

NORTH CENTRAL
District Athletic Association

Sport Commissioners Package

BADMINTON

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One Month Prior to District Playoffs:

- ___ Book the required facilities. If you are a commissioner in another school's gym, ensure you have a contact person in that school.
- ___ Notify/remind all schools in the NCDAA the date and place for the District playoffs. Contact information is located in APPENDIX "A". A suggested cover letter is also supplied in APPENDIX "B".
- ___ Ensure you have received the District medals from the Vice President.
- ___ Ensure you have received the game birds from the NCDAA.

Two Weeks Prior to District Playoffs:

- ___ Check the SHSAA website for the listings of all eligible teams and players. Copy the list for quick reference at districts.
- ___ Contact the Conference commissioners and forward APPENDIX "C" for them to complete.
- ___ Notify the media about Districts. Contact info is in Appendix "D" and a sample cover letter is located in APPENDIX "E".

One Week Prior to District Playoffs:

- ___ Print off draw sheets. Located in APPENDIX "F".
- ___ As entries are received begin to fill in the draw sheets.
- ___ Complete the master draw.
- ___ Arrange a concession to be available for all athletes and spectators.
- ___ Arrange for dressing rooms to be available to athletes.
- ___ Ensure results are recorded and sent to the Regional Badminton Commissioner as well as the NCDAA President, Vice President, and Secretary immediately after the event.
- ___ Find volunteers to help with announcing, entering scores, equipment and floor maintenance, clean up, and supervision.
- ___ Arrange for presenter of medals.
- ___ Print off rules and have them posted beside the draws for all athletes and coaches to see.

During District Playoffs

- ___ Arrive early and ensure the facility is open, washrooms available, and nets are set up at the correct height (1.5m)
- ___ Make yourself available at all times, or have a backup person that will also be available. The Sport Commissioner is a member of the District Executive and makes ruling during the running of their event.
- ___ Have a coaches and players meeting prior to starting any matches. APPENDIX "G" will help guide you in topics to discuss at this meeting.
- ___ Ensure all SHSAA rules are followed.
- ___ Provide and update the master draw sheet in a central location. Post a set of rules beside the master draw. These will be found in APPENDIX "H".
- ___ Make appropriate adjustments to the schedule if there are circumstances or scratches.
- ___ Designate someone to assist in the interpretation of the rules. (serving violation, scoring, etc.)
- ___ As soon as a category final is complete, stop the event and have a medal ceremony at an appropriate time. Wait for all points on the floor to finish.

After District Playoffs

- ___ Give information to coaches for teams that are advancing. Have athletes complete declaration form. This is found in APPENDIX "K"
- ___ Complete commissioners report and results sheet and send it into the President, Vice President, and Regional Commissioner. APPENDIX "I" and "L"
- ___ Email/fax results to the President, Secretary, and Media. Contacts are found in APPENDIX "D" and "J". Results sheet is APPENDIX "I"
- ___ Be prepared to discuss the commissioners report at the next NCDAA meeting.

APPENDIX A

North - Missinippi	Phone	Fax	E-mail
Churchill Community High School - La Ronge	306-425-2255	306-425-3955	julieandrews@nlsd113.net
Hector Thiboutot Community School - Sandy Bay	306-754-2139	306-754-2130	hector@nlsd113.net
Father Gamache School - Fond-du-Lac	306-686-2033	306-686-2110	N/A
Father Megrat High School - Wollaston Lake	306-633-2205	306-633-2053	n_hansen4@hotmail.com
Father Porte Memorial School - Black Lake	306-284-2099	306-284-2080	N/A
Kimosom Pwatinahk Collegiate - Deschambault Lake	306-632-2510	306-632-2410	kpcollegiate.dls@sasktel.net
Nihithow Awasis School - La Ronge	306-635-2276	306-635-2180	smlmckenzie@yahoo.com
Reindeer Lake School - Southend	306-758-2025	306-758-4837	N/A
Rhoda Hardlotte Keethanow High School - Stanley Mission	306-635-2104	306-635-2050	N/A
Sally Ross School - La Ronge	306-425-5041	306-425-5570	salro@sasktel.net
Senator Allan Bird Memorial School - Montreal Lake	306-663-5602	306-663-5652	wu_mingpu@yahoo.com
Senator Myles Venne School - Air Ronge	306-425-2478	306-425-2815	smvs10@sasktel.net
Wapawikoscikan School - Pelican Narrows	306-632-2161	306-632-2110	N/A
PA East	Phone	Fax	
Ecole Valois - Prince Albert	306-763-0230	306-763-1993	valois@cefsk.ca
Prince Albert Collegiate Institute - Prince Albert	306-763-6485	306-922-5636	remmerson@srsd119.ca
Carlton Comprehensive - Prince Albert	306-922-3115	306-764-1770	jcourt@srsd119.ca
Family Church Academy - Prince Albert	306-763-4431	306-763-4858	contact@familychurch.ca
PA Rural	Phone	Fax	
Birch Hills School - Birch Hills	306-749-3301	306-749-2279	svey@srsd119.ca
Kinistino School - Kinistino	306-864-2252	306-864-3430	byeaman@srsd119.ca
Little Red River Education Centre - Christopher Lake	306-982-4433	306-982-2078	garyfrey@sasktel.net
Meath Park School - Meath Park	306-929-2133	306-929-2401	thazard@srsd119.ca
Muskoday First Nations School - Muskoday	306-953-1055	306-953-1059	ajohnson@mfnscs.ca
St. Louis School - St. Louis	306-422-8511	306-422-8299	brennanmacdonald@srsd119.ca
Sturgeon Lake Central School - Sturgeon Lake	306-764-5506	306-764-0322	shalenfox@hotmail.com
PA West	Phone	Fax	
St. Mary - Prince Albert	306-953-7544	306-763-0399	rene.quintal@pacsd.ca
Rivier Academy - Prince Albert	306-764-6289	306-763-1442	claud.jalbert@pacsd.ca
Wesmor Community High School - Prince Albert	306-764-5233	306-922-6271	ddookhun@srsd119.ca
Parkland	Phone	Fax	
Ahtahkakoop School - Ahtahkakoop Cree Nation	306-468-2854	306-468-2661	boyer_16@hotmail.com
Big River Community High School - Big River	306-469-2288	306-469-2336	jbexson@srsd119.ca
Canwood Community High School - Canwood	306-468-2150	306-468-2999	smoar@srsd119.ca
Debden School - Debden	306-724-2181	306-724-2116	mlamontagne@srsd119.ca
Se Se Wa Hum School - Victoire	306-724-2124	306-724-4733	dtheis@sasktel.net
W.P. Sandin School - Shellbrook	306-747-2191	306-747-2249	rpoetker@srsd119.ca

APPENDIX B:

TO ALL SENIOR BADMINTON COACHES:

Our North Central Badminton District Championships
will be hosted at _____

(school)

on _____.

(date)

_____ will be our commissioner

(name)

for this season.

Please have your pre-district playoffs completed by

_____ and advise _____

(date)

(commissioner)

of the names of your top 2 qualifiers in each category.

Commissioner: _____

At: (school) _____

Phone number _____

Fax number _____

Email _____

APPENDIX C

Pre-District Results

Conference: _____

Event	Name(s)	School
Boys Singles	1)	
	2)	
	3)	
Girls Singles	1)	
	2)	
	3)	
Mixed Doubles	1)	
	2)	
	3)	
Boys Doubles	1)	
	2)	
	3)	
Girls Doubles	1)	
	2)	
	3)	

A reminder that there are 5 conferences that need to playoff. Parkland and PA Rural are awarded 3 entries into districts. PA East, PA West, and Missinippi conferences are awarded 2 entries each.

APPENDIX D

NCDAA Media Directory

<u>Newspaper</u>	Phone	Fax	Email
PA Daily Herald	306-764-4276	306-763-3331	editorial@paherald.sk.ca
paNOW	306-763-7421	306-764-1850	news@panow.com

<u>Radio</u>	Phone	Fax	Email
Rawlco Radio PA	306-764-2524	306-764-1850	panews@rawlco.com
CBC Radio PA	306-763-6172	306-922-5366	ryan.pilon@cbc.ca
MBC Radio La Ronge	306-922-4566	306-922-6969	dave@mbcradio.com

<u>T.V.</u>	Phone	Fax	Email
CTV Prince Albert			panews@ctv.ca

APPENDIX E

Notice to all media:

North Central District Athletic Association Badminton Championships

The NCDAA Senior Badminton District Championships will be held on

_____ at _____.

(date)

(name of school)

Over 60 teams are expected to attend and compete for the title of District Champion in the 5 categories of boys and girls doubles, boys and girls singles, and mixed doubles. They are trying to earn the right to represent our area at the Regional Badminton Championships the following week.

_____ would like to welcome everyone out

(commissioners name)

to watch some great badminton.

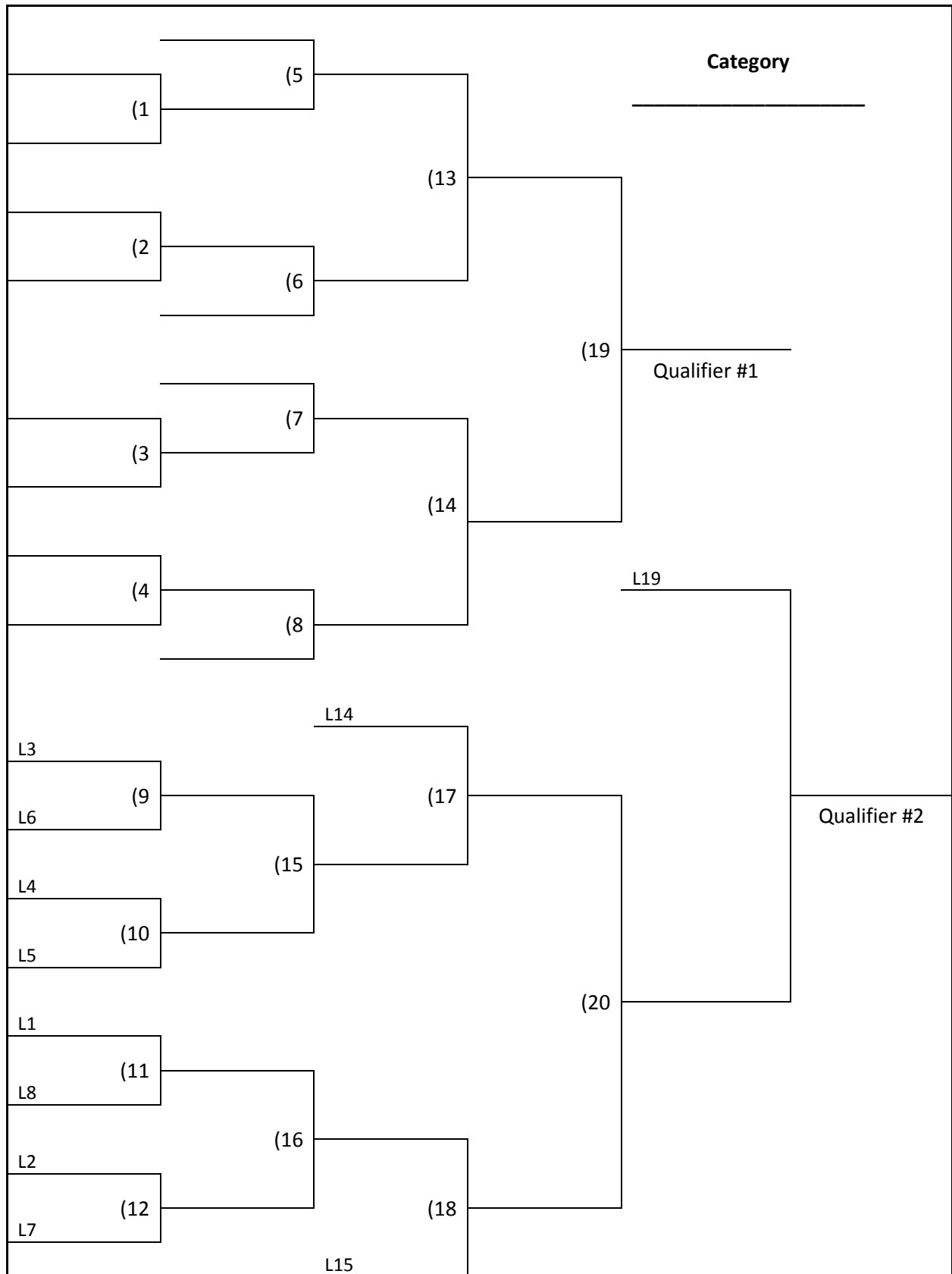
Signed _____

(commissioner)

Phone _____

Fax _____

APPENDIX F – Master Draw



APPENDIX G

COACHES-ATHLETE MEETING NOTES

Welcome to the tournament! {Clarify which events are in this gym, just in case some athletes ended up in the wrong building – if you have 2 gyms in use }

Show athletes where the change rooms are and remind them not to leave valuables unattended in change rooms.

Clothing must be appropriate. Predominantly white or school colors **must** be worn by all teams. Doubles must be matching. Jewelry is to be removed. No inappropriate slogans or advertising. Protective eye wear must be worn for doubles. Please have clean shoes. Show respect to the facility, your opponents, and the next users of that court.

All games will be announced, so please listen carefully for your name and court you will be playing on. When called you may take a birdie from {the designated area}. Limit warm-up time to a maximum of 5 minutes. When the match is done please return all birds to the office and both teams should report the score to ensure its accuracy.

Toss a birdie for serve at the start of the match and after that, the winning team serves the next game of the match. The team that won the previous set will serve first in the next set.

Please remember that all games go to 21 points and you must win by 2 with a cap at 30 points. Remember to switch sides in the third set when the first team reaches 11 points.

You have a minute and a half break between each game. You may not leave the court, but you can receive coaching instructions.

Please do not leave the gym for long periods of time if you are late for your match you may forfeit or have to play with no warm-up. Please be aware of the draw and be ready. If you are 10 minutes late you will lose 21 - 0. If you are 15 minutes late you will lose 21 - 0, 21 - 0.

Only the athletes who are playing are allowed on the gym floor. All other spectators, coaches, and athletes must be off the gym floor. Coaches can go on the floor between games.

Anyone caught altering a bird in any way will be disqualified!

Please do not pull, lift or grab the nets in any way.

Scoring, lines, and serving are all called based upon the honor system. A bird that lands and is not seen should be called in. All disputes should be attempted to be worked out by the players on the court. Only in extreme cases would an adult become involved with on court disputes.

Anyone who is not able to go to Districts/Regionals should make that known to myself as soon as possible so that we can advance the next qualifier.

Any questions?

Rules of Play

- The honor system is being used when calling lines, scoring, and serving. Please use good sportsmanship at all times.
- Servers must call out the score before getting ready for their serve. If you are receiving the serve, and the server has not called the score, ask for a reserve. The serving teams score is always called first.
- Games are to 21. You must win by two and there is a cap of 30 points.
- Both teams must report each score after a match.
- Appropriate dress must be worn at all times.
- Inappropriate slogans or advertising will not be tolerated.
- Goggles are required for all doubles teams
- Limit warm-up time to a maximum of 5 minutes.
- Toss a birdie for serve at the start of the match and after that, the winning team serves the next game of the match. The team that won the previous set will serve first in the next set.
- You have a minute and a half break between each game. You may not leave the court, but you can receive coaching instructions.
- Please do not leave the gym for long periods of time if you are late for your match you may forfeit or have to play with no warm-up. Please be aware of the draw and be ready. If you are 10 minutes late you will lose 21 - 0. If you are 15 minutes late you will lose 21 - 0, 21 - 0.
- Anyone caught altering a bird in any way will be disqualified!

APPENDIX I

NCDAA District High School Badminton Results

Event	Name(s)	School
Boys Singles	1)	
	2)	
	3)	
Girls Singles	1)	
	2)	
	3)	
Mixed Doubles	1)	
	2)	
	3)	
Boys Doubles	1)	
	2)	
	3)	
Girls Doubles	1)	
	2)	
	3)	

APPENDIX J

- **NCDAAs President** - Nathan Noble (Meath Park) :
Phone: 306-929-2133; Fax: 306-929-2401
E-mail: nnoble@srsd119.ca
- **NCDAAs Vice President** - Ron Poetker (W.P. Sandin - Shellbrook):
Phone: 306-747-2191; Fax: 306-747-2249
E-mail: rpoetker@srsd119.ca
- **NCDAAs Secretary** - Sherry Moar (Canwood):
Phone: 306-468-2150; Fax: 306-468-2999
Email: smoar@srsd119.ca
- **SHSAA Assistant Executive Director** - Lyle Mckellar (Regina)
Phone: 306-721-2151; Fax: 306-721-2659
Email: l.mckellar@shsaa.ca

APPENDIX K

I declare that I will represent the North Central District Athletic Association at the **SHSAA Regional Badminton Championship**.

I understand that if I do not fulfill my commitment that my school may receive a \$50 fine.

Event _____
(Boys/Girls/Mixed) (Doubles/Singles)

Athlete(s) (Name Printed)

Athlete(s) (Name Printed)

School

Athlete (Signature)

Athlete (Signature)

APPENDIX L

Commissioners Report

1. Activity: BADMINTON

2. Commissioner: _____

3. Location: _____

4. Date: _____

5. Schools Involved:

a. _____

g. _____

m. _____

b. _____

h. _____

n. _____

c. _____

i. _____

o. _____

d. _____

j. _____

p. _____

e. _____

k. _____

q. _____

f. _____

l. _____

r. _____

6. Results: (Attach a results sheet)

7. Recommendations: _____

8. Events arising during the tournament: _____

