are \$10. If you would like to sell the tickets for more than \$10 your school can retain the difference as a school fundraiser

### December 2, 2017

Admission Fee      \$20.00

Seniors/Students    \$15.00

7 and under      Free

Pre-sold Tickets by each school are \$10. If you would like to sell the tickets for more than \$10 your school can retain the difference as a school fundraiser

#### 4. PROHIBITED ACTIVITIES

The sale of any goods or merchandise, the distribution of any leaflet, pamphlet or any other information, without the written and expressed permission of the BCSSFA, is strictly prohibited. A reminder that all persons entering BC Place Stadium are subject to search. We reserve the right to refuse entry to any person or persons into BC Place. A reminder that BC Place is a smoke free building.

#### 5. IN AND OUT PRIVILEGES

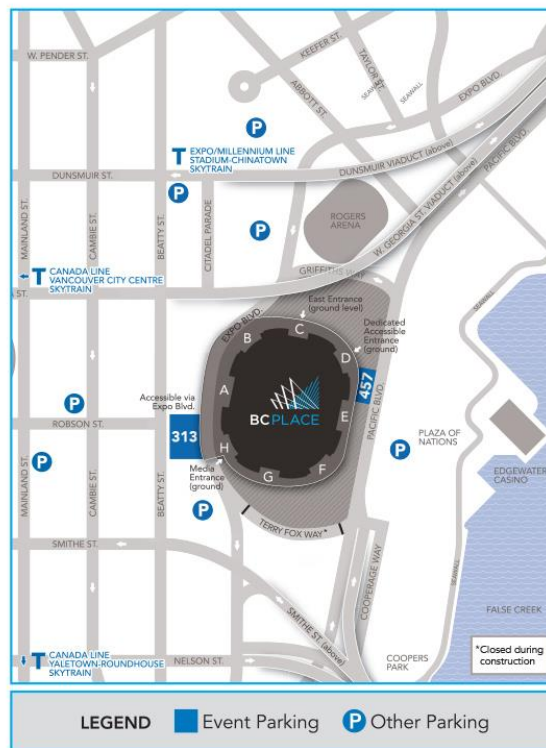
In and Outs are permitted throughout the day, until the start of the last game 7:00pm or 7:30pm depending on the day. After the kick off, of the last game, there will be no in or out privileges.

#### 6. TEAM BUS

Due to construction happening at the west end of BC Place there will be no designated parking for team buses. Players are to be dropped off at the East Entrance. **Please note that there is no parking for team vehicles, coaches or staff.**

#### 7. PUBLIC PARKING

There is limited metered pay parking seven days a week, on the street (2 hour maximum), before 8pm. Metered pay parking is available in lots around the BC Place.



## 8. PUBLIC TRANSIT

The Stadium Skytrain station is located five minutes from Gate 'A' via Beatty Street. For people traveling by bus, all suburban services connect at Vancouver City Centre station (Granville and Georgia Street) with downtown Vancouver's #17 buses, which provide the closest drop-off service for BC Place (at Cambie and Robson street stop). The Translink customer information numbers is (604) 953-3333, or go to [www.translink.ca](http://www.translink.ca) for schedule and fare information

## 9. TEAM ARRIVAL

Teams are to arrive no more than 2 hours prior to the start of their game. Teams arriving earlier than 2 hours will be allowed to their dressing room only if available, but if the dressing room is in use, teams will be staged either outside or in a secure area of the stadium until space is available.

**TEAMS MUST ENTER THROUGH THE EAST END ENTRANCE** (below the Georgia Viaduct and across from Rogers Arena off of Griffiths Way). A Coach must enter first and once given information will lead the team, as a group, to the assigned locker room.

**ALL TEAMS ARE REQUIRED TO BRING THEIR TICKET MONEY IN A CHEQUE OR CASH TO THE CHECK IN AT THE EAST GATE.**

**THIS ENTRANCE IS FOR TEAM PERSONNEL ONLY. PLEASE BE ADVISED THAT CHILDREN, WIVES, PARENTS, ALUMNI, GIRLFRIENDS ETC, ARE NOT CONSIDERED TEAM PERSONNEL. PLEASE DO NOT BRING THEM TO THIS ENTRANCE**

## 10. ROSTERS

A complete & current team roster, support staff list (coaches, managers, trainers, photographers etc.) and starting lineups **MUST BE SENT BY the Thursday at noon** prior to the weekend game. Please email the list(s) directly to [jtren19@telus.net](mailto:jtren19@telus.net) & [heatherfoster212@gmail.com](mailto:heatherfoster212@gmail.com). The team support list must include the first name and last name of any support staff member. **HOME TEAMS WILL HAVE THE CHOICE OF WHICH SIDELINE THEY WOULD LIKE TO BE ON. PLEASE LET US KNOW WITH THE ROSTER SUBMISSION.**

The roster should have only those players who will be in uniform for that game &

listed in numerical order by jersey number. All other players who are not dressing for the game are considered support staff and should not be on the playing roster. Non-playing players on the sidelines must be in team jersey. Anyone not on the list will be denied entrance. Any updates to rosters can be provided at time of check in on game day at BC Place. **HOME TEAMS ARE TO PROVIDE THEIR OFFENSIVE STARTERS AND THE AWAY TEAM IS TO PROVIDE THEIR DEFENSIVE STARTERS BY THURSDAY AT NOON.**

THE BCSSFA RESERVES THE RIGHT TO BILL ANY SCHOOL FOR ADDITIONAL COACHES, WHICH HAVE NOT BEEN REGISTERED ON THE BCSSFA COACHES REGISTRATION FORM, BUT APPEAR ON COACHING LISTS AT THE STADIUM.

#### 11. SECURITY

Team personnel are subject to the same rules as patrons and all team bags are subject to search. Please note that any person caught with alcohol, drugs, weapons, or any other prohibited items on their person or in any of their belongings, will have the prohibited items confiscated and will be ejected from BC Place, this policy is for all persons entering the venue. **PLEASE NOTE THE ATTACHED LETTER FROM THE MANAGER, SECURITY AT BC PLACE.**

#### 12. DRESSING ROOMS

Will be assigned on game day at the discretion of the Subway Bowl Committee.

#### 13. WARM-UP

End zones will be used once the half-time of the previous game is completed. Teams must remain behind the fencing until that time. Teams will have full access to their half of the field **ONLY ONCE THE PREVIOUS GAMES ARE COMPLETED.**

HOME TEAM - WEST END ZONE    VISITING TEAM - EAST END ZONE

Game one of the day will have access to the game field 90 min prior to game start.

#### 14. PLAYER INTRODUCTIONS

For all games on December 2, games will start with **player introductions, from the west field entrance.** Home teams will have offence introduced, visitors will have defence introduced.

#### 15. COACHES SPOTTING

HEAD SETS ARE AVAILABLE IN YOUR SPOTTERS BOOTH, LOCATED IN BC PLACE MEDIA BOX A, ON LEVEL 3.

Only two (2) coaches per team will have access to the booth. Please identify these coaches when you check-in. Please be advised that the use of BC Place headsets is optional as most teams have their own headsets. In the event of the BC Place headsets going out of service, the BCSSFA Championship Committee will not require the other teams to turn their headsets off.

## 16. FILMING

An area has been marked off for filming to take place on the top row of the lower bowl in BC Place. Endzone filming must be requested of the Subway Bowl Committee in advance. Please contact Jamie or Heather for this request.

## 17. SUNFLOWER SEEDS/TOBACCO PRODUCTS/SPORTS DRINKS

Any use of sunflower seeds or chewing tobacco at field level is strictly prohibited. Sports Drinks are also prohibited on the field and will result in your school receiving a bill from BC Place stadium for any damage or clean up.

## 18. GAME BALL

Baden is the exclusive supplier of game balls for the Subway Bowl game. Please make sure your game balls are Baden. As per the High School Federation rules, you must use a half-stripe football. The head game official will ask to inspect the game balls to be used by all teams.

## 19. SIDELINE CONTROL

Please be advised that all non playing personnel must wear a bench pass at all times. This includes coaches, managers, etc.

These individuals must stay in the coaches' box. The coaches' box will be from the 25 yard, to 25 yard in BC Place. Please be advised that a bench pass only gives access to the team bench, and team dressing room there is no other access in the building.

## 20. TEAM/SCHOOL PHOTOGRAPHERS

Persons with field access are required to stay a minimum of 3 yards from the sidelines and must keep any equipment or gear a minimum of 5 yards from the sidelines.

Persons with field access may at no time be in any team's bench, and may at no time position themselves in front of any on field signage. Once again a person granted field access has no access anywhere else in the building. **Any person in violation of field rules will have their credentials revoked.**

## 21. WATER, ICE, AND CONTAINERS

TO ASSIST YOU WE WILL PROVIDE WATER CONTAINERS, WATER AND ICE FOR YOUR USE DURING ALL GAMES. WE WILL HAVE ATTENDANTS TO ENSURE THAT THESE CONTAINERS ARE REFILLED. **PLEASE BRING WATER BOTTLES AND BAGS FOR ICE.**

Also note that Sports Drinks on the field surface are strictly prohibited and if found, will be removed without warning.

## 22. HALF-TIME

PLAYOFFS                                    15 MINUTES

ALL TEAMS AND TEAM PERSONNEL MUST LEAVE THE FIELD DURING HALFTIME AND WILL BE ALLOWED BACK WITH 4 MINUTES ON THE CLOCK. AN OFFICIAL WILL NOTIFY THE TEAMS AT 5:00 MINUTES.

## 23. QUARTER TIME BREAKS

PLAYOFFS                                    1:00 AT EACH QUARTER BREAK

## 24. OVER-TIME

In the event of a tied game after regular time has expired. The overtime play will take place on the west side of the field utilizing the west end zone (closest to the dressing rooms). Please familiarize your staff with the overtime rules. You may refer to the most recent NFHS Football Rulebook.

## 25. BANDS

THERE ARE NO BANDS PERMITTED AT FIELD LEVEL

If your school has a band that wishes to play in the concourse only during pre-game or halftime, please contact Jamie Rennie or Heather Foster.



## 26. CHEERLEADERS

Must be in uniform and must be accompanied by their adult teacher/sponsor. Cheerleaders must remain in the designated areas at all times. Cheer teams wishing to perform at halftime must advise our desk at the East Gate entrance. Please be advised that we may not be able to accommodate your request due to timing constraints.

## 27. MASCOTS

Must be in uniform and may be accompanied by one assistant. The mascot will be required to remain in the designated area at field level at all times.

## 28. DANCE TEAMS

Must be in uniform and must be accompanied by their adult teacher/sponsor. Dance teams wishing to perform at halftime must advise our desk at the East Gate entrance. Please be advised that we may not be able to accommodate your request due to timing constraints.

## 29. BC PLACE SECURITY

BC Place security staff & the BCSSFA will not tolerate any rowdy fans. The security staff has absolute authority to evict any fans who do not conduct themselves in an appropriate manner. Please be further advised that all persons entering BC Place are subject to search. Please note that any person caught with alcohol, drugs, weapons, or any other prohibited items on their person or in any of their belongings, will have the prohibited items confiscated and will be ejected from the stadium, this policy is for all persons entering BC Place stadium. **ANY PERSON EJECTED OR REMOVED FROM BC PLACE, WILL NOT RECEIVE A TICKET REFUND.**

## 30. POLICE

THE VANCOUVER CITY POLICE will be on site during games and will be there to assist BC Place Security in maintaining a safe and enjoyable experience for our fans and participants.

### 31. BAG SEARCH

For ease of access, **spectators** are encouraged not to bring bags to the stadium. Bags larger than **14'' x 14'' x 6''** are not permitted into the stadium. Special considerations will be made for guests with medical needs and parents caring for infants. All **spectators** are subject to a pat down upon entry into BC Place, and all bags smaller than **14''x14''x 6''** will be inspected prior to entry. Security measures may be increased without notice. These procedures may include, but are not limited to, a more thorough search of persons and property.

### 32. SCHOOL ADMINISTRATOR SUPPORT

In order to assist BC Place Security in maintaining a safe and enjoyable experience for our fans and participants, the BCSSFA Subway Bowl Committee requests that any of your schools administrators attending the game, to please identify themselves to the security personnel at Gate 'A' upon their arrival at the stadium

### 33. FIELD JUMPERS

To insure the security of our participants, any persons entering the field without permission, will be detained and subject to immediate eviction and possible prosecution.

### 34. FIELD CONTROL

Field passes will be issued at the East Gate entrance and will only be issued to bona fide persons who need access to the field. Persons with field access are required to stay a minimum of 2 yards from the sidelines and must keep any equipment or gear a minimum of 5 yards from the sidelines.

Persons with field access may at no time be in any team's bench, and may at no time position themselves in front of any on field signage. Once again a person granted field access has no access anywhere else in the building. Any person in violation of field rules will have their credentials revoked.

### 35. GAME DAY OPERATION DECISIONS

In event of any situation that arises that is not covered by this hand book, or the NFHS Rule book, the Championship Chair Jamie Rennie, in consultation with his committee, the Head Game Official and the President of BC High School Football Brien Gemmell, will make any final decision. In Jamie Rennie's absence, Heather Foster, Operations Manager, will fill in.

### 36. GUEST EXPERIENCE

BC Place Guest Relations staff will be on hand to help make your experience as memorable as possible. If you require assistance during the games, speak with our Hosting staff or email [guestservices@bcplace.com](mailto:guestservices@bcplace.com) / for enquiries after an event please call 604-669-2300.

BC Place is available on Twitter for guest service inquiries at [@BCPlace](https://twitter.com/BCPlace).

### POST GAMES (Championship Day Only)

#### 37. AWARDS PRESENTATIONS

Upon completion of game, teams are asked to proceed to the traditional hand shake with their opponents at centre field. Once this is completed teams should gather at the fan side, at field level in front of section 116, about the 30 yard line. Subway Bowl staff will be there to assist you.

#### 38. WINNING TEAM PHOTO

At the conclusion of the award presentation, the winning team is asked to gather at East End of the field in front of the uprights for their official photograph.

#### 39. EXITING THE FIELD

Once the photo has been taken, please have your team proceed to the locker room as quickly as possible.

#### 40. EXITING THE STADIUM

As soon as the crowd disperses, Gate "A" at Terry Fox plaza will close. If you have parents or fans that plan to meet the team, please arrange to have them exit the stadium and come to the East Gate parking lot.

#### 41. MERCHANDISE

Big Fat Graphics will be selling official SUBWAY Bowl merchandise on the concourse across from the concession throughout the day ON November 18, 25 and December 2.

#### 42. SUBWAY BOWL CONTACT

Jamie Rennie  
Chair, 2017 SUBWAY Bowl  
778.823.5757

Heather Foster  
Operations Manager, 2017 SUBWAY Bowl  
604.813.0098