

SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION

Championship Host Responsibilities Checklist - Badminton

Before the Event

- ___ book the appropriate facilities
- ___ contact the athletic commissioner to ensure that the draws and entries will be created
- ___ contact the athletic commissioner to ensure the medals are forthcoming
- ___ arrange a concession
- ___ assign dressing rooms
- ___ arrange gate workers for district championships, there is no gate for section championships.
- ___ assign an individual to ensure results are recorded and sent to the athletic commissioner immediately after the event

During the Event

- ___ ensure gate integrity! SCDAAs daily rates – adults \$3, students Gr 7-12 \$2, children - free, coaches, athletes, and officials – free, have a stamp for people leaving the event and returning. There is no gate for section championships
- ___ arrive early and ensure facility is set up properly
- ___ be available at all times (or arrange for someone to be available) for troubleshooting, the commissioner is a member of the district executive during the running of the event
- ___ ensure SHSAA rules are followed – refer to SHSAA handbook
- ___ provide and update a master draw sheet at a central location
- ___ make any adjustments to the schedule if there are scratches
- ___ designate someone to assist with any rule interpretations (usually serving violations)

After the Event (All Championships)

- ___ distribute the medals to the winners
- ___ give information to the winning coaches for athletes advancing to the next level
- ___ complete commissioners report and send to athletic commissioner

After the Event (District Championships Only)

- ___ email the results to the athletic commissioner so the district website can be updated immediately with the results, copy the email to the Leader Post and the Moose Jaw Times Herald so that they will enter the results in the high school sports section
- ___ fax the results to SHSAA immediately to declare district champions of senior events
- ___ Send a cheque to the district treasurer for 50% of the gate.
- ___ discuss the report at the next district meeting (or have an informed representative discuss it for you).

Contacts

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