

Constitution, Bylaws, and Activity
Policies of the North Central District
Athletic Association

(December 2016)

Constitution of the North Central District Athletic Association

Members of the North Central District Athletic Association

Division Scholaire Francophone

Ecole Valois

Northern Lights School Division #113

Churchill Community High School

Hector Thiboutot Community School

Prince Albert Roman Catholic School Division #6

St. Mary High School

Blessed Mary Rivier Catholic Academy

Saskatchewan Rivers Public School Division #119

Big River Community High School

Meath Park School

Birch Hills School

Prince Albert Collegiate Institute

Canwood Community High School

St. Louis School

Carlton Comprehensive

Wesmor Community High School

Debden School

W.P. Sandin School

Kinistino School

Independent Schools

Ahtahkakoop School

Opawikoscikan School

Regent Academy

Reindeer Lake School

Father Gamache Memorial School

Rhoda Hardlotte Keethanow High School

Father Megret High School

Sally Ross School

Father Porte Memorial Dene School

Senator Allan Bird Memorial School

Kimosom Pwatinahk Collegiate

Senator Myles Venne School

Little Red River School

Sturgeon Lake Central School

Muskoday First Nations School

Se Se Wa Hum School

Nihithow Awasis School

ARTICLE I - Name

1.1 The name of this association will be the North Central District Athletic Association. It shall be referred to as the North Central District or NCDAA. It shall be a district council of the Saskatchewan High School Athletic Association (SHSAA).

ARTICLE II - Purpose

2.1 The purpose of the NCDAA is to plan, supervise, and administer interschool athletic activities including playoffs leading to District, Conference, Regional, and Provincial Championships.

2.2 The NCDAA exists to foster positive opportunities for students through interschool athletics.

ARTICLE III - Guiding Principles

3.1 Each member school of the NCDAA shall abide by and follow the guidelines, bylaws, and beliefs of the NCDAA and SHSAA constitutions.

3.2 The aims and objectives shall be in harmony with the goals of education as set out by the Ministry of Education.

3.3 Participation in activities is to be encouraged as these activities are an integral part of the total education process.

3.4 All students shall have the opportunity to realize the physical, social, and emotional values to be derived from inter-school competition.

3.5 The NCDAA is opposed to the use of alcohol, tobacco and other drugs by players, coaches, officials, supervisors and others connected with athletic competition.

3.6 Good Sportsmanship and complete participation cannot be legislated, but through education, must be the ultimate goals of this association.

ARTICLE IV - Objectives

- 4.1 To plan, supervise, and administer inter-school and inter-district athletic competitions for the NCDAA.
- 4.2 To monitor and evaluate all aspects of the program on an on-going basis.
- 4.3 To encourage the development of good sportsmanship, citizenship, and athletic skill in all activities.
- 4.4 To encourage the integration of sport activity with other portions of the school program.
- 4.5 To provide training for coaches and officials through clinics.
- 4.6 To encourage wide participation by students and discourage all-star competitions.
- 4.7 To encourage schools to adopt a varied athletic program for their students by restricting play in a school sport to the recognized season for that sport.

ARTICLE V - Definitions

- Association - The Saskatchewan High School Athletic Association (SHSAA).
- Board of Education - a board of education or conseil scolaire established pursuant to *The Education Act, 2005*.
- High School - a school conducting classes in any or all of grades 9 – 12 within the NCDAA.
- Independent school - a school in the North Central District registered as an independent school with Saskatchewan Learning.
- Member – a board as outlined in the Membership section (Article VI) of this constitution.

- Trustee - an elected member of a board of education, conseil scolaire, or governing body of a Member.
- NCDAA Council – an organization consisting of athletic directors from member schools and NCDAA school division representatives.
- NCDAA Executive Council – consists of the NCDAA President, Vice President/Secretary, Treasurer, Officials Commissioner, School Administrator, LEADS rep, and the 3 section representatives.
- District Sport Commissioner – an appointed member who will oversee the sport activity they are assigned to.
- Section Representative – an elected member of the executive that will represent the schools within their assigned boundaries.

ARTICLE VI - Membership

6.1- Participating Members - The membership of the NCDAA shall be open to the following:

6.1.1 Boards of Education and conseils scolaire operating a high school within the boundaries of the NCDAA;

6.1.2 Any independent school registered with the Ministry of Education and which is a body corporate or association and which operates a high school in the NCDAA; and

6.1.3 Any Indian Band which operates a high school or on whose lands a high school is operated within the NCDAA boundaries.

6.2 - Associate Members

6.2.1 The NCDAA may pass bylaws allowing organizations or individuals to be Associate Members.

6.2.2 Associate members do not have voting privileges.

6.2.3 Associate members, as outlined in the association bylaws, will be invited to send non-voting delegates to general meetings of the NCDAA.

ARTICLE VII – Membership Dues

7.1 Each Member shall pay dues as set by the NCDAA at the fall general meeting of the membership.

7.1.1 Membership dues shall be paid to the NCDAA as outlined in the Bylaws of the NCDAA. See bylaw 5.2.1.

7.1.2 Failure of any Member to submit the assessed dues to the North Central District prior to the date specified in the bylaws shall entitle the North Central District to apply sanctions against that Member. The offending Member(s) shall be suspended from all NCDAA activities until full payment is received.

7.2 Each Member shall pay dues as set by the SHSAA at the annual general meeting of the membership.

7.2.1 Failure of any Member to submit the assessed dues to the SHSAA prior to the date specified in the Bylaws, shall entitle the SHSAA to revoke the membership of the offending Member.

ARTICLE VIII - Organization

8.1 The North Central District boundaries shall be as determined by the Bylaws of the SHSAA.

8.2 The NCDAA Section Representatives shall represent the schools within the boundaries of the section as defined by the NCDAA. See 11.3 Section Reps.

ARTICLE IX – Voting Delegates

9.1 All Members of the NCDAA shall form a subdivision of Members and shall vote at Members' meetings of the Association through 7 voting delegates to be selected in the following manner:

9.1.1 The principal of each high school in the NCDAA shall designate a representative for the high school and such selection shall be brought to the Board of Education or Member operating the high school for approval. Upon approval by the Board of Education or Member the person so named shall represent the Member.

9.1.2 The SHSAA high school representatives in the NCDAA shall attend the NCDAA spring meeting of all high school representatives before the annual general meeting (AGM) of the SHSAA in each year and shall elect the 7 voting delegates for the NCDAA, which shall be done by majority vote of the high school representatives present at the district meeting.

9.1.3 The 7 voting delegates of the NCDAA shall be made up of the following persons:

- a) One trustee
- b) One school administrator
- c) One LEADS Representative
- d) The NCDAA Officials Commissioner
- e) Three voting delegates at large consisting of 2 persons of the opposite gender

9.1.4 The NCDAA President shall be assigned one of the 7 voting delegate positions should they be able to attend the SHSAA AGM. Should they be assigned as one of the three voting delegates at large, clause 9.1.3 e) still applies.

9.1.5 The 7 voting delegates are not required to be high school representatives.

9.1.6 Each voting delegate of the NCDAA must hold a valid Saskatchewan Teaching Certificate and must be employed by a Member in Saskatchewan at the time of the annual general meeting of the SHSAA. The exception will be the delegates appointed as a trustee who must be a sitting member as a current elected representative of a Member at the time of the annual general meeting of the SHSAA.

ARTICLE X – District Council

10.1 North Central District Council shall be made up of all the High School Representatives in the district.

10.1.1 Any school not represented by a high school representative may appoint a representative to the North Central District Council in a manner similar to that used to appoint high school representatives. These other school representatives shall have voting rights similar to those of the High School Representatives except in the case of voting for the AGM Voting Delegates.

10.1.2 The NCDAA may provide in its bylaws that other persons such as trustees, community coaches, district officials, or others may be voting members of the NCDAA provided:

- a) That such appointment or election of such persons must be approved by the Member operating the high school the person(s) are representing; and
- b) That such persons shall not vote to elect the voting delegates for the SHSAA AGM.

10.2 The North Central District Council must develop and amend a constitution, and may pass bylaws, develop policy, elect officers, hold meetings, collect district membership fees, collect such other fees as are provided for in the bylaws, and spend such monies as are consistent with the NCDAA bylaws and policy.

10.3 Prior to any North Central District Council constitution, amendments to the constitution, bylaws, amendments to the bylaws taking effect, and any changes passed by the North Central District Council must be forwarded to the SHSAA for approval by the Executive Council of the Association at its next meeting.

ARTICLE XI – North Central District Executive

11.1 Executive members and term length

- 11.1.1 President (2 year term)
- 11.1.2 Vice President/Secretary (2 year term)
- 11.1.3 Treasurer (2 year term)
- 11.1.4 Officials Commissioner (2 year term)
- 11.1.5 Three Section Reps (1 year term)
- 11.1.6 In-School Administrator (1 year term)
- 11.1.7 LEADS Rep (1 year term)

11.2 Election years and term length

11.2.1 The President and Treasurer shall be elected in odd years. (2017, 2019, etc.)

11.2.2 The Vice President/Secretary and Officials Commissioner shall be elected in even years. (2016, 2018, etc.)

11.2.3 The Section Reps, In-School Administrator, and LEADS Rep will be elected annually for 1 year terms.

11.2.4 All Executive members may serve for a maximum of two consecutive terms in the same position.

11.3 Section Reps – for the purpose of sections reps, NCDAA member schools shall be considered to be in the following sections:

11.3.1 Section 1 North – All schools located outside the boundaries of Saskatchewan Rivers Public School Division, but inside the boundaries of the NCDAA.

11.3.2 Section 2 PA City – All schools within the city of Prince Albert.

11.3.3 Section 3 PA Rural – All rural schools within the boundaries of the Saskatchewan Rivers Public School Division and not inside the city of Prince Albert.

11.4 Elections shall take place annually at the spring general meeting.

11.5 All high school representatives and other voting members shall be eligible to vote for the executive positions.

11.6 Any teacher, independent school representative, or division office personnel within the boundaries of the NCDAA may be an Executive Officer.

11.7 Each Executive member is responsible for their duties until the last day of the school year in their final year in office.

11.8 Should a vacancy occur during the school year, the Executive is empowered to appoint a member of the District Council to fill the vacancy until the expiration of the term of office.

11.9 Executive Powers

11.9.1 The Executive is empowered to request the resignation of any elected or appointed officer who misses two (2) consecutive meetings in a year, or who is negligent in the performance of the officer's duties.

11.9.2 The Executive is empowered to rule on such cases not covered by the constitution or bylaws. These decisions are not to be considered as precedents. Each must be reported at the next regular meeting with an explanation and recommendation for possible legislative action.

11.9.3 The Executive is empowered to strike committees.

11.9.4 The Executive is empowered to act as the official voice and liaison for the NCDAA coaches and members with Independent Schools, Northern Lights School Division, Prince Albert Catholic School Division, Saskatchewan Rivers Public School Division, and the SHSAA.

11.10 Executive Meetings

11.10.1 The NCDAA Executive shall meet each year in January. This meeting will be referred to as the winter meeting.

11.10.2 A special meeting of the NCDAA Executive may be held at the call of the President. For the expediency and cost reduction, the Executive Council may conference by phone or internet.

11.10.3 The President shall call a special meeting of the NCDAA Executive Council when requested to do so in writing by at least 50% of the Executive Council or by at least 2 of the Members.

11.10.4 A quorum of the Executive shall be a majority of the elected executive.

11.10.5 Decisions made by the executive are made by a majority of votes. Ties are decided by the vote of the President.

ARTICLE XII – Annual Meetings

12.1 There will be at least two (2) annual meetings of the North Central District Council during each school year. A fall meeting will be held before September

15th and a spring meeting shall be held between April 1st and 15th. Meetings shall commence at the call of the President.

12.2 Written notice of each meeting shall be given to the members and each high school in the NCDAA at least 2 weeks in advance.

12.3 Each high school representative shall be allowed 1 vote for each agenda item. No person may vote more than once.

12.4 Additional meetings may be held at the call of the President, or when requested to do so, in writing, by at least 50% of the Members.

12.5 Quorum

12.5.1 Voting on changes in the constitution, policies, or bylaws will require the presence of at least 50% of the Members.

12.5.2 All other motions shall be decided by the Members present.

12.6 All Members must notify the NCDAA secretary of their attendance at least 2 days prior to each meeting.

12.7 Voting

12.7.1 Voting at any NCDAA meeting shall be by the approved high school representative, Executive members, excluding the President, and by all other approved voting delegates.

12.7.2 Each school will receive one vote, in addition to Executive votes.

12.7.3 Each voting Member must declare themselves at the start of all district meetings.

12.7.4 Motions shall pass if more votes are cast in favor of the motion than those against the motion. Abstentions shall not be counted on either side. In the case of a tie, the President will cast the deciding vote.

12.7.5 In the case of amendments to bylaws or the constitution, the motion must pass with the required percentages of voting representatives present. In this case abstentions count as a vote against the motion.

12.7.6 Any school with fees outstanding to the North Central District (E-3's, E-10's) will not be eligible to vote on motions.

12.8 Meetings will proceed according to Robert's Rules of Order.

12.8.1 Rules of order

12.8.1.1 Motion with written notice:

- a. Can be amended before presented for debate.
- b. Can be withdrawn before presented for debate.
- c. Can be withdrawn or amended by mover-seconders during debate with permission of a simple majority of those present.

12.8.1.2 Order of Debate on a motion:

- a. Mover or seconder.
- b. Affirmative and/or negative. (Once per delegate)
- c. Mover or seconder will close debate.
- d. Vote on the motion

12.8.2 Order to be followed during debate

12.8.2.1 Amend – Add, strike out, replace, or substitute or divide the question into parts.

- a. Debate on amendment.
- b. Vote on amendment.
- c. If passed, debate the amended motion.
- d. Vote on the amended motion.

12.8.2.2 Rescind – required 2/3 majority if no notice is given and simple majority if notice is given.

12.8.2.3 Commit or refer to a committee.

12.8.2.4 Defer for a certain time.

12.8.2.5 Table – motion to table is non-debatable

12.8.2.6 Suppress debate – call for the question.

12.8.2.7 Suppress the question

12.8.3 Voting

12.8.3.1 Voting by official delegates shall be by secret ballot in the case of election of officers; and by show o hands for all other cases, except where a secret ballot is requested by at least three voting delegates.

12.8.3.2 Votes are calculated on the basis of present voting members.

12.8.3.3 With the right to vote goes the right to abstain.

12.8.3.4 The chair will not call for abstentions, nor do members have a right to announce they abstained.

12.8.3.5 Abstentions have no effect on the calculation of votes.

12.8.3.6 A majority is more than half of the votes cast. In the case of 2/3 majority, there must be at least 66% of present voting delegates in the affirmative for adoption.

ARTICLE XIII –Bylaws

13.1 Any member of the NCDAA may propose bylaws for the NCDAA. Written notice of proposed bylaws shall be forwarded to all Member high schools at least two weeks prior to the proposed date of the next North Central District Council general meeting.

13.2 Such bylaws shall be brought before the next general meeting of the North Central District Council and shall be voted on by the Members present. The President shall break any ties.

13.3 If passed, the bylaws shall be forwarded to the SHSAA for approval.

13.4 Bylaw changes will become effective when approved by the SHSAA or on the effective date of the bylaw, whichever is later.

13.5 The North Central District Executive may pass a temporary amendment to the bylaws. This temporary amendment must be brought to the next North Central District Council General Meeting for discussion and a vote.

13.6 Proposed bylaws and amendments to bylaws must pass with a majority vote. Amendments are subject to Article 12.7.5

13.7 Bylaw Amendments

13.7.1 Written notice of proposed amendments to the bylaws shall be forwarded to all Member high schools at least two weeks prior to the proposed date of the next North Central District Council General Meeting.

13.7.2 Proposed amendments shall be voted upon at the North Central District Council General Meeting and if passed by a majority of the high school representatives shall be forwarded to the Association for approval by the Association Executive Council. The bylaw changes will become effective when approved by the Association Executive Council or on the effective date in the bylaw whichever is later.

13.7.3 Any proposed bylaw or amendment submitted after the deadline will require a 75% majority of a properly constituted quorum.

13.7.4 Proposed amendments to the bylaws shall be brought to the North Central District Council General Meeting only if the amendment has been proposed and/or supported by:

The North Central District Executive Council; or

A Member of the North Central District

ARTICLE XIV – Amendments to the Constitution

14.1 Notice of proposed amendments to the North Central District Constitution shall be forwarded to all Members at least two weeks prior to the proposed date of the next North Central District Council General Meeting.

14.2 Proposed constitutional amendments shall be voted on at the North Central District Council General Meeting and if passed by 75% majority of the high school representatives shall be forwarded to the Association for approval by the Association Executive Council. If approved by the Association Executive Council the changes shall become effective when approved by the Association Executive Council or on the date specified in the changes, whichever is later.

14.3 Any proposed amendments submitted other than as outlined above will require a 90% majority of the Members to be forwarded.

14.4 Proposed amendments to the Constitution shall be brought to the next North Central District Council General Meeting only if the amendment has been proposed and/or supported by:

The North Central District Executive Council; or

At least two Members of the North Central District.

ARTICLE XV – Discipline of Members

15.1 The North Central District, through the North Central District Executive Council or the North Central District General Meeting, shall have the right to impose disciplinary sanctions on a Member or a Member's school(s) in the event that a Member or the Members representative school(s) violate(s) the Constitution, Bylaws, or Activity Policies of the NCDAA.

15.2 Disciplinary Committee

15.2.1 The executive may appoint any of the following members as a district disciplinary committee:

- a) President (Chairman)
- b) Vice President
- c) Officials
Commissioner
- d) Principal
- e) Director or Superintendent
- f) One Section Rep

15.2.2 The disciplinary committee working with both the NCDAA and SHSAA constitution and bylaws shall expeditiously hear all evidence on the incident and shall render a written decision. The discipline committee will consider each case presented and take appropriate action based on the severity of the misconduct. These actions include, but are not limited to the following:

- a) Dismissal of the complaint
- b) Letter of concern
- c) Letter of reprimand
- d) Period of probation
- e) Forfeiture of game
- f) Forfeiture of championship
- g) Maximum period of one year probation or suspension
- h) Issue of a fine

15.3 Appeals of the discipline of Member(s) shall be directed to the SHSAA Executive Council.

Bylaws of the North Central District Athletic Association

Bylaw I - Acceptance

Each school that registers any team(s) and/or individual(s) with the NCDAA is agreeing to abide by the letter and the spirit of the Constitution and Bylaws of NCDAA and of the SHSAA. This agreement will apply to all teams/individuals that are eligible to be included by the rules of either association; whether or not that particular team or individual is registered with North Central District or the Association. By registering, each high school is agreeing to use the appeal procedures and sequences as outlined by the NCDAA and the SHSAA before resorting to outside agencies.

Bylaw II Duties

2.1 DUTIES of the Executive

2.1.1 The President shall:

- a) Preside at all meetings and shall act as chief executive officer of the district.
- b) Be the ex-officio member of all committees.
- c) Call regular meetings and have power to call special meetings as deemed necessary.
- d) Ensure the agenda and dates for all NCDAA council meetings are shared with the membership.
- e) Act as the liaison between the NCDAA and the SHSAA.
- f) In the case of tied votes, cast the deciding vote.
- g) Have signing authority on all cheques and documents binding on the association.
- h) Give direction to all district playoff commissioners in carrying out their duties.
- i) Receive playoff schedules and follow up reports from the district sport commissioners.
- j) Chair the disciplinary committee or appoint an executive member to do so.

- k) Ensure that delegates to the SHSAA AGM are appointed and make arrangements for their attendance.
- l) Inform district sport commissioners of any suspensions of a Member or individual participants.
- m) Ensure completion and approve MAP grant forms.
- n) Instruct individuals as to the proper protocol sequence to follow regarding events which may require disciplinary action. The sequence is as follows:
 - a. Coach and/or Individual
 - b. School Administration
 - c. Commissioner of the sport
 - d. Executive of this district
 - e. Provincial Executive
- o) Make rulings on playoff disputes/decisions in conjunction with the sport commissioner, decisions on disciplinary actions will be made in conjunction with the other members of the Executive.
- p) Attend the Presidents' Meeting of the SHSAA and report to the general membership
- q) Attend the Annual General Meeting of the SHSAA.
- r) Inform Member athletic directors of any special district events.
- s) Contact service award winners for attendance at AGM.
- t) Act as a mentor to all athletic directors new to the position.

2.1.2 The Vice-President shall:

- a) Act as an assistant to the President and fill in for the President whenever necessary.
- b) Assist the President with rulings and decisions in disputes and disciplinary actions.
- c) Contact all division representatives and any schools with new athletic directors.
- d) Assist in convening general meetings.

- e) Monitor the eligibility of all members within the district.
- f) Update the website.
- g) Order all District awards in consultation with the President or Sport Commissioners. (ribbons, medals, plaques)
- h) Keep accurate records of award winners.

2.1.3 The Secretary Shall:

- a) Take minutes at all general meetings and forward one copy of the minutes to all member schools, their Directors, and the SHSAA.
- b) Post a copy of the minutes to the website.
- c) Compile all convenor reports.
- d) Forward the names of the Executive, the Convenors and Officials Commissioner to the provincial office
- e) Submit award nominations to the SHSAA.
- f) Request and post event winners to the Awards portion of the website.
- g) Update the website periodically. (Calendar, events, documents, etc.)
- h) Make arrangements for a meal if the meeting is held over the supper hour.
- i) Record attendance for voting purposes.

2.1.4 The Treasurer shall:

- a) Handle all financial transactions.
- b) Have signing authority.
- c) Prepare a financial statement for each meeting and maintain a financial record.

- d) Make payment by cheque to the host school after the commissioner's reports have been submitted.
- e) Make payments by cheque for the travel expenses to general meetings.
- f) Prepare M.A.P. grant application forms.
- g) Ensure the financial records are audited in election years.
- h) Ensure that all Members have paid their district fees.
- i) Prepare a proposed budget for the ensuing year to be presented at the spring meeting.

2.1.5 The Officials' Commissioner shall:

- a) Appoint a Referee-in-Chief for each of the following sports and forward these names to the provincial office
 - football
 - volleyball
 - basketball
 - soccer
- b) Be responsible for holding a rules clinic for each major team sport competed in at the District level. (Soccer, Football, Volleyball, Basketball). These clinics are to be on a yearly basis.
- c) Attend the Officials Commissioners' meeting of the SHSAA and report to the general membership.
- d) Be the liaison between the NCDAA and the SHSAA in matters affecting officiating.
- e) Represent the NCDAA at the SHSAA AGM.
- f) Keep a list of registered officials in the NCDAA.
- g) Keep an up to date record of the work and rating of all officials in the district.

- h) Recommend officials for post-District competition.
- i) Submit all expenses to the NCDAA Treasurer. Include receipts where possible.
- j) Have complete control over assigning officials for all SHSAA Provincial playoffs within NCDAA.
- k) Upon receipt of a protest of the result of a District Playoff game or competition, or of the action of an official(s), an individual athlete, a team, team supporters, a coach or other team official:
 - a. Contact the Sport Commissioner, the officials concerned, all coaches, and school principals affected by the protest to obtain all available information and to attempt to have all parties involved agree to a resolution.
 - b. If the protest can be resolved within 72 hours then the resolution takes effect and no further action is needed, other than to notify the NCDAA President and all involved parties.
 - c. If such a resolution is not reached then the President is asked to convene the Protest Committee as soon as the written protest form is received.

2.1.6 Section Representatives shall:

- a) Serve as the communication link between the NCDAA and the schools within their Section.
- b) Collect all necessary information regarding each school's recognition awards.
- c) Perform such duties as the President may determine.

2.1.7 In-School Administrator Representative shall:

- a) Act as a liaison between the NCDAA and other administrators in the NCDAA.
- b) Give insight and perspective where needed regarding NCDAA athletics and the administration of a school.
- c) Represent the NCDAA at the SHSAA AGM.

2.1.8 LEADS Rep Shall:

- a) Act as a liaison between the NCDAA and the bodies they represent.
- b) Represent the NCDAA at the SHSAA AGM.

2.2 DUTIES of Athletic Directors/High School Representatives

- a) Attend the general meetings of this association and communicate information to his/her fellow high school.
- b) Register with the President and Secretary at the fall meeting.
- c) Submit your district fees to the Treasurer by October 15th.
- d) Complete school team registration form (SHSAA E-3) online at www.shsaa.ca as per SHSAA instructions and submit payment for “Amount Due” by September 30th.
- e) Complete school enrollment Declaration Form online at www.shsaa.ca as per the SHSAA instructions during the first week of October.
- f) Send applications for deviation from the normal eligibility and classification rules to the NCDAA and SHSAA in time for the respective Executives to make a decision. Such deviations may include:
 - o Joint Sponsorship Schools (by SHSAA deadline).
 - o Use of grade 8 students (by SHSAA deadline).

- o Use of student moving to a new school after September 1st for reason other than family relocation (as soon as possible after the move).
- g) Ensure completion of SHSAA Activity Eligibility Form (E-5) online at www.shsaa.ca as per SHSAA instruction by the date shown in the SHSAA calendar.
- h) Distribute the SHSAA handbook to all coaches and teacher-supervisors in your school's program.
- i) Ensure that there is a teacher or approved non-faculty coach supervising each team from your school whenever you are participating in inter-school competition.
- j) Ensure transferring students are aware of the transfer policy and enforce it properly.
- k) Do whatever is in your power to ensure that all coaches and athletes under your direction conduct themselves in an acceptable manner.

2.3 DUTIES of the Coach shall:

- a) Be a role model for all students, parents, and spectators.
- b) Ensure the proper dress code is enforced.
- c) Ensure that all your athletes are eligible for competition.
- d) Find out who the NCDAA sport commissioner is. They will inform you about the playoff format and details.
- e) Ensure the completion of the SHSAA Activity Eligibility Form (E-5) online at www.shsaa.ca as per SHSAA instruction by the date specified on the SHSAA calendar.

- f) Ensure that no jewelry is worn during competition, except in the sports of golf, cross-country, curling, and track (excluding pole vault and high jump).
- g) Ensure you and your athletes are fully conversant with the current rules of your sport and of the league in which you compete. Attendance at Officials' Clinics offered within the NCDAA would be beneficial.
- h) Ensure that both your players' and your own conduct are of the highest level of sportsmanship and respect for all competitors and officials.
- i) Take responsibility for the behavior of the students in your care and react promptly to conduct that is unacceptable.
- j) When hosting a visiting team, ensure that your guests have all the information and facilities that they need to make their visit pleasant and rewarding.
- k) When visiting another school, ensure that your athletes are aware of the rules of behavior of the host school.
- l) Any protest regarding the decision of a commissioner, official, coach, team member, or team supporter shall:
 - a. Be first taken to the Sport Commissioner.
 - b. If no solution is agreed upon, the protest may be taken to the Officials Commissioner.
 - c. If still no agreeable solution is agreed upon, the protest shall be submitted in writing to the NCDAA President.
 - d. It must be submitted within 48 hours of the completion of the contest in question.
 - e. It must be accompanied by a fee of fifty dollars (\$50) which will be refunded if the protest is upheld.

- m) The President shall determine the validity of the protest and shall convene the Protest Committee within 48 hours if the protest is deemed valid.
- n) Make sure that your team is committed to all SHSAA playoffs once you have entered the District playoff structure. Coaches must declare their athletes' intention to proceed beyond District Competition prior to the start of the Competition in the sports of golf, cross-country, badminton, and track.
- o) Ensure you have completed the "Respect in Sport", and "Concussion" online training.

2.4 DUTIES of the Teacher Supervisor:

- a) Teacher-Supervisors are recommended when the coach of a team is not a teacher. They should be present at all practices and competitions.
- b) They will represent the authority of the school and the teaching profession.
- c) They will ensure that the students and coach on a team behave in a way that would be acceptable to a teacher-coach from their school.
- d) In order to carry out your responsibilities you should be in close contact with your students, your supervision of them should be as effective as that of a coach.
- e) The above items are not intended to remove any responsibility from, or level criticism at, non-teacher coaches. The purpose is to recognise that a teacher is best suited, by their training and by the ongoing authority given them by their board, to ensure that students behave and are treated in an acceptable manner.
- f) In addition to teachers, individuals (outline in Section II of the SHSAA handbook) may be approved as a coach and supervisor of a school team.

The school must file annually with the SHSAA using the E-14 form in the handbook.

2.5 DUTIES OF Referee-in-Chief (Basketball, Football, Soccer, and Volleyball):

- a) Maintain a list of registered officials and where possible, a record of performance.
- b) In cooperation with the Officials Commissioner arrange for the delivery of Officials' Clinics in your sport.
- c) Assist District Sport Commissioners in providing registered officials for district playoffs.
- d) Provide recommendations for post-district appointments through the Officials Commissioner.
- e) Inform all members of any changes in rules.
- f) Submit expenses to the NCDAA Treasurer and a copy to the Officials Commissioner.

2.6 DUTIES of District Sport Commissioners shall:

- a) Each commissioner must check the eligibility of the teams/schools/individuals for any NCDAA Championships. A list of eligible schools is available from the SHSAA for all High School competitions.
- b) Follow the NCDAA Sport Commissioner Package, determine playoff format, and inform all entered teams. Send a copy to the NCDAA President.
- c) Contact the Referee-in-Chief or Officials Commissioner to obtain qualified officials.

- d) Be in complete charge of all arrangements regarding district elimination in the particular events in accordance with the constitution and the policies of the District.
- e) Appoint and announce a 3 member protest committee including the district commissioner.
- f) Inform the media of the playoff and send in the results promptly.
- g) Promptly forward the details of advancing teams or individuals to post-District Commissioners.
- h) Make sure you charge the current entry fee for spectators (where possible) and forward 100% of the gate to the SHSAA.
- i) Before final playoffs, ensure you have received district medals from the NCDAA Vice President.
- j) Complete and submit the commissioner's report for the next meeting. Forward it to both the President and Secretary.
- k) In cross-country, golf, and track, nominate a district coach for post-district play and forward the appropriate district team entry forms (from the SHSAA Office or handbook)
- l) Submit expenses to the NCDAA Treasurer. Provide receipts where possible.
- m) Send the officials report to both the SHSAA and the NCDAA Officials Commissioner.
- n) Forward results to the President, Vice President, and Secretary for posting on the website.
- o) Present awards (if possible) at the completion of the elimination tournament and forward the name of the winner(s) to the provincial office.

- p) Instruct the referee to report any serious misconduct in any game and to inform the President.

Bylaw III - Order of Business

3.1 Before the meeting is called to order, members shall sign in on the attendance sheet, fill out a mileage request, and declare themselves as voting delegates for the Member they represent.

3.2 The order of business at NCDAA Council meetings shall be as follows:

- a) Call to order
- b) Adoption of Agenda
- c) Introduction of those present
- d) Approval of the minutes
- e) Reports
 - SHSAA Report
 - Section III Report
 - President's Report
 - Treasurer's Report
 - Officials Commissioner Report
 - Sport Commissioners' Reports
- f) New Business
 - a. Appointment of activity commissioners and host sites
 - b. Outlining upcoming activities and determining hosting responsibilities
 - c. Election of Officers

- d. AGM resolutions
 - e. Appointment of AGM delegates
 - f. Outstanding Coach, Official, Service, and Merit Award nominations
 - g. Amendments to Constitution, Bylaws, or Activity Policies
 - h. Other
- g) Unfinished Business
 - h) Next Meeting
 - i) Adjournment

Bylaw IV - Protests & Appeals

4.1 If a coach/team wished to protest a competition it must do so in the following order:

- a) Protest is first taken to the head official within 1 hour of the completion of the contest.
- b) If an agreeable solution is not found, the second step is to bring the protest to the commissioner of the sport.
- c) If no agreeable solution is found, the protest shall be taken to the Officials Commissioner. It shall then follow the rules as set under Bylaw 2.1.5 k) of these bylaws.

4.2 Appeals of the decision by the protest committee shall be taken to the SHSAA.

4.3 The SHSAA should be contacted by the concerned parties only if the decision by the NCDAA Protest Committee is unsatisfactory. Failure to meet any of the set deadlines shall be taken as an indication that the party involved does not want to continue with the complaint.

Bylaw V - Eligibility

5.1 All North Central District activities shall be carried on in accordance with SHSAA regulations, policies and instructions.

5.2 In addition to the Association policy and regulations the following rules shall apply:

5.2.1 North Central District Rules

- a) All Member schools are required to follow SHSAA procedure for registering students.
- b) E-10 forms must be submitted to the SHSAA office by **OCTOBER 1ST**. A copy of the E-10 forms must also be submitted to the district treasurer by **OCTOBER 15th** and a cheque, made out to **NORTH CENTRAL DISTRICT** and based upon **\$1.00 per student** in grades 9 through 12 inclusive, must accompany this form.
- c) To compete against other SHSAA member schools you must be a member in good standing within the SHSAA. **Failure to submit the student levy fee and form to the North Central District will deem your school ineligible for ALL competition until E10 form and fees are submitted to the District Treasurer.**
- d) Any team dropping out of District Playoffs after entering the playoffs and submitting the assigned fees may face disciplinary action.
- e) If a team withdraws before the SHSAA E5 deadline district team fees may NOT be refunded.
- f) If the team drops out after the SHSAA deadline date, they may be suspended from further play at any level. The President shall investigate and report the circumstances to the next NCDAA council meeting.

g) The President shall also recommend one of the following courses of action to be taken:

- No further action be taken.
- Letter of concern shall be sent to the principal of the school involved.
- Letter of reprimand shall be sent to the principal of the school involved and the school shall be suspended from that sport for up to one year.
- The school is suspended from that sport for up to one year.

5.3 All teams must be accompanied by a teacher or supervisor who meets the Association criteria. This person will be the coach and/or supervisor for the athlete or team.

5.4 It is recommended that all team members must have a parent's waiver for the current year on file at the school.

Bylaw VI - Activity Playoff Direction

6.1 Guidelines:

6.1.1 Whenever feasible, district playdowns should be held in the evening and/or Saturday in order to avoid missed school time.

6.1.2 The District Sport Commissioner shall be responsible for organizing the tournament subject to the SHSAA and NCDAA guidelines in each sport.

6.1.3 Officials for all Provincial playoffs held in the NCDAA must be coordinated through the Officials Commissioner and from within the NCDAA boundaries whenever possible.

6.1.4 The President shall prepare a list of activity playoffs for the upcoming year. This list shall include all the activities, and proposed

dates. The proposed dates will be based on the constitution and bylaws, the Association provincial playoff date, and tradition. This list will be presented to the North Central District general meeting for modification and adoption.

6.1.5 Bids will be open for hosting district championships at the fall NCDAA Council Meeting. Hosting rotations are outlined in the Activities of the NCDAA Article 1.2.

6.1.6 Teams wishing to host a district championship should give written notice to the President prior to the fall meeting.

6.1.7 All district activity playoffs must be held on or before the weekend immediately preceding the regional or provincial championship in that activity.

6.1.8 When district coaches are assigned, they shall have the authority over all student competitors. The NCDAA shall support any decision made with regard to discipline or competition to the said coach.

6.2 Uniforms

6.2.1 The NCDAA shall supply uniforms for cross-country and track and field. Any such uniforms that are lost will be paid for by the school under whose jurisdiction the offending student falls.

6.2.2 Teams that do not conform to SHSAA uniform codes will run the risk of being disqualified from competition.

6.2.3 Coaches that bring athletes to district cross country or track and field are expected to attend a coaches' meeting immediately following the championship to collect uniforms for the provincial championship. Each school is required to write a deposit cheque of twenty five dollars (\$25) per uniform they need. The deposit cheque will be returned when the uniforms are returned.

6.2.4 Uniforms are expected to be returned to the NCDAA within two (2) weeks of the provincial championship. Schools that do not return their uniforms will be charged twenty-five dollars (\$25) per uniform and will not be allowed to participate in any NCDAA competitions until the fee has been paid or the uniform returned.

6.3 Playoff Rotation Process

Hosting duties in the sports of soccer, volleyball, basketball, and curling will be determined using the following method:

6.3.1 First, host schools must meet hosting standards as set out by the SHSAA and NCDAA as follows:

Golf

- Course availability.
- Local assistance.

Soccer

- Playing field must be in a safe and suitable condition.
- Quality accommodation and food service must be available.
- Qualified officials must be readily available.

Volleyball

- Proper volleyball standards, lines, and net.
- Qualified Officials must be readily available.
- Quality accommodation and food service must be available.

Basketball

- Shot clocks.
- Qualified officials must be readily available.
- Quality accommodation and food service must be available.

Curling

- Artificial ice.
- Minimum of 3 sheets.
- Quality accommodation and food service must be available.

6.3.2 Hosting will occur on a rotational basis. A list of hosts will be kept by the NCDAA and used to determine eligibility. Records will be maintained as far back as accurately possible.

6.3.3 If there is more than one team eligible to host in a given year and none of the eligible teams have hosted on record, then it will be a flip of the coin for hosting duties that year.

6.3.4 If a school does not wish to host or does not meet the hosting requirements, the host will fall to the next in line.

6.3.5 Teams will still need to follow the same procedure as outlined in Bylaw 6.1.6. If your school does not put a bid in to host the event when it is their turn in the rotation, they will not be considered eligible to host and will lose their turn in the rotation. The host will fall to the next in line.

Bylaw VII - Discipline of Players, Coaches, Officials, Teams or Schools

7.1 Any case of unsportsmanlike conduct by a player, coach, official, team or school, any serious violation and any disregard for regulations established by the NCDAA and/or SHSAA, shall first be reported to the offending school's administration and the offending person(s) by the opposing coach, commissioner, or head official of the contest. This report shall be submitted within two days of the contest. A copy of this document should also be sent to the NCDAA Executive. The opposing coach, commissioner, or head official also has the option to fill out an E-8 or E-9 Report Form and forward it on to the SHSAA.

7.2 Spectator Control:

7.2.1 The responsibility lies with the host. An official may request the host to enforce appropriate action. If satisfactory action does not result, the official has the right to postpone or forfeit the game if the official feels that by continuing the game, there would be increased danger to the

athletes. The official must immediately submit a complete report of this situation and action to the President. Check the SHSAA handbook for more information on spectator control.

7.3 Conduct of visiting teams:

7.3.1 Inappropriate conduct of teams occurring within the boundaries of a division shall be handled by the organization within that division.

7.3.2 Should an incident occur as a result of teams crossing school division borders, appropriate action should be directed toward the coach. If condition warrants it, the principal of the school and the coach will be asked to meet with the Disciplinary Committee (see Bylaw II 2.1.1 n)

7.4 Alcohol/Drugs:

7.4.1 The NCDAA goes on record as not condoning the use of alcohol or drugs at any time. Players under the jurisdiction of the North Central District found guilty of the use of any of these substances by officials, school officials or athletic officials shall be suspended from that athletic activity immediately. The person(s) discovering a suspected violation shall report the violation to the supervisor of the team involved and to the senior representative of the host school. The host school shall report the matter and action taken to the President and to the Officials Commissioner. Further action may be taken.

7.5 Fees:

7.5.1 Any fees not received by the specified date may result in the suspension of a school until those fees are paid.

7.6 Any member that does not fulfill its responsibility to work and event at Provincial track and field, golf, or cross country will pay the fine imposed by the SHSAA. If another member of the district covers the slot in the schedule the offending member will receive a \$50 fine imposed by the NCDAA.

Bylaw VIII - Finances

8.1 All bills, accompanied with a receipt where possible, must be submitted in a timely fashion to the treasurer of the NCDAA.

8.2 The new Executive must receive control of the funds as of the end of the school year in which the transition will occur.

8.3 All financial transactions of the Association can be signed by the Treasurer and the President.

8.4 Audit

8.4.1 The audit will be done by an individual not involved in the Association. The fees will be paid as necessary.

8.4.2 The audit must be completed every 2 years or whenever there is a change in Treasurer.

8.4.3 The audit must be completed prior to the fall meeting.

8.5 Payment of Bills

8.5.1 The President and Treasurer shall be authorized to pay bills related to the operation of the North Central District as they are received and funds are available. This shall include such items as: meeting costs, playoff costs and supplies, registration fees, North Central District representative expenses, honoraria, etc.

8.5.2 If the President and/ or Treasurer feel that any bill is questionable they shall receive direction from a general meeting, or from an executive meeting.

8.6 Honorarium - to be paid annually to the following:

- | | |
|---|------------------------------------|
| a) President \$200.00 | c) Treasurer \$200.00 |
| b) Vice President/Secretary
\$200.00 | d) Officials Commissioner \$200.00 |
| | e) Track & Field Entries \$150.00 |

8.7 The district will pay the following mileage, per diem, accommodation, and meals:

8.7.1 Mileage - \$0.40/km.

8.7.2 Accommodation – total cost covered with receipt (please use good judgement when booking), or \$20/night other.

8.7.3 Meals – Breakfast - \$7, Lunch – \$10, Supper - \$15.

8.8 Teams wishing to take part in North Central District sponsored playoffs shall indicate their intention by submitting the appropriate forms and the fees as set at the general meeting.

8.9 The North Central District Executive shall be authorized to pay commissioners and clinicians mileage for travel incurred on North Central District business.

8.10 The NCDAA will charge a student levy fee of \$1.00 per student in grades 9 – 12 inclusive.

8.11 The fiscal year for the NCDAA will end June 30th.

Bylaw IX – Coaches Symposium

9.1 The NCDAA will pay for coaches to attend the SHSAA Coaches Symposium each year based on the amount awarded through provincial map grants.

9.2 Coaches wishing to attend the Coaches Symposium must submit their names via email before the spring NCDAA meeting. If more coaches apply than there are spots available, names will be drawn out of a hat. In the instance that someone attended the year before, preference will be given to first time coaches.

Bylaw X – SHSAA AGM

10.1 The NCDAA will pay for up to 10 members to attend the Provincial AGM. Mileage will be covered for 2 approved vehicles, not including the President.

Anyone wishing to travel on his/her own will do so at his/her own expense.
Delegates are expected to carpool where possible.

10.2 Each member is entitled to his/her own opinion based on their Members preference to each resolution. When possible all members will vote in unison to each resolution. If a member does not plan on voting in the majority, they will need to declare this at the NCDAA delegate meeting at the SHSAA AGM.

10.3 If a member is chosen to be a voting delegate, he/she is expected to attend the AGM in its entirety starting Thursday morning and concluding after meeting adjournment on Friday. If he/she is unable to do this, he/she is expected to give up his/her voting privileges. The Executive will appoint the voting to one of the attending member at large.

10.4 Any member wishing to bring a resolution forward for the SHSAA AGM must notify the membership of its content 3 weeks in advance to be eligible for voting at the spring meeting. Any resolution presented after that time will be tabled and electronically voted on at a later date.

Bylaw XI – Officials

11.1 Membership

11.1.1 An Officials Commissioner shall be elected for a two year term at alternating spring NCDAA Council meetings as outlined in Article 11.1 of the Constitution.

11.1.2 Commissioner may appoint an assistant.

11.2 Officials' Clinics

11.2.1 Officials' clinics shall be held each year in soccer, volleyball, football and basketball.

11.2.2 Others as decided by the NCDAA Executive Council.

11.2.3 Sites as the Commissioner sees fit.

Bylaw XII – Competition, Practicing, and Rules of Play

12.1 Starting dates of practice and maximum number of contests for the various sporting activities shall follow the SHSAA policy in Policies for Interschool Competition beginning the 2016-17 school year: The closing date shall be when Provincial playoffs are complete.

12.2 The NCDAA is opposed to pre-season and out-of-season practices. A coach working with a team member or members in an organized activity with a goal of improving the team for interschool competition shall constitute a practice.

12.3 A practice shall be defined as:

- a) A coach/designate is present and drills are being run.
- b) A coach/team is developing skills and strategies to get ready for competition.
- c) Game specific skill evaluation of players is involved.
- d) Gym/facility is being used for restricted group of players for game specific skill development.

12.4 A practice is not:

- a) Fitness testing, strength training, strength testing, or other programs where general athletic skills such as speed and power are being measured. It must be understood that these activities must not result in students being informed about their future (make/cut) with the team.
- b) Involvement in any intramural activity.

12.5 A "Club Team" is defined as:

- a) A team not sanctioned by the NCDAA.
- b) A team that does not use the school uniforms or the school name and is not funded by the school.
- c) A team that is not covered by the school system insurance policy.

Bylaw XIII – Awards

13.1 NCDAA Recognition Awards will be given to coaches and officials for every 5 year increment of service. Athletic directors are to forward a list of eligible recipients to their section reps each year along with updating and forwarding their staff list of members who act in the capacity of coaches, managers, officials, etc.

13.2 NCDAA will recognise an outstanding male and female coach each year. Nominations will be accepted from the membership and voted on by the Executive. This award shall be recognised at both the NCDAA and SHSAA general meetings.

13.3 NCDAA will recognise an outstanding official each year. Nominations will be accepted from the membership and voted on by the Executive. This award shall be recognised at both the NCDAA and SHSAA general meetings.

13.4 NCDAA will recognise a Service Award winner each year. Nominations will be accepted from the membership and voted on by the Executive. This award shall be recognised at both the NCDAA and SHSAA general meetings.

13.5 The NCDAA will receive nominations for the Merit Award each year. Award criterion is listed in the SHSAA handbook.

Activities of the NCDAA

Article I - Hosting

1.1 Hosting will be awarded on a bid process for the following activities and as outlined in Bylaw 6.3:

- Golf – Rotation (see hosting rotation below).
- Cross Country – Rotation (see hosting rotation below).
- Soccer – As outlined by SHSAA projection and bylaw 6.3.
- Volleyball (Conference and Regional) – Open as outlined by SHSAA projections and bylaw 6.3.
- District Curling – Rotation (see hosting rotation below).
- Regional Curling – Open.
- Basketball (Conference) – Open as outline by SHSAA projections.
- Badminton – Rotation (must have a minimum of 4 courts).

1.2 Hosting Rotations

1.2.1 Hosting responsibilities in cross-country will be as follows:

- a) PA City West – 2016, 2021, 2026...
- b) PA Rural – 2017, 2022, 2027...
- c) Missinipi– 2018, 2023, 2028...
- d) Parkland – 2019, 2024, 2029 ...
- e) PA City East – 2020, 2025, 2030 ...

1.2.2 Hosting responsibilities in track and field will be as follows:

- a) Parkland – 2017, 2022, 2027...
- b) PA City West – 2018, 2023, 2028...
- c) Missinipe – 2019, 2024, 2029...
- d) PA Rural – 2020, 2025, 2030...
- e) PA City East – 2021, 2026, 2031...

1.2.3 Hosting responsibilities for curling will be as follows:

- a) Outside of Prince Albert – Odd years such as 2017, 2019, 2021 etc.
- b) PAGCC (Prince Albert) – Even years such as 2018, 2020, 2022 etc.

1.2.4 Hosting responsibilities for badminton will be as follows:

- a) Parkland – 2017, 2022, 2027...
- b) PA City East – 2018, 2023, 2028...
- c) PA City West – 2019, 2024, 2029...
- d) PA Rural – 2020, 2025, 2030...
- e) Missinipi – 2021, 2026, 2031...

1.3 Bids to Host:

1.3.1 Bids to host any NCDAA playoff will be by a bid process. A written bid must be submitted to the Secretary or President before the fall meeting.

1.3.2 Events that receive more than one bid will be voted on. Voting procedures will follow Article 12.7 of the Constitution.

1.3.3 In the event that more than one bid is received each school will be given a chance to speak on their own behalf to promote their event.

Consideration should be given to the following:

- a) Availability of officials
- b) Accommodations
- c) Distance of travel (class time missed)

Sport Specific Information

Article II – Golf - Grass Green

2.1 Equipment and facility requirements:

- See SHSAA handbook.
- Host center must supply adequate scorecards for all players.
- Competitors must supply their own equipment.

2.2 Entries:

- District Sport Commissioner will fax eligible schools based on registration information from SHSAA.
- Coaches must submit E5 forms to SHSAA and submit individual names to District Sport Commissioner by 2nd Wednesday in September.

- Green fees are the responsibility of the golfer.

2.3 Rules of play

- Follow guidelines/rules as outlined by SHSAA.
- Two course marshals should move about the course to make sure that all rules are being adhered to.
- District Tournament Format
 - Tournaments will consist of 18 holes.
 - The structure is governed by the SHSAA rules.
 - Tournament Representation will be as follows:
 - Schools are allowed one school team at the district competition.
 - Schools are allowed an unlimited number of individual entries to districts. Coaches are asked to use their discretion when selecting the individuals.
- The tournament should be held on a week day, no less than one week prior to Provincials
- In the case of a tie for one of the top three places in the individual category (male or female), where at least one of the individuals is a tie are not part of the school winning team, that there be a one hole sudden victory playoff, starting at the first hole to determine the individual(s) that move onto Provincial play.
- District medals are awarded to the individual and team winners.

2.4 Advancement

- School teams are made of 3-4 male members and 2-4 female members.
- In addition the top 3 individual golfer will advance. These players may be part of the male or female teams.

Article III – Cross Country

3.1 Equipment and facility requirements:

3.1.1 For course distances, see SHSAA handbook.

3.1.2 Cross country running is intended as an “off-track” activity, and therefore, a variety of terrain must be expected by the competitor. Prepared surfaces should not be expected and a variety of footing caused by natural terrain and weather conditions must be accepted as part of the competition.

3.1.3 The ideal course is a loop.

3.1.4 The course should be clearly marked in the colored system of flags.

- a) Red flag indicates a turn to the left.
- b) White flag indicates a turn to the right.
- c) Yellow flag indicates straight ahead.

3.1.5 Stop watches, clipboard and a recording area should be provided.

3.1.6 The course lengths shall be as follows:

- | | |
|-------------------------|------------------------|
| a) Midget Girls – 3000m | d) Midget Boys – 4000m |
| b) Junior Girls – 4000m | e) Junior Boys – 5000m |
| c) Senior Girls – 4000m | f) Senior Boys – 6000m |

3.2 Entries

3.2.1 Entries must be submitted to the district commissioner at least 2 days prior to the district competition.

3.2.2 The age groups are:

- a) Midget: under 15 as of August 31st of the current school year.
- b) Junior: under 16 as of August 31st of the current school year.
- c) Senior: 16 and over as of August 31st of the current school year.

3.2.3 There are no limitations as to the number of entries per school.

3.3 Rules of play

3.3.1 Refer to the SHSAA handbook.

3.3.2 The District competition will be held the first week of October.

3.3.3 Schedule will be as follows:

12:45 Coaches' meeting

1:00 Walk through of course

1:30 Midget Girls & Junior Boys

2:00 Midget Boys & Junior Girls

2:30 Senior Girls & Senior Boys

3.3.4 The minimum requirements for officials are as follows:

a) Timers - 2

c) Starter - 1

b) Recorders - 2

d) Spotter - 5+

3.3.5 The host district will find as many adult volunteers as possible to be spotters to assure athletes stay on the course.

3.3.6 Competitors in cross-country are not allowed to receive any assistance or refreshments from any person during the progress of the race.

3.4 Awards:

3.4.1 Age group winners shall receive District medals.

3.4.2 Participation Ribbons shall be awarded to all competitors finishing in 2nd – 10th.

3.5 Provincial Team Selection:

3.5.1 There will a coaches' meeting immediately following the end of the meet. It will be used to select athletes to move onto the Provincial Championship. All coaches must attend. If you are unable to attend the meeting you need to leave a list of all athletes that are able and willing to attend provincials no matter where they finished in the race. As well as shirt sizes for all athletes that are able and willing to attend provincials.

3.5.2 The Cross Country Sport Commissioner will be appointed as the NCDA head coach. If he/she is unable to attend, that person will appoint someone else from within their conference.

Article IV - Soccer

- 4.1 Playoffs will be determined by SHSAA.
- 4.2 Host specifications:
 - a) Field must be deemed worthy of a SHSAA playoffs match.
 - b) All facilities must meet minimum requirements as outlined by SHSAA regulations.
 - c) Officials must be readily available.

Article V Football

- 5.1 Playoffs will be determined by SHSAA
- 5.2 Host specifications:
 - a) Field must be deemed worthy of a SHSAA playoffs match.
 - b) All facilities must meet minimum requirements as outlined by SHSAA regulations.
 - c) Officials must be readily available.

Article VI - Volleyball

- 6.1 Playoffs will be determined by SHSAA
- 6.2 Host specifications:
 - a) All facilities must meet minimum requirements.
 - b) Officials must be readily available.

Article VII - Curling

- 7.1 Equipment and facility requirements:
 - 7.1.1 In accordance with current SHSAA specifications. See SHSAA handbook.
 - 7.1.2 A minimum of three sheets of artificial ice are required.
 - 7.1.3 All standard curling equipment may be used.
- 7.2 Entries

7.2.1 E5 forms must be forwarded to the SHSAA by the second Wednesday of January.

7.2.2 Entries must be submitted to the Sport Commissioner no later than 2 weeks prior to the District Competition. Conference playoffs may need to occur based on number of entries from each conference.

7.2.3 The Executive will set up draws in accordance to schools that have registered teams with the SHSAA.

7.2.4 Representation in odd years will be as follows:

- a) Missinipi 2 per event – Senator Myles Venne, Father Porte Memorial, Kimosom Pwatinahk, Father Gamache, Churchill, Nihithow Awasis, Sally Ross, Senator Allan Bird Memorial, Wapawolpscikan, Hector Thiboutot, Reindeer Lake, Rhonda Hardlotte Keethanow, and Father Megret.
- b) Former Parkland 2 per event - Debden, W. P. Sandin, Canwood, Big River, Ahtahkakoop and Se Se Wa Hum.
- c) P.A. City West 2 per event - St. Mary, Rivier, Wesmor, and Family Church.
- d) P.A. Rural 2 per event - Meath Park, Birch Hills, Kinistino, St. Louis, Sturgeon Lake Central, Little Red Education Centre, and Muskoday First Nations.
- e) P.A. City East 2 per event - Carlton, P.A.C.I, and Ecole Valois.

7.2.5 * If a conference does not fill its representation then the host conference will be given the opportunity to fill the draw. North Central District Executive will work in conjunction with the Curling commissioner to determine the next most competitive entry.

7.2.6 If there are more teams in a conference than entries allow (odd years), that conference must have a playoff of teams. This shall be done on or before the weekend immediately preceding districts.

7.2.7 Teams will be seeded in the draw by drawing names out of a hat. Teams from the same school will not be allowed to play each other in the first round.

7.2.7 In the years when NCDAA host Region curling, the host school must declare their “host” teams (If they have more than one team in a category). This team will automatically receive a bye to the district and regional tournaments.

7.3 Rules of Play:

7.3.1 District Competition will follow rules of play as outlined in SHSAA handbook.

7.3.2 The commissioner is encouraged to arrange for qualified judges to be present for all games.

7.3.3 A complete double knock out 8 team draw should be used when possible. There will be no A-B final. The winner of the A will win the district and the winner of the B will get the second birth into regionals (non-host years).

7.3.4 Games will be 8 ends with a 4 end minimum.

7.3.5 Ties are broken with an extra end(s).

7.3.6 The tournament should be held on a Friday starting at noon and all day Saturday. It will take place the weekend prior to regionals. If this is not possible due to February break or unforeseeable circumstances, it will take place the 2 weekends prior to regionals.

7.3.7 At least two hours should be allowed for all games.

7.3.8 There will be a sub pool available at the North Central District Curling Championships. The athletes in the sub pool could come from any school in the district.

7.4 Awards

7.4.1 District medals are awarded to the individual team winners.

7.4.2 District winners will be awarded the District curling trophy. The winning team's school is expected to pay for the engraving. The trophy is to be returned the following year to the host location.

Article VIII - Wrestling

8.1 Playoffs will be determined by SHSAA.

8.2 Host specifications:

- a) All facilities must meet minimum requirements as outlined by SHSAA regulations.
- b) Officials must be readily available.

Article IX - Basketball

9.1 Playoffs will be determined by SHSAA.

9.2 Host specifications:

- a) All facilities must meet minimum requirements as outlined by SHSAA regulations.
- b) Officials must be readily available.

Article X - BADMINTON

10.1 Equipment and facility requirements :

10.1.1 In accordance with current SHSAA specifications. See SHSAA handbook.

10.1.2 All doubles players must wear SHSAA approved eyewear. Singles is optional.

10.2 Entries

10.2.1 Participants may only enter one category.

10.2.2 Categories are boys and girls singles, boys and girls doubles, and mixed doubles.

10.2.3 E-5 form must be completed and sent to the SHSAA by the second Wednesday of April.

10.2.4 Each Conference commissioner must forward his/her entries to the district commissioner at least 2 days prior to the district competition.

10.2.5 Conference playoffs shall take place no later than 2 days prior to the district playoff date.

10.2.6 There will be 5 Conferences consisting of the following schools:

- a) Missinipe 2 per event – Senator Myles Venne, Father Porte Memorial, Kimosom Pwatinahk, Father Gamache, Churchill, Nihithow Awasis, Sally Ross, Senator Allan Bird Memorial, Wapawolpscikan, Hector Thiboutot, Reindeer Lake, Rhonda Hardlotte Keethanow, and Father Megret.
- b) Former Parkland 3 per event - Debden, W. P. Sandin, Canwood, Big River, Ahtahkakoop and Se Se Wa Hum.
- c) P.A. City West 2 per event - St. Mary, Rivier, Wesmor, and Family Church.
- d) P.A. Rural 3 per event - Meath Park, Birch Hills, Kinistino, St. Louis, Sturgeon Lake Central, Little Red Education Centre, and Muskoday First Nations.
- e) P.A. City East 2 per event - Carlton, P.A.C.I, and Ecole Valois.

10.2.7 * If a conference does not fill its representation then the host conference will be given the opportunity to fill the draw. North Central District Executive will work in conjunction with the Badminton commissioner to determine the next most competitive entry.

10.3 Playoff Structure:

10.3.1 Each conference must hold and organize their own qualifier at least 2 days before the district competition. Playoff structure is determined by the conference sport commissioner.

10.3.2 The District Competition will be held on the Saturday prior to Regional playoffs. If this is not possible due to Easter break or another unforeseen circumstance, the playoff may be held on a weekday no later than the entry date for Regional playoffs.

10.3.3 12-team double knockout, with the top 2 teams advancing to regional playoffs.

10.3.4 There will be 4 first round byes that will be awarded to the top 4 seeds based on previous year's results.

10.3.5 The district sport commissioner will send the results to the Executive after the district, so the draw can be seeded for the following year.

10.4 Rules of Play :

10.4.1 Current SHSAA guidelines will be followed:

- a) All competitors MUST be dressed in predominately white uniforms or in a school uniform that reflects the school colours. Doubles teams MUST be uniform in their dress.
- b) There shall be no coaching of players during the course of a game. Coaching is limited to breaks between games within a match (90 seconds).
- c) The District will attempt to have a badminton official at the host venue.
- d) Score will always go to 21 points with a cap at 30.
- e) Teams will switch sides between games and at 11 points in the third game.
- f) District medals are awarded to each category winner.

Article XI – Track and Field

11.1 Equipment and facility requirements:

11.1.1 Adequate equipment should be available to run all events. Other schools within the district may be requested to bring equipment.

11.1.2 A discus cage must be available.

11.2 Entries:

11.2.1 Athletes are allowed four entries per event. Athletes wishing to enter the quadathlon may also enter one (1) additional event. They must declare themselves in the quadathlon to the district sport commissioner.

11.2.2 Entries must be emailed in to the commissioner at least 3 days prior to the meet.

11.2.3 E-5 form should be sent only to the SHSAA office with all participants listed.

11.2.4 Students may only compete at any competition at the level at which they are registered.

11.2.5 Grade 8 students are ineligible for competition (if not high school, not eligible)

11.2.6 Expenses for the District meet will be covered by the NCDAA.

11.2.7 There will be 5 Conferences consisting of the following schools:

- a) Missinipi 3 per event – Senator Myles Venne, Father Porte Memorial, Kimosom Pwatinahk, Father Gamache, Churchill, Nihithow Awasis, Sally Ross, Senator Allan Bird Memorial, Wapawolpscikan, Hector Thiboutot, Reindeer Lake, Rhonda Hardlotte Keethanow, and Father Megret.
- b) Former Parkland 3 per event - Debden, W. P. Sandin, Canwood, Big River, Ahtahkakoop and Se Se Wa Hum.

- c) P.A. City West 3 per event - St. Mary, Rivier, Wesmor, and Family Church.
- d) P.A. Rural 3 per event - Meath Park, Birch Hills, Kinistino, St. Louis, Sturgeon Lake Central, Little Red Education Centre, and Muskoday First Nations.
- e) P.A. City East 3 per event - Carlton, P.A.C.I, and Ecole Valois.

11.3 Rules of play:

11.3.1 The meet will be conducted in accordance with guidelines listed in the SHSAA handbook.

11.3.2 The commissioner must assign duties to each division.

11.3.3 There must be at least 2 officials per field event.

11.3.4 There must be at least 5 officials for the track.

11.3.5 All officials must be adults (teacher, coach, parent, etc.). The only exception is the Hytek assistants. Students may be rakers, retrievers, or results assistants.

11.3.6 The meet should be scheduled for the Wednesday night and Thursday of the week prior to the Provincial meet, and moved to the first suitable day in the case of rain out.

11.3.7 Athletes must compete in all events in which they are entered. Any athlete failing to start in an event after the evening or morning scratch meeting will be deemed to have dropped out of the meet, and will be ineligible for further competition, including relays. Results achieved to that point will stand. Exceptions may be made only by the meet director for medical reasons only, when approved prior to the start of the event.

11.3.8 Athletes must be dressed in approved SHSAA dress. School colours are expected where possible. Inappropriate dress may result in disqualification.

11.3.9 Jewelry is not allowed for those athletes competing in the high jump or pole vault.

11.3.10 Misuse of language may result in disqualification.

11.3.11 Athletes may not be given assistance by spectators or other non-competing athletes in any event. This includes pacing, giving water in distance races, or giving split times, except as given by the officials.

11.3.12 Random seeding will occur for all heats. Finals for the 100, 100H, 200, and 400 will consist of the top 2 in each heat plus the next fastest times. All other races will be run as timed finals.

11.3.13 A protest committee for the Track and Field meet shall consist of the executive members, meet directors, and any other person named prior to the meet. The following is the protocol to follow in the case of a dispute:

- a) First approach the person in charge of the event within 30 minutes of the discrepancy or sooner. It is possible for the event to continue under protest.
- b) The head official shall consider the rules governing that event (IAAF) and make a timely decision and inform the athlete and coach.
- c) If the athlete and coach are satisfied with the result the head official will inform the meet director of the dispute.
- d) If the athlete and coach are not satisfied with the result, the coach may lodge a protest via the protest committee within 30 minutes of receiving the head official's decision.
- e) The decision of the protest committee shall also be based on reviewing the information available and consulting the IAAF rules governing athletics. The decision shall be delivered in a timely fashion and shall be considered final.

11.4 Awards:

11.4.1 First, second and third place ribbons are awarded in every event.

11.4.2 District medals are awarded to the 6 age group winners. This is based on the points awarded in each event: 1st = 10, 2nd = 8, 3rd = 6, 4th = 3, 5th = 2, and 6th = 1. In cases of ties for points the award will be given to the athlete who has more higher place finishes.

11.4.3 There will be school points awarded and calculated according to school population.

11.5 Provincial team:

11.5.1 Immediately after the completion of the district track meet there will be a coaches meeting to choose the NCDAA provincial team. The team will be selected in the following manner:

- a) Top two (2) finishers in each event.
- b) Third, fourth, and fifth place finishers will be considered if any of the top two cannot attend.
- c) The 4x100 relay teams will consist of the top 2 finishers in the 100m plus the most competitive sprinters in the hurdles and 200m to go along with the 3rd, 4th, and so on from the 100m.

Consideration will also be given to athletes not in these events.

The team must have a minimum of 5 athletes and all athletes should attend the relay practice at provincials.

- d) The 4x400 relay team will consist of the top 400m runners from all age categories. Consideration will also be given to athletes not in the 400m. There must be a minimum of 5 athletes listed on the relay team.

- e) Each relay team must have a different coach. One team/coach.

11.5.2 The track and field sport commissioner will be appointed as the head coach for the NCDAA provincial team. If that person is not able to attend or has other duties at the meet, that person will appoint someone else from that conference.