

NORTH CENTRAL DISTRICT  
ATHLETIC ASSOCIATION

**Sport Commissioners Package**

**Cross Country**

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**Upon Being Appointed Commissioner:**

- \_\_\_ Book the required facilities. Cross country running is intended as an “off-track” activity, and therefore, a variety of terrain is expected. Prepared surfaces should be avoided and a variety of footing caused by natural terrain and weather conditions is optimal. The ideal course is a loop.
- \_\_\_ Notify/remind all schools in the NCDAA the date for the District Meet. Contact information is located in APPENDIX “A”. A suggested cover letter is also supplied in APPENDIX “B”.
- \_\_\_ Ensure District Ribbons have been ordered by the Vice President.
- \_\_\_ Ensure Age group medals have been ordered for all categories.
- \_\_\_ Notify all schools of the workers schedule. APPENDIX “C”

**Two Weeks** Prior to the District Meet:

- \_\_\_ Check the SHSAA website for the listings of all eligible schools. Copy the list for quick reference at the meet.
- \_\_\_ Notify the media about both the District Meet. Contact info is in Appendix “D” and a sample cover letter is located in APPENDIX “E”.
- \_\_\_ Confirm a concession will be available for all athletes and spectators.
- \_\_\_ Confirm washroom facilities will be available to athletes.
- \_\_\_ Arrange for volunteers to work the course. Usually about 5 groups of two are optimal.
- \_\_\_ Mark the course. Use reflective tape, pylons, and flags where necessary. Be sure the 1km loop is on a different course from the 2km loop. The two should connect at only one spot.

**One Week** Prior to the District Meet:

- \_\_\_ Arrange for presenter of aggregate medals.
- \_\_\_ Print off rules and have them ready to post.
- \_\_\_ Ensure the district singlets will be available for the coaches meeting following the district meet.
- \_\_\_ Prepare supplies such as finish line table, loud speaker for starter, walkie talkies for course volunteers, flags, and pylons.

**During** the City and District Meet:

- \_\_\_ Arrive early and ensure the facility is open and setup is taking place.
- \_\_\_ Mark the finish line so it is easily visible to runners.
- \_\_\_ Make yourself available at all times. The Sport Commissioner is a member of the District Executive and makes ruling during the running of the event.
- \_\_\_ Have a coaches meeting prior to the start of the meet. APPENDIX "G" will help guide you in topics to discuss at this meeting. Scratches will occur at this meeting.
- \_\_\_ Ensure all SHSAA rules are followed.
- \_\_\_ Post a set of rules where they are visible to all competitors and coaches. These will be found in APPENDIX "H".
- \_\_\_ Post a schedule. APPENDIX "F"
- \_\_\_ Designate someone to assist in the interpretation of the rules. Protest Committee.
- \_\_\_ Have cleanup areas assigned and garbage bags available.

**After** the District Meet

- \_\_\_ Handout age group medals to all category winners.
- \_\_\_ Give a results printout to coaches for selecting a District team.
- \_\_\_ Complete commissioners report and send it into the President and Vice President.  
APPENDIX "K"
- \_\_\_ Email/fax results to the President, Secretary, and Media. Contacts are found in APPENDIX "D" and "I".
- \_\_\_ Hold a coaches meeting to pick a district team.
- \_\_\_ Enter district team on spreadsheet and submission to SHSAA.
- \_\_\_ Have athletes complete declaration form. This is found in APPENDIX "J"
- \_\_\_ Be prepared to discuss the commissioners report at the next NCDAA meeting

## APPENDIX A

North - Missinipi	Phone	Fax	E-mail
Churchill Community High School - La Ronge	306-425-2255	306-425-3955	<a href="mailto:julieandrews@nlsd113.ca">julieandrews@nlsd113.ca</a>
Hector Thiboutot Community School - Sandy Bay	306-754-2139	306-754-2130	<a href="mailto:hectorthiboutotcommunityschool@nlsd113.net">hectorthiboutotcommunityschool@nlsd113.net</a>
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	<a href="mailto:n_hansen4@hotmail.com">n_hansen4@hotmail.com</a>
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	<a href="mailto:kpcollegiate.dls@sasktel.net">kpcollegiate.dls@sasktel.net</a>
Nihithow Awasis School - La Ronge	306-635-2276	306-635-2180	<a href="mailto:smlmckenzie@yahoo.com">smlmckenzie@yahoo.com</a>
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	<a href="mailto:naps.hardlotte@stanleymission.com">naps.hardlotte@stanleymission.com</a>
Sally Ross School - La Ronge	306-425-5041	306-425-5570	<a href="mailto:salro@sasktel.net">salro@sasktel.net</a>
Senator Allan Bird Memorial School - Montreal Lake	306-663-5602	306-663-5652	<a href="mailto:brian.littlepine@sasktel.net">brian.littlepine@sasktel.net</a>
Senator Myles Venne School - Air Ronge	306-425-2478	306-425-2815	<a href="mailto:eg198328@gmail.com">eg198328@gmail.com</a>
Wapawikoskikan 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	<a href="mailto:mat_mallet@hotmail.com">mat_mallet@hotmail.com</a>
Prince Albert Collegiate Institute - Prince Albert	306-763-6485	306-922-5636	<a href="mailto:kkalika@srsd119.ca">kkalika@srsd119.ca</a>
Carlton Comprehensive - Prince Albert	306-922-3115	306-764-1770	<a href="mailto:jfeguson@srsd119.ca">jfeguson@srsd119.ca</a>
Family Church Academy - Prince Albert	306-763-4431	306-763-4858	<a href="mailto:contact@familychurch.ca">contact@familychurch.ca</a>
PA Rural	Phone	Fax	
Birch Hills School - Birch Hills	306-749-3301	306-749-2279	<a href="mailto:svey@srsd119.ca">svey@srsd119.ca</a>
Kinistino School - Kinistino	306-864-2252	306-864-3430	<a href="mailto:asvenkeson@srsd119.ca">asvenkeson@srsd119.ca</a>
Little Red River Education Centre - Christopher Lake	306-982-4433	306-982-2078	<a href="mailto:angusmirasty@hotmail.com">angusmirasty@hotmail.com</a>
Meath Park School - Meath Park	306-929-2133	306-929-2401	<a href="mailto:thazard@srsd119.ca">thazard@srsd119.ca</a>
Muskoday First Nations School - Muskoday	306-953-1055	306-953-1059	
St. Louis School - St. Louis	306-422-8511	306-422-8299	<a href="mailto:tkuzma@srsd119.ca">tkuzma@srsd119.ca</a>
Sturgeon Lake Central School - Sturgeon Lake	306-764-5506	306-764-0322	<a href="mailto:bianvier37@gmail.com">bianvier37@gmail.com</a>
PA West	Phone	Fax	
St. Mary - Prince Albert	306-953-7544	306-763-0399	<a href="mailto:rene.quintal@pacsd.ca">rene.quintal@pacsd.ca</a>
Rivier Academy - Prince Albert	306-764-6289	306-763-1442	<a href="mailto:claude.jalbert@pacsd.ca">claude.jalbert@pacsd.ca</a>
Wesmor Community High School - Prince Albert	306-764-5233	306-922-6271	<a href="mailto:ddookhun@srsd119.ca">ddookhun@srsd119.ca</a>
Parkland	Phone	Fax	
Ahtahkakoop School - Ahtahkakoop Cree Nation	306-468-2854	306-468-2661	<a href="mailto:boyer_16@hotmail.com">boyer_16@hotmail.com</a>
Big River Community High School - Big River	306-469-2288	306-469-2336	<a href="mailto:jkaufold@srsd119.ca">jkaufold@srsd119.ca</a>
Canwood Community High School - Canwood	306-468-2150	306-468-2999	<a href="mailto:smoar@srsd119.ca">smoar@srsd119.ca</a>
Debden School - Debden	306-724-2181	306-724-2116	<a href="mailto:djean@srsd119.ca">djean@srsd119.ca</a>
Se Se Wa Hum School - Victoire	306-724-2124	306-724-4733	<a href="mailto:dwapass18@hotmail.com">dwapass18@hotmail.com</a>
W.P. Sandin School - Shellbrook	306-747-2191	306-747-2249	<a href="mailto:dthorpe@srsd119.ca">dthorpe@srsd119.ca</a>

APPENDIX B:

TO ALL CROSS COUNTRY COACHES:

Our Cross Country District Meet will be hosted in \_\_\_\_\_ at  
\_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ will be our commissioner for this season.  
(Name)

Please have your District Meet entries completed by  
\_\_\_\_\_ and email them to \_\_\_\_\_ at  
(date) (Commissioner)  
\_\_\_\_\_.  
(Email)

Remember that the District Meet is an open meet with unlimited entries.  
There will be a Coaches meeting immediately following the meet. All schools  
are required to send at least 1 coach. The Provincial team will be selected at  
this point.

Commissioner: \_\_\_\_\_

Phone number \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

# APPENDIX C

## Workers Schedule

	Parkland	PA Rural	PA East	PA West	Missinipe
Official					
Timer					1
Timer				1	
Recorder			1		
Recorder		1			
Starter	1				
Spotter					1
Spotter				1	
Spotter			1		
Spotter		1			
Spotter	1				
Meet Director	Rotation				
	2	2	2	2	2

APPENDIX D

**NCDAA Media Directory**

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

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

<b><u>T.V.</u></b>	Phone	Fax	Email
CTV Prince Albert			<a href="mailto:panews@ctv.ca">panews@ctv.ca</a>

APPENDIX E

Notice to all media:

North Central District Athletic Association Cross-Country Championships

The NCDAA Cross Country District Championships will be held on

\_\_\_\_\_ at \_\_\_\_\_.  
(date) (Location)

Over 100 athletes are expected to attend and compete for a chance to attend the SHSAA Cross Country Provincial Championships in

\_\_\_\_\_ on \_\_\_\_\_.  
(host) (date)

The NCDAA would like to welcome everyone out to watch the best athletes in the district compete for a Provincial berth.

Signed \_\_\_\_\_  
(commissioner)

Phone \_\_\_\_\_

Fax \_\_\_\_\_

## APPENDIX F – Schedule

Schedule will be as follows:

- 10:30 - 11:00 Registration/Scratches of Runners
- 11:00 - 11:45 Walk Through of course
- 11:45 - 12:20 Midget Girls & Junior Boys
- 12:20 - 12:55 Midget Boys & Junior Girls
- 1:00 - 1:30 Senior Girls & Senior Boys

## **COACHES MEETING NOTES**

Welcome to the District Meet!

- Remind coaches where washrooms are located.
- The schedule is posted \_\_\_\_\_ (location).
- The work schedule is posted \_\_\_\_\_ (location). Please ensure that you have an adult worker from your school at the designated events. Take a radio with you to your event.
- There is an opportunity to scratch athletes from an event immediately following this meeting.
- The meet will be conducted in accordance with guidelines listed in the SHSAA handbook.
- Athletes must be dressed in approved SHSAA dress. School colours are expected where possible. Inappropriate dress may result in disqualification.
- Misuse of language may result in disqualification.
- Athletes are not allowed to receive assistance or refreshments from anyone during the race. This includes pacing, giving water, or giving split times, except as given by the officials.
- A protest committee for the Cross Country 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 is 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.

Immediately after the completion of the district track meet there will be a coaches meeting to choose the NCDAA provincial team.....Any questions?

## APPENDIX H

### **Rules**

- The meet will be conducted in accordance with guidelines listed in the SHSAA handbook.
- Athletes must be dressed in approved SHSAA dress. School colours are expected where possible. Inappropriate dress may result in disqualification.
- Misuse of language may result in disqualification.
- Athletes may not be given assistance by spectators or other non-competing athletes in any event. This includes pacing, giving water, or giving split times, except as given by the officials.
- 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:
  - 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.
  - The head official shall consider the rules governing that event (IAAF) and make a timely decision and inform the athlete and coach.
  - If the athlete and coach are satisfied with the result the head official will inform the meet director is the dispute.
  - 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.
  - 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.

## APPENDIX I

- **NCDAAs President** - Nathan Noble (Meath Park) :  
Phone: 306-929-2133; Fax: 306-929-2401  
E-mail: [nnoble@srsd119.ca](mailto:nnoble@srsd119.ca)
- **NCDAAs Vice President** – Jennifer Ferguson (Carlton):  
Phone: 306-922-3115; Fax: 306-764-1770  
E-mail: [jferguson@srsd119.ca](mailto:jferguson@srsd119.ca)
- **NCDAAs Secretary** - Sherry Moar (Canwood):  
Phone: 306-468-2150; Fax: 306-468-2999  
Email: [smoar@srsd119.ca](mailto:smoar@srsd119.ca)
- **SHSAA Assistant Executive Director** – Dave Sandomirsky (Regina)  
Phone: 306-721-2151; Fax: 306-721-2659  
Email: [l.mckellar@shsaa.ca](mailto:l.mckellar@shsaa.ca)

APPENDIX J

I declare that I will represent the NCDAA at the **SHSAA Provincial Cross Country Championships**.

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

\_\_\_\_\_  
**Athlete(s)** (Name Printed)

\_\_\_\_\_  
**Coach** (Name Printed)

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Athlete** (Signature)

\_\_\_\_\_  
**Coach** (Signature)

## Commissioners Report

1. Activity: Cross Country
2. Commissioner: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Date: \_\_\_\_\_
5. Schools Involved:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
  - h. \_\_\_\_\_
  - i. \_\_\_\_\_
  - j. \_\_\_\_\_
  - k. \_\_\_\_\_
  - l. \_\_\_\_\_
6. Results:
  - a. Midget Boys Champion: \_\_\_\_\_
  - b. Midget Girls Champion: \_\_\_\_\_
  - c. Junior Boys Champion: \_\_\_\_\_
  - d. Junior Girls Champion: \_\_\_\_\_
  - e. Senior Boys Champion: \_\_\_\_\_
  - f. Senior Girls Champion: \_\_\_\_\_
7. Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Events arising during the meet: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_