

NORTH CENTRAL DISTRICT
ATHLETIC ASSOCIATION

Sport Commissioners Package

Golf

NCDAA GOLF TABLE OF CONTENTS:

A. Competition Duties	...p.3
B. Appendix A – NCDAA School contacts	... p.5
C. Appendix B – Notice to Coaches	... p.6
D. Appendix C – Groupings	... p.7
E. Appendix D – Master Draw Sheet	... p.8
F. Appendix E – Media Directory	... p.9
G. Appendix F – Notice to Media	... p.10
H. Appendix G – Results	... p.11
I. Appendix H – Coaches Meeting Notes	... p.12
J. Appendix I – Rules of Play	... p.13
K. Appendix J – NCDAA/SHSAA Executive Contacts	... p.14
L. Appendix K – Declaration of Intent	... p.15
M. Appendix L – Commissioners Report	... p.16

Upon Being Appointed Commissioner:

- ___ Book the required facilities. Try to ensure a shotgun start. Be sure to arrange a green fee with the host club. These fees will be paid by the NCDAA
- ___ Notify all schools in the NCDAA the date, start time, and location for the District Tournament. Contact information is located in APPENDIX "A". A suggested cover letter is also supplied in APPENDIX "B".
- ___ Arrange for marshals to escort each group and ensure and ensure marshals are educated to course rules. Each school attending shall provide at least 2 marshals.
- ___ Appoint someone to calculate scores and team winners. Have a spreadsheet set up for this process.
- ___ Ensure team and individual medals have been ordered for both categories. Check with Vice President.
- ___ Know any local rules that may have to be explained.

Two Weeks Prior to Districts:

- ___ Check the SHSAA website for the listings of all eligible schools. Copy the list for quick reference at the meet.
- ___ Notify the media about the District Tournament. Contact info is in Appendix "E" and a sample cover letter is located in APPENDIX "F".

One Week Prior to Districts:

- ___ Confirm a concession will be available for all athletes and spectators.
- ___ Prepare golf cards for each group.
- ___ Divide golfers into foursomes (male) and threesomes (female). Enter them into the spreadsheet and assign marshals for each group. APPENDIX "C"
- ___ Arrange for presenter of medals.
- ___ Arrange for a meal to be available for all marshals. Bill to NCDAA Treasurer.
- ___ Print off rules and have them ready to post. APPENDIX "I"
- ___ Arrange for a protest committee to consist of the commissioner, a local club member who is familiar with both local and RCGA rules, plus one other coach/volunteer.

During the District Tournament:

- ___ Arrive early and ensure the facility is open and ready for the tournament.
- ___ Ensure green fees are calculated and bills are paid by the NCDAA Treasurer.
- ___ 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 the SHSAA handbook to refer to if necessary.
- ___ Post the groupings. APPENDIX "C"
- ___ Have a coaches/athlete meeting prior to the start of the tournament. APPENDIX "H" will help guide you in topics to discuss 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 "I".
- ___ Designate someone to assist in the interpretation of the rules. Protest Committee.
- ___ Provide and update a master draw sheet in a central location. Appendix "D"
- ___ Calculate scores and team champions. Team scores are determined by the best THREE scores on EACH hole for the male team and the best TWO scores on EACH hole for the female team. Refer to SHSAA handbook for clarification.
- ___ Note that marshals are not allowed to golf with the athletes.
- ___ If golf carts are necessary for marshals (medical reasons only), the expense will be picked up by the NCDAA.

After the District Tournament

- ___ Handout individual and team medals to all winners.
- ___ Inform winning teams, top 3 male, and top 3 female golfer that they will be attending SHSAA Provincials. Give necessary information to coaches.
- ___ Complete commissioners report and send it into the President and Vice President. APPENDIX "L"
- ___ Email/fax results to the President, Secretary, and Media. Contacts are found in APPENDIX "E" and "J". Use APPENDIX "G" for results.
- ___ Ensure NCDAA Provincial team is forwarded to the Provincial host. Use APPENDIX "G"
- ___ Have athletes complete declaration form. This is found in APPENDIX "K"
- ___ Complete the commissioners report and be prepared to discuss at the next NCDAA meeting. Use APPENDIX "L"
- ___ Return any unused medals to the Vice President.

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@mfncs.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 GOLF COACHES:

Our District Golf Tournament will be hosted at _____ in
(Course)

_____ on _____.
(Town) (Date)

_____ will be our commissioner for this season.
(Name)

Please have your District entries completed by
_____ and email them to _____ at
(date) (Commissioner)

(Email)

Remember that the District Tournament is an open tournament with unlimited entries. There will be a coaches meeting immediately following the tournament to select a team for Provincials. All schools are required to send at least 1 coach.

Commissioner: _____

Phone number _____

Fax number _____

Email _____

APPENDIX C

Groupings:

Grouping Number: _____		Grouping Number: _____		Grouping Number: _____	
Player 1		Player 1		Player 1	
Player 2		Player 2		Player 2	
Player 3		Player 3		Player 3	
Player 4		Player 4		Player 4	
Marshal		Marshal		Marshal	
Grouping Number: _____		Grouping Number: _____		Grouping Number: _____	
Player 1		Player 1		Player 1	
Player 2		Player 2		Player 2	
Player 3		Player 3		Player 3	
Player 4		Player 4		Player 4	
Marshal		Marshal		Marshal	
Grouping Number: _____		Grouping Number: _____		Grouping Number: _____	
Player 1		Player 1		Player 1	
Player 2		Player 2		Player 2	
Player 3		Player 3		Player 3	
Player 4		Player 4		Player 4	
Marshal		Marshal		Marshal	
Grouping Number: _____		Grouping Number: _____		Grouping Number: _____	
Player 1		Player 1		Player 1	
Player 2		Player 2		Player 2	
Player 3		Player 3		Player 3	
Player 4		Player 4		Player 4	
Marshal		Marshal		Marshal	

APPENDIX D – Master Draw Sheet

School Team (Boys)	Score	School Team (Boys)	Score
School Team (Girls)	Score	School Team (Girls)	Score
Individual (Boys)	Score	Individual (Boys)	Score
Individual (Girls)	Score	Individual (Girls)	Score

APPENDIX E

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 F

Notice to all media:

North Central District Athletic Association Golf Championships

The NCDAA Golf Championships will be held on _____ at
(Date)

(Location)

Over 40 athletes are expected to attend and compete for a chance to attend the SHSAA Golf Provincial Championships in _____ on _____.
(host) (date)

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

Signed _____
(commissioner)

Phone _____

Fax _____

APPENDIX G – Results

GRASS

<u>NCDAA Provincial Grass Golf Qualifiers</u>					
<u>Boys Individuals</u>			<u>Girls Individuals</u>		
Name	School	Score	Name	School	Score
Boys Team - _____			Girls Team - _____		
Name		Score	Name		Score

SAND

<u>NCDAA Provincial Sand Golf Qualifiers</u>					
<u>Boys Individuals</u>			<u>Girls Individuals</u>		
Name	School	Score	Name	School	Score

School Team - _____		
Gender	Name	Score

COACHES/ATHLETE MEETING NOTES

Welcome to the District Tournament!

- Remind coaches and athletes where the washrooms are located.
- The groupings are posted _____ (location).
- The protest committee will consist of the following people: _____, _____, and _____. Rulings of this committee are final.
- Distribute playing cards. The hole that you start on is highlighted.
- The tournament will be conducted in accordance with guidelines listed in the SHSAA handbook.
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- All marshals must be adults.
- Athletes must be dressed in approved SHSAA dress (see handbook). Proper footwear should be worn as some courses are soft spike only.
- Misuse of language may result in disqualification.
- The competition is an 18 hole stroke play format.
- All scores are recorded as an individual. Golfers must keep their own score plus one other player. At the end of each hole tell the other golfer what they scored; don't ask them "what did you get"?
- Players may only carry 14 clubs in their bag.
- In the case that a player does not understand or agree with a rule interpretation, they should play 2 balls for the conclusion of the hole. Both scores should be recorded and the situation noted. The player should then get a rule interpretation at the conclusion of play. The correct score should then be recorded.
- Caddying or coaching is not permitted during the course of play.
- In the case of a tie for one of the top 3 places in the individual category (male or female), where at least one of the individuals in a tie are not part of the school winning team, that there be a one sudden victory playoff starting at the first hole. This will determine the individual that will move onto Provincials.
- Marshal's duties are to be available to athletes for rule interpretation, ensure scoring accuracy, and the keep speed of play at a reasonable level. The marshal should have a cell phone to make contact with the commissioner if any questions arise.
- Speed of play should be at a pace of 12 minutes/hole. Marshals will attempt to keep this pace.
- Drops will be from point of entry. You may use 2 club lengths and drop with an extended arm within the 2 club lengths.
- Lateral Hazard – Red stakes, one stroke penalty, ball must be played from original lie. If you are unsure whether the ball went out of bounds, you may shoot a provisional.
- Out of Bounds – White stakes, one stroke penalty, ball played from original lie, a provisional is allowed.

Any questions?

APPENDIX I

Rules

- The tournament will be conducted in accordance with guidelines listed in the SHSAA handbook.
- All marshals must be adults.
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- Misuse of language may result in disqualification.
- A protest/rules committee shall consist _____, _____, and _____. The ruling of the committee is final.
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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 NCDAA at the **SHSAA Provincial Golf Championships**.

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

Athlete (Name Printed)

Coach (Name Printed)

School

Athlete (Signature)

Coach (Signature)

Commissioners Report

1. Activity: Golf

2. Commissioner: _____

3. Location: _____

4. Date: _____

5. Schools Involved:

a. _____

d. _____

g. _____

b. _____

e. _____

h. _____

c. _____

f. _____

i. _____

6. Results:

Top Male Golfers

Top Female Golfers

Top Team - _____

7. Recommendations: _____

8. Events arising during the tournament: _____
