

CONSTITUTION OF THE BATTLE WEST DISTRICT ATHLETIC ASSOCIATION

**March 27, 2007
(Updated April, 2019)**

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

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 BWDA are the following:

Battleford Central School, Bready School, Cando Community School, Chief Little Pine School, Chief Poundmaker School, Connaught School, Cut Knife High School, Ecole Monseigneur Blais Morand, Hafford Central School, 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, North Battleford Comprehensive High School, Notre Dame School, Pelican Lake First Nation, Sakewew School, Spiritwood High School, St. Mary School, St. Peter's School, St. Vital Catholic School, Unity Composite High 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 any of the regular 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.
 - iii) At the annual meeting each member shall be allowed a vote for each agenda item.
- 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
- 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 11.
- d) In years when a new President is elected, the past President may remain on the executive for 1 year and would be the 12th member of the executive.

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) Each school shall be required to pay an annual BWDAA fee of 40 (40) dollars for the registration of each of said school's Senior and Junior teams per sport. Senior registration is done through the SHSAA. Junior registration is done through a form submitted to the president by the second Wednesday in September. The form will be provided to AD's at the fall meeting.
- 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.

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.
- 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.

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 in writing and voted on at the District Annual General Meeting for events that will take place in subsequent years.
- b) Bids to host Battle West District playoffs not determined by rotation shall be submitted in writing and voted on at the AGM. These bids to host must be submitted and then circulated to the membership at least 1 week before the AGM.
- c) In special circumstances the executive may determine the host.

BYLAWS OF THE BATTLE WEST DISTRICT ATHLETIC ASSOCIATION (BWDAA) MARCH 27, 2007 (Updated April, 2019)

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) 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.

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- \$0.35/KM

ARTICLE III- AWARDS

- a) Activities for which the association shall provide medallions are:
- i) Senior Grass Golf - Fall- 11 (Female, Male, Team)
Junior Grass Golf – Spring – 11 (Female, Male, Team)
 - ii) Cross Country- Boys and Girls (10), ribbons 2nd -10th
 - iii) Volleyball- Junior- Boys and Girls (15/tm)
 - iv) Curling- Senior and Junior- Boys, Girls, Mixed (19x2)
 - v) Basketball- Junior- Boys and Girls – 1A and 2A (15/tm)
 - vi) Badminton- Senior and Junior- Boys, Girls, Mixed (8x2)
 - vii) Track and Field- Boys and Girls- 8 aggregate medals, ribbons 1st-8th

- b) Medallions will be awarded only when a competition is held or contested by two or more teams.
- c) Additional medals may be purchased from BWDAA for \$5 each.

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 ⇒ Cando, Hafford, John Paul II, Medstead, Spiritwood
 - Conference 2 ⇒ Leoville, Maymont, North Battleford Comp., Pelican Lake First Nation, Sakewew
 - 2. South Division
 - Conference 3 ⇒ Chief Poundmaker, CutKnife, Kerrobert, McLurg
 - Conference 4 ⇒ Chief Little Pine, Macklin, Luseland, Unity Comp.
 - 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 10:00 AM with coaches/player meeting at 9:30 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.

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 Battle West District Playoffs shall be submitted to the President by the same date as the Senior basketball E-5 deadline.
- b) The District Championship shall be a single classification involving all Battle West schools.
- c) The District Championship will be an evening Final Four Championship to be played the second week of February.
- d) The top two seeded teams in the district will receive an automatic bye into the championship. The remaining teams will qualify by a play in tournament using following format:
 - i) When there are two teams competing in a classification, the championship shall be a single game final.
 - ii) When there are three teams competing in a classification, the teams shall be seeded. The second and third seeded teams will play off with the winner playing the first seeded team in the championship.
 - iii) When there are four teams competing in the classification, the teams shall be seeded, and will playoff with first playing forth and second playing third. The winners will play off for the championship.
 - iv) When there are five teams in a classification, the teams will be seeded and forth and fifth will playoff in a preliminary game with the winner advancing to the district playoff as the number 4 seed. See: Four team draw.
 - v) When there are six teams in a classification, the teams will be seeded and first and second seeded teams will receive byes in the first round. The first round games will have the third seed playing the sixth seed and the forth and fifth seeds playing off.

- vi) When there are seven teams in the classification, the teams will be seeded, and the number one seed will receive a bye in the first round. The number two seed will play the seventh seed, the number three seed will play the sixth seed, and the number four and five seeds will play.
- vii) When there are eight teams, teams will be seeded and put in an eight team bracket tournament with first playing eighth, second playing seventh, third playing sixth, and fourth playing fifth.

- e) In all cases, an A side and a consolation side will be played when 4 or more teams are involved in playoff.
- f) A- side and B-side games will be 32 minutes in length (4-8 minute quarters)
- g) Any seeding will be done by the President (and/or executive) and the District Championship Commissioner and will be based on competition information submitted by the 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. 31 st of the current school year)
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)
Midget	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) Distances

Novice Boys	2000m	Novice Girls	2000m
Pee Wee Boys	3000m	Pee Wee Girls	3000m
Bantam Boys	3000m	Bantam Girls	3000m
Midget Boys	4000m	Midget Girls	3000m
Junior Boys	5000m	Junior Girls	4000m
Senior Boys	6000m	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 4:00pm, with a course walk through at 3:00pm.

Section 4: Curling

- a) 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.
- b) All schools may enter 1 team per category in Junior District Playoffs and 2 teams per category in Senior District Playoffs.
- c) The draw will be decided on by the President (and/or executive) and the District Championship Commissioners.
- d) 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.
- e) In Senior curling, a player may be substituted at any time during any game. The player substituted for may not re-enter the same game once the registered substitute has entered. The player entering the game must play the position and be of the same gender as the player who leaves the game (or lower). The substitution occurs between ends unless motivated by a physical injury.
- f) In Junior curling, a substitute may enter a game at any time once an end is complete. Once a substitution has occurred, the substitute player must complete the game unless the substitute is unable to continue due to illness, accident, or other extenuating circumstances.
- g) In Junior curling a mixed team may be made up of a maximum of three girls and three boys, but they may not play during any game with fewer than two boys and two girls on the ice at any time. The two boys and two girls will also have to be in alternating positions
- h) 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 's or their girls team's 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.
- i) Senior games shall be 8 ends.
- j) Junior games shall be 6 ends.
- k) \$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

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

Section 7: Track And Field

- a) There will be five (5) groups of boys and girls: Pee Wee, Bantam, Midget, 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)
Midget	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 Midget 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 Midget, 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 Wednesday 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
2010	St. George	Unity
2011	Spiritwood	J.P. II
2012	Leoville	Pelican Lake
2013	Unity	Cut Knife
2014	J.P. II	NBCHS
2015	Pelican Lake	Macklin
2016	Cut Knife	Medstead
2017	NBCHS	McLurg
2018	Macklin	Spiritwood
2019	Medstead	Leoville
2020	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

- 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 COMMISSION

Section 1: Officials Pay Scale

1. District Playoff/Playdown pay scale (based on SHSAA rates):

<u>Sport</u>	<u>Min # of Officials</u>	<u>Head Official</u>	<u>Second Official</u>
Volleyball	2	\$19.50 SVA Member \$13.50 Non-member	\$16.50 SVA Member \$11.50 Non-member
Basketball	2	\$36.50 SABO Member \$26.50 Non-member	

2. Officials will receive the following per diem if host school does not provide them with meals: \$12.00 per meal
3. Officials will be paid mileage at rate of \$.40/km.
4. Passenger officials will be reimbursed for all activities - \$.10/km
5. Schools may choose to pay officials at a different rate during the regular season.

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.