

NORTH CENTRAL DISTRICT
ATHLETIC ASSOCIATION

Sport Commissioners Package

Track and Field

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Upon Being Appointed Commissioner:

- ___ Book the required facilities. Call the City of Prince Albert and have the Harry Jerome Track booked for the required dates. These dates will always be as follows:
 - City Track Meet – Two weeks prior to SHSAA Provincial Championships.
 - District Track Meet - One week prior to SHSAA Provincial Championships.
- ___ Notify/remind all schools in the NCDAA the date for the City and District Meet. Contact information is located in APPENDIX "A". A suggested cover letter is also supplied in APPENDIX "B".

One Month Prior to the City Meet:

- ___ Ensure entry procedures have been emailed to all schools in the NCDAA. See APPENDIX "C". Attach Meet schedules, APPENDIX "F".
- ___ Ensure both City and District Ribbons have been ordered by the Vice President.
- ___ Ensure Aggregate medals have been ordered for both the City and District Meet.
- ___ Notify all schools of the workers schedule and rules.

Two Weeks Prior to City 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 City and District Meets. Contact info is in Appendix "D" and a sample cover letter is located in APPENDIX "E".

One Week Prior to the City Meet:

- ___ Confirm a concession will be available for all athletes and spectators.
- ___ Arrange for a lunch to be delivered to the Finish Line Booth for all coaches and volunteers. Arrange for a meal to be served over the coaches meeting immediately following the District Meet.
- ___ Confirm washroom facilities will be available to athletes.
- ___ 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.
- ___ Email a bill to all schools for the cost of the city meet. See APPENDIX "G" for an example.

During the City and District Meet:

- ___ Arrive early and ensure the facility is open and setup is taking place.
- ___ 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 both meets. APPENDIX "H" 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 inside and outside the Finish Line Booth. These will be found in APPENDIX "I".
- ___ Make appropriate adjustments to the schedule if there are circumstances or scratches.
- ___ Designate someone to assist in the interpretation of the rules. Protest Committee.
- ___ Handout Aggregate awards to all category leaders before the relays start.
- ___ Have cleanup areas assigned and garbage bags available. This should occur during the 3000m races. Do not hand out aggregate awards or start relays until it is done.

After City Meet

- ___ Give a results printout to coaches for selecting a conference team.
- ___ 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 "D" and "J".

After District Meet

- ___ Print results for each school team/coach. Hold a coaches meeting to pick a district team.
- ___ Give district team entries to Hytek Operator for entry and submission to SHSAA.
- ___ Have athletes complete declaration form. This is found in APPENDIX "K"
- ___ 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 TRACK AND FIELD COACHES:

Our Track and Field City Championship Meet will be hosted at the Harry Jerome Track on _____ . The District meet will take place on _____ .

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

Please have your City Meet entries completed by _____ and email them to _____ at _____
(date) (Hytek operator)

(Email)

Remember that the City Meet is an open meet with unlimited entries, but the District Meet is limited to 3 entries from each conference.

Commissioner: _____

Phone number _____

Fax number _____

Email _____

APPENDIX C

**TO: All track and field coaches
Prince Albert City Grade 9 - 12 Track Meet**

Important information about the City Track Meet

_____	Start Time 4:30, Coaches meeting 4:00
(Date)	
_____	Start Time 10:00, Coaches meeting 9:30
(Date)	

See Attached Schedule:

Meet Responsibilities:

Adult officials are required. They need not be teachers, but must be parents or other responsible adults (not students) willing to help out. If assigned to a field event, please ensure that you have enough student workers to act as pit rakers, implement retrievers, etc. **Where more than one school is assigned to an event, please contact each other to ensure that you have enough student workers between you.** If there is an event you would prefer to work, please make your own arrangements to trade events with another school, but let Ron Poetker know.

Athletes can enter a maximum of four individual events, plus relays. **Each school can enter 1 relay team in each age/sex category. There is no limit to the number of entrants in each event; however, coaches must ensure that entrants are competitive at the level of the city meet.**

Expenses for this meet are shared by all the participants. All meet expenses will be totaled, and each school participating will be billed based on the number of entries submitted at the entry deadline (whether or not they actually compete). The estimated cost is about \$3 - \$5 per entered athlete

Entry Deadline: 1 week prior to City Meet. Meet entry is done electronically. Please download the necessary software (requires a Windows computer) from; <http://www.ncdaa.ca> and click through to the link to the year 20__ entry procedure. Make sure you are using the latest version of the software. If you need software installed for team manager 3.0 lite, in Sask Rivers, see your computer tech. All of last year's meet results, and the city records are also available on this site.

NOTE: please read all the instructions on the entry web page. The youngest age category at this meet is midget. ALL ENTRANTS MUST BE IN GRADE 9 OR OLDER

1. 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.
2. All competitors must be in grade 9 or older, **and eligible for provincials.**
3. Aggregate medals will be presented to the top athlete in each age and sex category at the completion of the meet. 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 the most higher place finishes. Because of the huge disparity in school sizes, team points will be tallied for your information, but not announced.
4. Athletes must compete in appropriate dress. Going shirtless, or wearing a hat is not allowed by SHSAA rules.
5. 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.

A coaches meeting will be held at the completion of the meet to choose the teams for districts. NOTE: Separate teams will be chosen for each of the four participating conferences

- Prince Albert Catholic, including St. Mary and Rivier
- Carlton
- PA Small Schools Kinistino, Birch Hills, St. Louis, Wesmor, Meath Park, PACI, and independent schools,(Little Red, Family Church, Sturgeon Lake, Ecole Valois, Muskoday)
- Parkland Shellbrook, Debden, Canwood, Big River, Shell Lake, Whitefish, Ahtakakoop, and Se Se Wa Hum
- Make sure that your athletes are aware that separate teams are being selected, and that they may advance to districts for your conference, even if they have a lower place finish.

Weights:

All girls and midget boys: 1 kg discus, 600 g javelin, 4 kg shot

All other boys: 1.6 kg discus, 800 g javelin, 12 lb shot

Hurdle heights and distances:

Girls: 30 inches height, 12 m to first hurdle, Mid Girls 7.5 m between,
Junior/Senior Girls 8.0 m between

Boys: 100 m, 13 m to first hurdle, 8.5 m between

midget boys : 30 inches; junior boys: 33 inches; senior boys: 36 inches

No quad event exists for the **city meet**, athletes should enter quad events to qualify for quad. If this is the case, one extra event may also be entered for a total of 5 events per athlete, if and only if they are entered in all quad events.

Distance Medley Relay - this relay is a 400, 200, 200, 800 relay – taking the place of the traditional 4X400 m relay at the end of the meet. – **City event – open**

The **District meet will have a quad component.**

The District determined that an athlete entered in the quad will be able to enter one other event, however only if they are entered in the quad. They may not enter an additional event at Provincials.

The 4X400 relay at districts will be replaced by a Sprint Medley Relay - this relay is a 200, 100, 100, 400 m event. – **District event - open**

Officiating Assignments for City Meet

	Ahtakakoop/ Se Se Wa Hum	Big River	Birch Hills	Cannwood	Carlton	Debden	Kinistino	Meath Park	PACI	River	Shellbrook	St. Louis	St. Mary	Sturgeon Lake	Wesmor	Valois	Community
Official																	
Starter (1)																	1
Recall (1)																	1
Chief Judge (1)											1						
Photo Ass. (1)									1								
Track Judge (4)				Relay	Relay								Relay		1		
Marshall (1)					1												
High Jump (3)					1					1			1				
Long Jump (3)			.5 am				1	1			.5 pm						
Triple Jump (3)												1	1	1			
Pole Vault (3)					1							1	1				
Discus (3)				1	1	1											
Javelin (3)		.5 pm	1			.5 am					.5 am					.5 pm	
Shot (3)	1	1											1				
Results (2)					1			1									
Announcer (1)																	1
Meet Director (1)																	
	1	1.5	1.5	1	5	1.5	1	2	1	1	2	2	4	1	1	0.5	3

Officiating Assignments for District Meet

Official	Ahtakakoop Se Se Wa Hum	Big River	Birch Hills	Canwood	Carlton	Debden	Kinistino	Meath Park	PACI	River	Shellbrook	St. Louis	St. Mary	Sturgeon Lake	Wesmor	Valois	Missinipe	Community
Starter (1)																		1
Recall (1)																		1
Chief Judge (1)											1							
Photo Ass. (1)									1									
Track Judge (4)				Relay	Relay								Relay		1			
Marshall (1)					1													
High Jump (3)					1					1			1					
Long Jump (3)							1	1									1	
Triple Jump (3)													1	1			1	
Pole Vault (3)					1							1	1					
Discus (3)				1	1	1												
Javelin (3)		.5 pm	1			.5 am					.5 am					.5 pm		
Shot (3)	1	1											1					
Results (2)					1			1										
Announcer (1)																		1
Meet Director (1)																		
34	1	1.5	1	1	5	1.5	1	2	1	1	2	1	4	1	1	0.5	2	3

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 Track and Field Championships

The NCDAA Track and Field City and District Championships will be held on _____ and _____ at the Harry Jerome Track.
(date) (date)

Over 300 athletes are expected to attend and compete for a chance to attend the SHSAA Track and Field 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

APPENDIX G

Sample Bill to Schools

Your school participated in the _____ Prince Albert City Track and Field meet on _____ and _____. A breakdown of the meet costs are below as well as the number of athletes entered per school in the meet. The total amount owed is divided by the number of athletes in the meet. Each school then has to pay per athlete they enter

Costs

Track Rental:	Meal:	Medals and Ribbons:
---------------	-------	---------------------

Total Cost: _____

Schools	Number of Athletes	Total Cost to School
Ahtakakoop		
Big River		
Birch Hills		
Canwood		
Carlton		
Debden		
Kinistino		
Little Red		
Meath Park		
Muskoday		
PACI		
Rivier		
Se Se Wa Hum		
Shallbrook		
St. Mary		
Sturgeon Lake		
Wesmor		
Total:		

Please make your cheques payable to _____ (school).

Payment must be recieved before a school is allowed to compete at the district meet.

Thanks

COACHES MEETING NOTES

Welcome to the City/District Meet!

- Remind coaches where washrooms are located. Inform them that Carlton School is off limits at all times.
- The schedule is posted _____ (location). The track will not run ahead of time.
- 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.
- All officials must be adults. Students may be rakers, retrievers, or results assistants.
- 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.
- Athletes must be dressed in approved SHSAA dress. School colours are expected where possible. Inappropriate dress may result in disqualification.
- Jewelry is not allowed for those athletes competing in the high jump or pole vault.
- 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 in distance races, or giving split times, except as given by the officials.
- 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.
- 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 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 I

Rules

- The meet will be conducted in accordance with guidelines listed in the SHSAA handbook.
- All officials must be adults. (teacher, coach, parent, etc.) The only exception is the Hytek assistants. Students may be rakers, retrievers, or results assistants.
- 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.
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 - 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 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 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 Track and Field Championship**.

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

Event _____
(Events)

Athlete(s) (Name Printed)

Coach (Name Printed)

School

Athlete (Signature)

Coach (Signature)

Commissioners Report

1. Activity: Track and Field

2. Commissioner: _____

3. Location: _____

4. Date: _____

5. Schools Involved:

a. _____

h. _____

o. _____

b. _____

i. _____

p. _____

c. _____

j. _____

q. _____

d. _____

k. _____

r. _____

e. _____

l. _____

s. _____

f. _____

m. _____

t. _____

g. _____

n. _____

u. _____

6. Recommendations: _____

7. Events arising during the tournament: _____

