

CONSTITUTION OF THE BATTLE WEST DISTRICT ATHLETIC ASSOCIATION

**March 27, 2007
(Updated March, 2025)**

GUIDING PRINCIPLES

Recognizing the need for a co-operative agency to plan, supervise and administer the inter-school activities of this district, it is recommended that the following principles be used as a guide to the association established for this purpose:

1. The aims and objectives of this association shall be in complete harmony with the constitution and by-laws set forth by the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION and with the goals of education as set forth by the DEPARTMENT OF LEARNING.
2. Participation in the activities of this association should be encouraged because they are an integral part of the total education process.
3. All students should have the opportunity to realize the physical, social and emotional values that can be derived from inter-school competition.
4. The BATTLE WEST DISTRICT ATHLETIC ASSOCIATION (BWDAA) is opposed to the use of alcohol and drugs by players, coaches, supervisors, officials and others connected with athletic competition. The BWDAA asks members of its association to help in restricting their use. Any abuse of this principle should be reported to the executive so that action may be taken.

Good sportsmanship and complete participation cannot be legislated but must, through education, become the ultimate goals of the BWDAA.

ARTICLE I – NAME

The name of this association shall be the BATTLE WEST DISTRICT ATHLETIC ASSOCIATION (BWDAA) and shall be a district council of the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION (SHSAA)

ARTICLE II- ORGANIZATION

a) District – the BWDAA boundaries shall be as determined by the bylaws of the Association. The district shall be comprised of all schools that fall within the 2 boundaries of the current Living Sky School Division #202 regardless if said schools belong to the Living Sky School Division.

Schools that belong to the BWDAA include but are not limited to: Battleford Central School, Bready School, Cando Community School, Chief Little Pine School, Chief Poundmaker School, Connaught School, Cut Knife High School Cut Knife Community School, Ecole Monseigneur Blais Morand, École Père Mercure, Hafford Central School, Hartley Clark, Heritage Christian School, Holy Family School, John Paul II Collegiate, Kerrobert Composite School, Lawrence School, Leoville Central School, Luseland School, Macklin School, Maymont Central School, McKittrick Community School, McLurg High School, Medstead Central School, Moosomin First Nation School, North Battleford Comprehensive High School, Norman Carter School, Notre Dame School, Pelican Lake First Nation, Rivier School, Sakewew School, Spiritwood High School, St. Mary School, St. Peter's School, St. Vital Catholic School, Unity Composite High School, Unity Public School

ARTICLE III- OBJECTIVES

- a) To encourage participation of both junior and senior high school students in activities through inter-scholastic play and to provide representative teams and individual athletes from this district to further participation in provincial competitions.
- b) To plan, supervise and administer the inter-scholastic activities of the Members of the association.
- c) To place more emphasis on the skills learned and the appreciation developed through competition.
- d) To provide training and upgrading of coaches and officials through clinics.
- e) To ensure that neither the funds nor the property of the association be used for the personal profit of any individual or group of individuals.
- f) To ensure the association be organized and maintained in a democratic manner as outlined in this constitution and subsequent amendments.
- g) To encourage athletes and coaches at the junior level to stress a broad base of participation and the development of good sportsmanship.
- h) The association also encourages the following goals:
 - To develop a level of fitness relative to the sport the student is involved in.
 - To develop team sport skills.
 - To develop individual sport skills.

- To develop interpersonal skills.
- To promote fun and enjoyment through participation in the pursuit of excellence.
- To recognize that athletics is an important part of the school life of students.
- To develop an understanding in the community that coaching is a voluntary activity and that coaches give large amounts of their time.
- To develop positive attitudes and commitment.
- To develop, maintain and improve the quality of coaching.
- To develop, maintain and improve the quality of officiating.

ARTICLE IV- MEETINGS

Section 1: Membership and Representation

- a) Membership in this association shall be open to all schools with students enrolled in grades 7 to 12 within the district boundaries; any independent school registered with Saskatchewan Learning and which is a body corporate or association and which operates a junior or high school; and any Indian Band which operates a junior or high school or on whose lands a high school is operated within the province of Saskatchewan.
- b) Each school shall have one designate (appointed by the Principal) who is responsible for all matters pertaining to interschool athletics. Each member (school) shall provide the District President with notification of its school designate at the beginning of each school year.
- c) Every school representative is entitled to a voice and a vote at Battle West meetings and to attendance and a voice but not a vote at an executive meeting. Representatives shall be defined as a Director of Education or designate, Trustee, principal or teacher associated with any school within BWDAA boundaries. Other people may become representatives by motion at any regular meeting or executive meeting.

Section 2: Meetings

- a) General Meetings

The association shall have 2 general meetings in a school year.

 - i) The first shall be an organizational meeting and shall be held on the Wednesday following Labour Day. If this date is not practical, the President in consultation with the executive shall select an alternate date, but never later than September 15.

ii) The second will be the annual general meeting of the District and shall be held each year on the last Tuesday of March. Where this date is not practical, the president in consultation with the executive shall select an alternate date, but never later than April 15.

b) Executive Meetings

The executive shall have one regularly scheduled meeting each year.

i) A regularly scheduled executive meeting of the District shall be held each year in the first Thursday of December. Where this date is not practical, the president in consultation with the executive shall select an alternate date, but never later than December 15.

ii) The Executive may meet, adjourn and otherwise regulate their meetings as they may determine. Questions arising at a meeting shall be decided by a majority of votes, but in the case of a tie the President shall decide the question.

iii) A quorum of the executive shall be a majority of the elected executive.

c) Written notice shall be given to each of the member schools at least two weeks in advance of any general or executive meeting.

d) Special meetings of the association or executive may be held at such time as the Executive or President may determine providing at least two weeks written notice has been given, if possible.

e) Any two members or greater than half of the executive members may request a special meeting of the District association.

f) All voting delegates and observers attending the SHSAA AGM must be declared at the BWDAA AGM.

Section 3: Rules of Order

a) The rules of order for the conduct of all BWDAA meetings will in general follow the Roberts Rules of Order, and will be as summarized below:

All votes are calculated on the basis of present voting members. With the right to vote goes the right to abstain from voting. The chair will not call for abstentions, nor do the voters have a right to announce that they abstained. Abstentions have no effect on the calculation of votes.

A majority is more than half of the votes cast. Note also that a majority is not necessarily one more than fifty (50) percent. In the case of a two-thirds majority vote there must be at least sixty six (66) percent of present voting members in the affirmative for adoption.

b) Voting by members shall be by secret ballot in the case of election of officers, and by show of hands in all other cases, except where a secret ballot is requested by at least three (3) members.

ARTICLE V- EXECUTIVE OFFICERS

Section 1: Executive Members

- a) The executive of the BWDAA shall consist of at least 1 member representing each of the following:
 - i) Living Sky School Division
 - ii) Light of Christ Catholic School Division
 - iii) Independent Schools
 - iv) Elementary Schools
 - v) LEADS
 - vi) First Nations Representative
- b) There shall be executive positions as follows:
 - i) President
 - ii) Vice- President
 - iii) Secretary-Treasurer
 - iv) Officials Commissioner
- c) There shall be Members at Large as necessary to reach a total executive of 12.
- d) In years when a new President is elected, the past President may remain on the executive for 1 year and would be the 13th member of the executive.
- e) In years when the Section 4 Rep is from BWDAA, they will be the 14th member of the executive for the duration of their term
- f) The following will be entitled to a voice and a vote at executive meetings.
Executive members not attached to a vote (7-12) member school will also be entitled to a voice and a vote at all regular meetings.
 - i) Living Sky School Division Representative
 - ii) Light of Christ Catholic School Division Representative
 - iii) Independent Schools Representative
 - iv) Elementary Schools Representative
 - v) LEADS Representative
 - vi) President
 - vii) Vice-President
 - viii) Secretary-Treasurer
 - ix) Officials Commissioner
 - x) First Nations Representative
 - xi) Member at large
 - xii) Member at Large
 - xiii) Member at Large
 - xiv) Past President (if applicable)
 - xv) Section 4 Representative (if applicable)

Section 2: Executive Member Terms

- a) All members shall be elected or appointed at the annual meeting and shall serve one (1) year terms with the exceptions below:
 - i) President (2yrs) with a maximum two terms unchallenged.
 - ii) Vice-President (2yrs) with a maximum two terms unchallenged.
- b) The Secretary/Treasurer shall be appointed by the President and approved by the executive.

Section 3: Eligibility for Executive

- A) Any teacher, trustee or school designate within the district boundaries may be any executive officer.
- B) Elections shall take place annually at the spring annual general meeting. Nominations for positions shall be submitted to the president and then circulated at least 1 week before the AGM.
 - a. Should a vacancy occur during the year the executive officers shall elect or appoint another school designate to complete the term.

Section 4: Executive Powers

- a) 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.
- b) The executive is empowered to rule on such cases that are not covered by the constitution or by-laws. These decisions are not to be considered as precedents, and each must be reported to the next regular meeting, together with an explanation and a recommendation for possible legislative action.
- c) The executive is empowered to strike such committees, as they shall see fit, who may, but need not be, members of the executive. The duties of such committees shall be those designated by the executive.

ARTICLE VI- DUTIES OF OFFICERS

Section 1: President

- a) Shall preside at all meetings and shall act as chief executive officer of the district.
- b) Shall be an ex-officio member of all committees.
- c) Shall call all regular meetings and have the power to call special meetings as necessary.
- d) Shall sign all cheques and documents binding on the association.

- e) Shall give direction to all district activity play down commissioners in carrying out their duties.
- f) May appoint one person to audit the books prior to the annual meeting.
- g) Shall perform such duties as the executive may determine.
- h) Shall represent the district at the SHSAA President's meeting and Annual meeting.
- i) Shall appoint association designates on a yearly basis to review the constitution and by-laws.
- j) May appoint executive members to recommend and review nominations for district service awards.
- k) Shall act as liaison between the SHSAA and the district.
- l) Shall receive play off schedules and follow up reports from the commissioners.
- m) Shall coordinate team entries with the SHSAA.
- n) Shall update the district handbook annually.
- o) Shall chair the discipline committee or appoint an executive member to do so.
- p) Ensure that delegates to the SHSAA annual general meeting are appointed and make arrangements for their attendance.
- q) Shall inform district activity play down commissioners of any suspensions of a Member or individual participant.
- r) Shall approve MAP grant forms.
- s) Shall keep all reports of commissioners on file and up to date.
- t) Shall perform any other such duties as are normally expected of the President of such an organization.
- u) Update website or appoint someone to do so.
- v) Appoint members to the discipline committee at the fall meeting.

Section 2: Vice-President

- a) During the absence of the President or his/her inability to perform such duties, the Vice-President shall carry out all duties of the President.
- b) Shall perform such duties as the executive may determine.
- c) Shall give advice and assistance to the executive when called upon to do so.
- d) Shall order or appoint someone to order all awards for the District in consultation with the President.

Section 3: Secretary-Treasurer

- a) Shall keep the minutes of all executive, general and annual meetings.
- b) Shall copy and e-mail such minutes to those members present at the meeting as soon as possible after each meeting.
- c) Shall collect/coordinate all fees with the SHSAA office and/or from the members.
- d) Shall co-sign all cheques.
- e) Shall deposit all funds in the account of BWDAA and shall prepare a financial statement for all meetings of the association.

- f) Shall prepare a proposed budget for the ensuing year to be presented at the annual meeting.
- g) Shall perform such duties as the executive may determine.
- h) May be one person or the position may shared between two. With only the person serving as secretary able to vote as an executive member.

Section 4: Officials Commissioner

- a) Shall designate officials available for competitions.
- b) Shall organize clinics to upgrade officiating.
- c) Shall have complete control over all game official organizational responsibilities.
- d) Shall attend the SHSAA Officials' Commissioners meeting.
- e) Order whistles for local and district official clinics

Section 5: Commissioners Duties (District Championship Host)

- a) Must check with the President to obtain a list of teams entered in the competition.
- b) Is responsible for the booking of the facility and arranging for any equipment, etc. that may be required.
- c) Should have personal contact, either through phone or letter, with each team.
- d) Schedule and distribute information regarding the schedule to all schools.
- e) Shall contact the Officials Commissioner for assignment of officials.
- f) Collect the awards for his sport and see that they are distributed at the scheduled event.
- g) Arrange for staffing and supervision of the scheduled event.
- h) Keep and submit an accurate record of expenses, ensuring officials are paid at the school level.
- i) Publicize results and names of the winners to the media.
- j) Complete the Commissioner's Report and Officials Expense form and submit these to the President immediately following the competition.

ARTICLE VII- DISCIPLINE COMMITTEE

- a) The discipline committee shall be the President, Official's Commissioner and 2 appointed members.
 - i) This committee shall be struck at the fall organizational meeting.
- b) The discipline committee, working with both the BWDAA and SHSAA constitutions and by-laws, shall expeditiously hear all evidence on the incident and shall render a decision. The discipline committee will consider each case presented and take appropriate action based on the severity of the misconduct. These actions may include the following:
 - i) dismissal of the complaint
 - ii) letter of concern/reprimand
 - iii) period of probation
 - iv) forfeiture of game
 - v) forfeiture of championship
 - vi) maximum period of one year probation or suspension
 - vii) issue a fine
- c) In any case the Member involved may appeal the decision of the discipline committee by making a formal written or oral presentation to the chair of the discipline committee who shall take the necessary action to consider the appeal properly in light of the presented information. Such appeal also requires a fifty (50) dollar deposit to be presented. If the appeal is upheld then the deposit will be returned. Further:
 - i) A special meeting of the executive council shall be called for the purpose of hearing the appeal.
 - ii) All parties shall have advance notice of the appeal hearing date.
 - iii) Parties may make written/oral presentations.
 - iv) All evidence is considered by the executive council.

ARTICLE VII- FINANCES

Section 1: Self Sufficiency

- a) The organization must maintain its own solvency at all times.

Section 2: Annual Fees

- a) The Living Sky School Division shall pay an annual levy of \$5000.00 and all other schools shall pay \$2.00 for each student enrolled in grades 7-12.
- b) BWDAA fees/registration procedures as follows:
 - a. \$40/team (Junior and Senior) - Registration of Junior and Senior teams is done through a form submitted to the president by the second Wednesday in September. The form is provided to ADs at the Fall Meeting as well as available on the BW website (under forms)

- ii. Note: Schools must also register teams with SHSAA and pay the SHSAA fee of \$40/team (the cost of a senior team is \$80 - \$40 to BW and \$40 to SHSAA)
- c) Junior teams whose sports do not have a district championship may submit a request to the BWDAA for a refund of district fees.
- d) Golfers shall pay all green fees for all categories.
- e) All requests for reimbursement from Battle West must be made by email to the treasurer by the SHSAA withdrawal date (set at the fall meeting) for each individual sport. Schools that withdraw a team after the deadline will not be reimbursed.

Section 3: Financial Details

- a) An honorarium shall be paid to the following positions on an annual basis

i) President	\$300.00
ii) Officials Commissioner	\$300.00
iii) Secretary	\$75.00
iv) Treasurer	\$75.00
v) Vice-President	\$100.00
vi) Track Computer Coordinator	\$100.00
vii) Website manager	\$100.00
- b) The fiscal year for the association shall end March 30.

Section 4: Financial Penalties

- a) Any member of the BWDAA may be charged a fifty (50) dollar performance bond for a breach of the withdrawal from competition, rules as stated below. This bond or part of this bond may be charged in the event that a team, coach, official or any other individual representing said Member in BWDAA sanctioned competition fails to comply with district regulations concerning withdrawal from a competition without proper notice, which is written notice one week prior to the event in question or the specified date mentioned in the sport's bylaws. Any breach of the section will be dealt with by the discipline committee.
- b) All fines must be paid prior to the next District activity for a school to be eligible to compete.

ARTICLE IX- AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- a) Amendments to the constitution may be made by any member and require a two thirds majority vote at the district annual meeting. These amendments must be submitted to the District President 2 weeks prior to the AGM. The amendments will be circulated to the membership at least 1 week prior to the AGM.
- b) Amendments to the bylaws may be made by any member and require a simple majority vote at the district annual meeting.
 - i) The BWDAA Executive may pass temporary amendments to the bylaws. The temporary amendment must be brought to the next BWDAA Annual Meeting for discussion and vote.
- c) Any motions amending bylaws coming from the floor at the AGM will require a two thirds majority vote.

ARTICLE X- ORDER OF BUSINESS

- a) The order of business at meetings shall be as follows:
 - i) Call to order
 - ii) Roll call
 - iii) Adoption of agenda
 - iv) Approval of minutes
 - v) Correspondence
 - vi) Business arising from the minutes
 - vii) Reports
 - viii) New business
 - ix) Adjournment

ARTICLE XI- BIDS TO HOST

- a) Bids by schools to be the BWDAA host for provincial events must be presented and voted on at the Fall Meeting.
- b) Starting for the 2023/24 school year, bids to host Battle West District playoffs for Golf, Cross Country, and Curling shall be submitted in writing and voted on at the AGM. Bids to host Battle West District playoffs for Volleyball, Basketball, and Badminton shall be submitted in writing and voted on at the Fall Meeting. These bids to host must be submitted and then circulated to the membership at least 1 week before the meeting.
- c) In special circumstances the executive may determine the host.

BYLAWS OF THE BATTLE WEST DISTRICT ATHLETIC ASSOCIATION (BWDAA) MARCH 27, 2007

(Updated November, 2023)

ARTICLE I- ELIGIBILITY

- a) All BWDAA activities shall be carried on in accordance with SHSAA regulations, policies and instructions.
- b) For each junior or senior team sport (volleyball, curling, basketball) that involves Battle West District Playoff, the deadline for entries to district playoffs will be on the same date as the SHSAA E-5 deadline. For individual sports (Cross Country, Golf, Badminton, Track) the entry deadline will be one week prior to district playoff. Teams wishing to register after this deadline will be accepted along with a \$50 late filing fee to Battle West Athletic Association. No teams will be accepted after the withdrawal deadline.
- c) Coaches are responsible for presenting necessary eligibility forms to each district activity play down commissioner prior to participation in a district playoff.
- d) For junior district activity play downs (except track and field) competitors must be in grade nine (9) or lower **and** under sixteen (16) as of August 31 of that school year.
- e) For junior district activity team play downs (basketball, volleyball, soccer and curling) competitors must be in grade 7-9
- f) Two schools may apply to the President/Executive for permission to form a jointly sponsored team for one season in the activities of volleyball, basketball, and curling. In deciding whether or not to grant an application for a joint team the executive shall consider, but are not limited to, the following:
 1. Proximity of schools.
 2. Whether the two schools have enough players in each school to field separate teams or have the potential to field separate teams.
 3. An existing program shall not exist in both schools.
 4. It is preferable to combine smaller schools rather than having a small school combine with a large school.
 5. The motivation for the co-op should not be to bolster a team's quality.
- g) The use of students under grade 7 is approved by the following criteria:
 1. Use of the student is required for the school to be able to field a team.
 2. Permission must be granted by, and signatures obtained of, the parents/guardians and administrator (see "Use of Underage Form")
 3. Applications must be made to and approval given by the BWDAA executive council prior to the student's participation.
 4. Exceptions to the above must first be approved by the district executive.

Applications for joint teams from Members whose schools do not have an existing program for that sport shall be made by October 1st for teams to be involved in fall activities and by the 2nd Friday in January for teams to be involved in winter activities.

ARTICLE II- FINANCES

- a) Junior and Senior district fees collected from a school, which subsequently drops out of the activity, will only be refunded if the school has not participated in any competition in the activity, and submits a written request to the district president and SHSAA office on or before the senior activities E-5 deadline. The junior golf deadline will be one week prior to the district playoff.
- b) Mileage, per diem, and accommodations will be paid out at a rate set at the Annual General Meeting. This is to be reviewed annually.
 - i) Meals- \$25.00/day (breakfast- \$5.00, lunch- \$7.00, supper- \$13.00)
 - ii) Hotels- total cost covered with receipts.
 - iii) Mileage- \$0.45/KM

ARTICLE III- AWARDS

- a) Activities for which the association shall provide medallions are:
 - i) Senior Golf - (Female, Male)
 - Junior Golf -(Female, Male)
 - ii) Cross Country- Boys and Girls, ribbons 4th -10th
 - iii) Volleyball- Junior- Boys and Girls
 - iv) Curling- Senior and Junior- Boys, Girls, Mixed
 - v) Basketball- Junior- Boys and Girls 1A and 2A
 - vi) Badminton- Senior and Junior- Boys, Girls, Mixed
 - vii) Track and Field- Boys and Girls- 30 aggregate medals, ribbons 1st-8th
 - viii) 3 v 3 Basketball (Junior Boys and Girls, Senior Boys and Girls)
 - ix) Soccer (Junior Boys and Girls)
- b) Medallions will be awarded only when a competition is held or contested by two or more teams.
- c) Activities for which the association shall provide banners are:
 - a. Cross Country Team
 - b. Cross Country Kirkpatrick Points
 - c. Volleyball (Junior Boys and Girls)
 - d. Curling (Junior and Senior Boys, Girls, and Mixed)
 - e. Basketball (Junior Boys and Girls 1A and 2A)
 - f. Track and Field Total Points
 - g. Track and Field Kirkpatrick Points

- h. Junior Golf Team (Boys and Girls)
- i. Soccer (Junior Boys and Girls)
- j. Sportsmanship (Junior and Senior)
- d) Activities for which the association shall provide plaques are:
 - a. Volleyball
 - i. Conference Champions (North/South Junior Boys and Girls)
 - ii. 4th Place (Junior Boys and Girls)
 - b. Basketball
 - i. 4th Place (Junior Boys and Girls 1A and 2A)
 - ii. 3v3 4th Place (Junior Girls and Junior Boys)
 - c. Soccer
 - i. 4th Place (Junior Boys and Junior Girls)

ARTICLE IV- ACTIVITY PLAY DOWN DIRECTION

Section 1: Guidelines

- a) Whenever feasible, district play downs should be held in the evening and/or Saturday (with the exclusion of cross country, golf, track and field and curling), in order to avoid missed school time.
- b) The district championship commissioner shall be responsible for organizing the tournament subject to the BWDAA and SHSAA guidelines in each sport.
 - i) Schools hosting Battle West conference, district playoffs shall make an effort to supply qualified minor officials (preferably from their student body). If teams are required to provide minor officiating, teams will be scheduled into positions on their games off. Host schools will be expected to provide the officials for the first games and final games of playoffs.
- c) All senior district activity play downs must be held on or before the weekend immediately preceding the provincial championship or regional championship in that activity.
- d) Officials for all district championships must be coordinated through the District Officials Commissioner and from within the BWDAA boundaries whenever possible and practical.

Section 2: District Organization

- a) The District shall be divided into 3 divisions and 5 conferences as follows:
 1. North Division

Conference 1 ⇒ Leoville, Medstead, Pelican Lake First Nation, Spiritwood,
Saulteaux
Conference 2 ⇒ Cando, Hafford, Maymont, North Battleford Comp.,
Sakewew. **Moosomin**

2. South Division

Conference 3 ⇒ Chief Little Pine, Chief Poundmaker, Cut Knife, JP II,
McLurg, Ecole Pere Mercure, **Mosquito**

Conference 4 ⇒ Kerrobert, Macklin, Luseland, Unity Comp., **Sweetgrass**

3. Elementary Division (Badminton only)

Conference 5 ⇒ Battlefords Elementary Schools

- b) The district championship in all activities shall alternate conferences each year wherever possible.

Section 3: Financial

- a) Costs for BWDAA representatives to compete in post-district competition are the sole responsibility of the school.
- b) Exceptions to the above would be the reimbursement of a district coach for costs incurred while supervising a district team in cross country, or track and field.

Section 4: District Coaches

- a) When district coaches are assigned, they shall have the authority over all student competitors. The association shall support any decisions made with regard to discipline or competition by said coach.

Section 5: Uniforms

- a) The association shall provide uniforms for Cross Country and Track and Field. If any such uniforms are not returned by the specified date- the school will be fined \$50.00 per uniform. The school shall be suspended from any BWDAA competition until the uniforms are returned or fines paid.
⇒ Track and Field - June 30
⇒ Cross Country - October 30

ARTICLE V - ACTIVITIES

Section 1: Badminton

- a) The deadline to send entries to the Conference Commissioner for the Battle West District playoffs shall be one week prior to the Conference competition. If this date is affected by the Easter break or some other holiday, a suitable date will be set at the Fall organizational meeting of the district.
- b) PLAYOFFS- Playoffs will be organized on a conference basis with 2 teams from each conference advancing to the District Championship. The badminton commissioner in consultation with the President will be responsible for setting up the playoff draws in each of the conferences.
- c) The Senior District Playoffs will take place on the Saturday preceding the SHSAA Regional Playoff. The Junior District Playoffs will take place on the Friday preceding the Senior District Playoffs. It will feature two-four team round robins in the Senior category and two-five team round robins in the Junior category with the top two in each pool meeting in a cross over draw.
- d) In the senior category, a third place game must be played. In the event that a team is unable to represent the district, the next highest ranked team shall be eligible for that spot.
- e) The District Championship will be played in a facility with a minimum four (4) courts.
- f) The event will start at 12:00 noon with coaches/player meeting at 11:30 AM.
- g) Conference Playoffs will take place during the week prior to the District Championship. These dates will be set at the fall organizational meeting of the district.
- h) Protective eyewear will be mandatory during interschool badminton contests for all badminton competition for Living Sky School Division students. For all other students, protective eyewear is mandatory only for doubles competition.
- i) Dress code- All competitors must dress in a predominately white uniform or in a school uniform that reflects the school colors. Double teams must be uniform in their dress.
- j) All schools may enter 2 teams per category in Junior and Senior Conferences.
NOTE: DRESS CODE MUST BE CLOSELY ADHERED TO.

Section 2: Basketball

Senior

- a) For all levels of Senior Basketball Playoffs, the SHSAA will determine the playoff structure using the conference model.

Junior

- a. The deadline to enter teams for the BW district playoffs shall be the same date as the E-5 deadline.
- b. The BW District Championship will consist of both a 1A and 2A Championship involving all BW schools registered in basketball.
- c. Schools with an enrolment (Form E-10) of 100 or more will be classified as 2A schools. Schools with an enrolment (Form E-10) of 99 or less will be classified as 1A schools.
- d. Any school in the 1A Classification can opt up to compete for a 2A Basketball Championship for that year. Notification must be given to the President at least 2 weeks prior to the Championship weekend.
- e. If an elementary school (which does not have any students contained on an E-10 Form) participates, their classification will be at the discretion of the President and/or BW Exec.
- f. The District Championship(s) will take place on the weekend prior to the Family Day Long Weekend. The Championship Bracket will be played on Saturday and any qualifying/seeding games will be played at the host site (or other location as determined by BW Exec) on Friday.
- g. If there are only 2 teams in a Classification, those teams will have the option of a 1-Game Championship or Best-of-3 series. Both teams must agree on the format, or empower the BW Exec to render a decision. The Championship game(s) can be booked at the discretion of the BW Exec.
- h. Teams will be seeded by the President and/or the Executive for the 1A and 2A District Championships.
- i. All games will be 4 - 8 minute quarters. Overtime periods shall be 4 minutes in duration.
- j. The District Championship(s) must take place prior to the Family Day Long Weekend. The Championship Bracket will be played on Saturday and any qualifying/seeding games will be played at the host site (or other location as determined by BW Exec) on Friday.

Battle West, for the 2024/25 school year, provides a 3v3 District Basketball Championship for appropriate categories (junior boys, junior girls, senior boys, senior girls). Championship dates and categories will be determined by the Executive. Athletes cannot, unless approved by the Executive, be rostered on two teams.

Section 3: Cross Country

- a) The Cross Country District Coach is responsible for collecting the Battle West District Uniforms after the Provincial Cross Country meet and forwarding the uniforms to the appropriate person by November 1st of each year.
- b) Age Classes
 - Novice Under 11 (as of Aug. 31st of the current school year)
 - Pee Wee Under 13 (as of Aug. 31st of the current school year)
 - Bantam Under 14 (as of Aug. 31st of the current school year)
 - Intermediate Under 15 (as of Aug. 31st of the current school year)
 - Junior Under 16 (as of Aug 31st of the current school year)
 - Senior 16 and over (as of Aug. 31st of the current school year)

c) Distances

Novice Boys	2000m	Novice Girls	2000m
Pee Wee Boys	3000m	Pee Wee Girls	3000m
Bantam Boys	3000m	Bantam Girls	3000m
Intermediate Boys	3000m	Intermediate Girls	3000m
Junior Boys	4000m	Junior Girls	4000m
Senior Boys	4000m	Senior Girls	4000m

- d) Advancement to Provincial Meet: The Cross Country Commissioner may take up to 10 competitors to the provincial meet.

NOTE: an exception to the maximum 10 competitors per division will be allowed when a school qualifies only 3 runners for the provincial meet. The school may add another runner from their school to the district team entry so they may qualify for the school team competition. The runner must have competed in the District cross-country meet.

- e) BWDAA Provincial Cross Country Numbers
The following numbers have been assigned to BWDAA for the Provincial Cross Country Meet 800-849. Competitors shall wear the District Uniform with the assigned number they have been given by the District Coach.
- f) The BWDAA cross country championship will have a start time of 11:30, with a course walk through at 11:00 (for provincial eligible groups). The

non provincial eligible groups will have a course walk through of 2:00 with a start time of 2:30.

Section 4: Curling

- a) a. For both Junior and Senior curling, the current Curling Canada rulebook will apply with SHSAA amendments and rulings (as listed in the SHSAA handbook) and Battle West amendments and rulings listed below.
- b) The deadline to enter teams for Battle West District playoffs shall be sent to the President by the same date as the Senior Curling E-5 deadline. The withdrawal deadline will be February 1st for both junior and senior curling.
- c) All schools may enter 1 team per category in Junior District Playoffs (2 teams in the Open Doubles) and 2 teams per category in Senior District Playoffs.
- d) The draw will be decided on by the District Championship Commissioners in consultation with the President and/or executive.
- e) The District Championships shall mirror the format of the SHSAA Regional playoffs for Senior competition (no A-B Final), and be a double knockout draw for the Junior Competition.
- f) In years when Battle West is scheduled to host regional playoffs, the district draw will be modified to guarantee one spot for the host school. If a school is scheduled to host more than one category, they will designate ahead of time the one category they wish to have a guaranteed team advance. If a school has two teams in the same category, the automatic spot will be given to the higher placed team or if neither host team is the A or B event winner, the school will select the team for the automatic spot. For the categories with one team guaranteed to advance, the district draw will include an A-B final to determine the second regional qualifier only if the host school is not either A or B event winner.
- g) In Junior curling, if there is a need for a mixed team spare as a result of sickness, illness or other extenuating circumstances, the school may use their boys team or their girls team spare if they have not already participated in a game. That spare will remain with the mixed team for the remainder of the district playoffs.
- h) Senior games shall be 8 ends. Junior games shall be 6 ends.
- i) \$300.00 per District Championship host shall be paid per facility rental or \$600 if it can be held in one facility- if requested.

Section 5: Football- 6 Man, 9 Man And 12 Man

- a) The SHSAA provincial office will determine this playoff.

Section 6: Soccer

Senior

- a) For all levels of Senior Soccer Playoffs, the SHSAA will determine the playoff structure using the conference model.

Junior

- a. Schools may enter 1 team per category (junior boys and junior girls) into the district championship
- b. The district championships will be held in spring
- c. Format, location, and date will be determined by the Executive.

Section 7: Track And Field

- a) There will be five (5) groups of boys and girls: Pee Wee, Bantam, Intermediate, Junior, Senior.
- b) Age groups for District Track Meet:

Pee Wee	Under 13 (as of Aug. 31 st of the current school year)
Bantam	Under 14 (as of Aug. 31 st of the current school year)
Intermediate	Under 15 (as of Aug. 31 st of the current school year)
Junior	Under 16 (as of Aug. 31 st of the current school year)
Senior	16 and over (as of Aug 31 st of the current school year)
- c) Bantam boys and Girls will run hurdles at the same height and spacing of Intermediate Girls.
- d) The schedule of events shall be posted on the District Website and is also available from the District President/Track Commissioner for that year.
- e) Each competitor is limited to four (4) events plus one relay. Senior boys and girls 400-meter relays shall not be counted as one of the four events or as the one relay.
- f) The 3000-meter, 1500-meter, and 800-meter shall be timed finals.
- g) The 400-meter, 200-meter, 100-meter and hurdles events will involve heats, possibly semi-finals and finals.
- h) Ribbons:
 - First place competitors shall receive their ribbon once they have delivered the event sheet to the results booth.
 - Field event ribbons for 2nd to 8th place will be handed out at the event site by the people in charge of that event.
 - Track ribbons for 2nd to 8th place finishers will be given out at a convenient location near the track.
- i) In all field events the top eight (8) competitors in the preliminary round will receive three (3) more attempts in the final round in the Intermediate, Junior, and Senior categories only.
- j) Medals will be awarded to aggregate winners in each category.
- k) Late entries and scratches to the District track meet may be made up to 24 hours prior to the scheduled start of the first event of the meet. Only scratches will be accepted after 24 hours prior to the scheduled start of the first event of the meet.

- l) Any substitutions at the District meet must be made before the prescribed time on the day of the meet by the school representative.
- m) Athletes may compete at older classification levels. Records set will only apply to the classification level at which the competition was held.
- n) There will be a coaches meeting at the end of the meet to finalize choices for the team to go to Provincials. Changes to the decision of the coaches meeting shall only be to replace an athlete unable to attend Provincials. A representative from each school that has a representative going to Provincials must attend the coaches meeting at the end of the meet.
- o) District track coaches will put the 4X100 relay teams together. Each team shall be assigned a coach.
- p) District financial responsibility for the Provincial Meet will be to provide designated coaches and officials with expenses for meals and travel at the district rates and to pay hotel costs as per receipts submitted.

Section 8: Volleyball

Senior

- a) For all levels of Senior Volleyball Playoffs, the SHSAA will determine the playoff structure using the conference model.

Junior

- a) The North and the South will each have a “playoff” weekend, on the Saturday prior to the District Championship. There shall be 4 representatives from each of the North and South divisions that will advance to the District Championship. The host school will have an automatic entry to the District Championship. There will then be three additional representatives from that division (North or South) at the District Championship.
- b) Playoffs will be set up by the respective volleyball commissioners in each division, in consultation with the District President, depending on the number of teams entered in that year in both the boys and girls category, using a seeding format.
- c) The seeding format, for both the North and South playoff weekend, will be as follows: Pool A: Seed 1,4,5,8,9 and Pool B: Seed 2,3,6,7,10. If less than six teams are entered into the North or South pre-district playoff, a complete round robin, with no playoffs, will be used.
- d) The District Championships shall be on the last Thursday prior to the first senior conference playoff weekend.
- e) The District Finals shall be hosted at a site that has 2 courts, using the following, randomly drawn schedule:

Year	Boys Host	Girls Host
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2022	Spiritwood	J.P. II
2023	Leoville	Pelican Lake
2024	Unity	Cut Knife
2025	J.P. II	NBCHS
2026	Pelican Lake	Macklin
2027	Cut Knife	Medstead
2028	NBCHS	McLurg
2029	Macklin	Spiritwood
2030	Medstead	Leoville
2031	McLurg	Unity

When a team is not able to host the district championship, the competition shall be declared “open” and bids to host submitted and voted on by the executive according to a timeline dictated by the district president.

- f) All round-robin matches will be best of three matches.
- g) Net height
 - i) Girls- 2.15m
 - ii) Boys- 2.24m

Section 9: Wrestling

- a) For all levels of wrestling playoffs, the SHSAA will determine the playoff structure using the conference model.

Section 10: Golf

- a) The deadline to enter teams/individuals for Battle West District Playoffs is one week prior to the competition.
- b) Tee times and group pairings will be decided on by the District Playoff Commissioner in consultation with the District President.
- c) The Junior District Championship shall be a boys team competition and a girls team competition. Each team would be made up of three or four golfers where the three best scores recorded by the team on each hole of the competition will determine team scoring. Individual winners will also be determined. The Senior District Championship will be an individual competition only.
- d) The District Competition shall be 18 holes for both male and female competitors in the Senior category and 9 holes for both male and female competitors in the Junior category. There will also be a cap of 12 strokes per hole for competitors. Advancement to the Provincial Championship in the Senior category will follow that of the SHSAA handbook for individuals.
- e) The dress code for the District Playoff will follow that of the SHSAA Provincial Championship, as laid out in the SHSAA handbook.

ARTICLE VI: CONDUCT

- a) The use of alcohol or drugs by the high school athlete, coach or official is not condoned under any circumstance and will not be tolerated while athletes are under the jurisdiction of the school.
- b) Any athlete or coach may not touch or attempt to touch an official in protest of an official ruling.
- c) Coaches shall not behave in a manner likely to have an adverse influence on the attitude of players and/or spectators.
- d) The host school is responsible for general crowd control, but each team is responsible for the actions of their fans.
- e) Unsportsmanlike conduct will not be tolerated.
- f) Schools in the Battle West District shall not compete with other schools or teams that are not in good standing with the SHSAA or BWDAA.
- g) Violation of any of the above policies may result in disciplinary action from the BWDAA.

ARTICLE VII: AWARDS

All BW award nominations (Outstanding Coaches, Officials, Service) **must** include a signature of an individual from the nominee's school.

- a) The signature of the athletic director shall be required.
 - b) If the nominee is the athletic director, the signature of an administrator is required.
- a) **SHSAA Outstanding Male And Female Coaches**
 - Each year a male and female coach will be recognized for outstanding contributions to athletics in the Battle West District.
 - b) **SHSAA Service Award- Battle West District**
 - 1 winner for Battle West each year
 - SHSAA Nomination form is located in the SHSAA Handbook or web site
 - c) **Officials Award**
 - 1 winner for Battle West each year
 - SHSAA Nomination form is located in the SHSAA Handbook or web site
 - d) **SHSAA Merit Award**
 - Battle West District may nominate a person to the Provincial Executive
 - Award criteria is listed in the SHSAA Handbook

- e) Each school will be allowed to submit names for each of the categories per year.
- f) The executive under the direction of the President will select the winners annually.
- g) Deadline for submissions is April 13st of each year.
- h) **Battle West Sportsmanship Award**
 - Awarded to the school that demonstrates outstanding sportsmanship in BW activities throughout the year
 - 1 winner each year
 - Deadline for submissions is June 1st of each year

ARTICLE VIII- OFFICIALS COMMISSIONER

Section 1: Officials Pay Scale

1. District Playoff/Playdown pay scale will be based on SHSAA rates
2. SOCCER – All Junior Playoff Games \$25.00
3. Schools may choose to pay officials at a different rate during the regular season.
4. Championship games will pay officials at the membership rate regardless of status.
5. BWDAA Championship games will pay officials at the membership rate regardless of status.

Section 2: Registration of Officials

1. District level officials clinics shall be held each year in volleyball and basketball. Football officials clinics may be held as need dictates. The sport specific official commissioner will conduct the clinics or bring in an appropriate person.
2. Local level official clinics shall be held each year in volleyball and basketball. There may be up to 2 clinics in each of the North and South divisions of the district.
3. Clinicians conducting local clinics must attend the district clinic.

4. All officials who attend a BWDAA clinic (District or local) shall be entered within the registry. NOTE: officials registering with the provincial sport governing body, who wish to be entered in the BWDAA officials registry must contact the officials commissioner.
5. Other clinics may be decided upon by the Officials Commissioner and/or Executive Council.

Section 3: Registration Fees

- 1) Registration at local clinics shall be \$5.00. Locals clinics will focus on the following:
 - a) 1st time officials will receive a whistle
 - b) Basic Rules
 - c) Official/Player conduct
 - d) Official's mechanics
- 2) District clinics will be no charge. District clinics will focus on the following:
 - a) New rule presentation
 - b) Rule interpretation
 - c) Distribution of local clinic materials
 - d) Distribution of current rule books
- 3) District Clinicians will receive an honorarium of \$75.00. Mileage to district clinic and provincial clinic shall be reimbursed at BWDAA official's mileage rate. Unless the provincial sport governing body charges a different rate.
- 4) Local Clinicians will receive an honorarium of \$25.00.

Section 4: Commissioners Duties

- 1) BWDAA Officials Commissioners shall:
 - a) Arrange for all District level sport-specific officials commissions.
 - b) Oversee all District level clinics.
 - c) Assign in conjunction with schools all officials for District, Conference, Regional and Provincial playoff games.
 - d) Attend the SHSAA Provincial Officials Commissioner meeting.
- 2) District Sport Official Commissioners (volleyball, basketball) shall:
 - a) Organize the District Level Clinic.
 - b) Prepare materials for the District Clinic.
 - c) Prepare the Battle West District Exam.
 - d) Assist in assigning officials for playoffs.
 - e) Assist as much as possible in the smooth running of the sport.
- 3) District Championship Commissioner shall:
 - a) Organize the District Championship in accordance with these bylaws.

- b) Ensure that the participating school, District President, and Official's Commissioner all receive copies of the playoff draw.
 - c) After the championship, complete the District Commissioner's Report and submit to the President.
- 4) School Athletic Representative shall:
- a) Act as a representative for all of their school athletic teams as part of the BWDAA.
 - b) Be a liaison between the BWDAA and individual coaches within their school.
 - c) Ensure all SHSAA and BWDAA registration deadlines are met.
 - d) Promote athletics within their schools in the spirit of good sportsmanship and fair play.
 - e) Ensure accurate records are taken of all athletic events at their school where necessary.
 - f) Encourage the development of local coaches and officials.
 - g) Register all school officials with the SHSAA.

ARTICLE IX- SHSAA COACHING SYMPOSIUM

a) BWDAA will pay the registration fee to the SHSAA coaching symposium for up to six (6) applicants. Applicants should fill out an SHSAA Coaches Symposium Assistance Request/Reimbursement Form and submit it to the President by June 15th. If more than 6 have requested by this date. Money will be shared by all applicants equally; no late requests would be accepted in this case). If an applicant fails to submit the form by this date, has attended the Symposium, and is seeking reimbursement, please send this form to the President by Sep. 15th. These applications would be paid in full providing there is not more than 6 total applications. If more than 6 applicants those requesting late reimbursement will split the funds remaining after the June 15th date.