

NORTH CENTRAL DISTRICT
ATHLETIC ASSOCIATION

Sport Commissioners Package

Cross Country

NCDAA CROSS COUNTRY TABLE OF CONTENTS:

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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 NCDAA Executive.
- ___ 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 "J"
- ___ 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.
- ___ Be prepared to discuss the commissioners report at the next NCDAA meeting

APPENDIX A

| North - Missinipi | Phone | Fax |
|---|--------------|--------------|
| Churchill Community High School - La Ronge | 306-425-2255 | 306-425-3955 |
| Hector Thiboutot Community School - Sandy Bay | 306-754-2139 | 306-754-2130 |
| Father Gamache School - Fond-du-Lac | 306-686-2033 | 306-686-2110 |
| Father Megrat High School - Wollaston Lake | 306-633-2205 | 306-633-2053 |
| Father Porte Memorial School - Black Lake | 306-284-2099 | 306-284-2080 |
| Kimosom Pwatinahk Collegiate - Deschambault Lake | 306-632-2510 | 306-632-2410 |
| Nihithow Awasis School - La Ronge | 306-635-2276 | 306-635-2180 |
| Reindeer Lake School - Southend | 306-758-2025 | 306-758-4837 |
| Rhoda Hardlotte Keethanow High School - Stanley Mission | 306-635-2104 | 306-635-2050 |
| Sally Ross School - La Ronge | 306-425-5041 | 306-425-5570 |
| Senator Allan Bird Memorial School - Montreal Lake | 306-663-5602 | 306-663-5652 |
| Senator Myles Venne School - Air Ronge | 306-425-2478 | 306-425-2815 |
| Wapawikoscikan School - Pelican Narrows | 306-632-2161 | 306-632-2110 |
| PA City | Phone | Fax |
| Ecole Valois - Prince Albert | 306-763-0230 | 306-763-1993 |
| Prince Albert Collegiate Institute - Prince Albert | 306-763-6485 | 306-922-5636 |
| Carlton Comprehensive - Prince Albert | 306-922-3115 | 306-764-1770 |
| Family Church Academy - Prince Albert | 306-763-4431 | 306-763-4858 |
| St. Mary - Prince Albert | 306-953-7544 | 306-763-0399 |
| Wesmor Community High School - Prince Albert | 306-764-5233 | 306-922-6271 |
| PA Rural | Phone | Fax |
| Birch Hills School - Birch Hills | 306-749-3301 | 306-749-2279 |
| Kinistino School - Kinistino | 306-864-2252 | 306-864-3430 |
| Little Red River Education Centre - Christopher Lake | 306-982-4433 | 306-982-2078 |
| Meath Park School - Meath Park | 306-929-2133 | 306-929-2401 |
| Muskoday First Nations School - Muskoday | 306-953-1055 | 306-953-1059 |
| St. Louis School - St. Louis | 306-422-8511 | 306-422-8299 |
| Sturgeon Lake Central School - Sturgeon Lake | 306-764-5506 | 306-764-0322 |
| Parkland | Phone | Fax |
| Ahtahkakoop School - Ahtahkakoop Cree Nation | 306-468-2854 | 306-468-2661 |
| Big River Community High School - Big River | 306-469-2288 | 306-469-2336 |
| Canwood Community High School - Canwood | 306-468-2150 | 306-468-2999 |
| Debden School - Debden | 306-724-2181 | 306-724-2116 |
| Se Se Wa Hum School - Victoire | 306-724-2124 | 306-724-4733 |
| W.P. Sandin School - Shellbrook | 306-747-2191 | 306-747-2249 |
| | | |
| | | |

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 City | 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 | 4 | 2 |

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 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 Executive Information -**
<https://www.shsaa.ca/page/show/5735154-north-central-district>
- **SHSAA Assistant Executive Director** – Dave Sandomirsky (Regina)
Phone: 306-721-2151; Fax: 306-721-2659
Email: d.sandomirsky@shsaa.ca

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: _____

