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REGION 5A COMMITTEE

**Sub-section 17**

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School Board Member - 2024  
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**Sub-section 20**

Superintendent -2024  
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Boys' Sports-2022  
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Fine Arts - 2022  
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Football Coordinators

4AA –Dave Schroeder  
Maple Lake HS

4A – Wayne Huffman  
Belgrade

5AAA – Glenn Evans  
Big Lake HS

6AAA Daryl Oja  
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5AA Dave Schroeder  
Maple Lake HS

2AAA – Emmett Keenan  
St. Cloud Cathedral

Representative Assembly

Vern Capelle, Superintendent, Upsala  
Brent Nelson, Principal, Mora  
Dave Rocheleau, Activities Director, Pierz

## **PREFACE**

The Region 5A Committee has prepared a handbook for all region activities. The handbook outlines all current policies for activities conducted by the region committee.

We hope this handbook will improve the understanding of the region policies and procedures. Recommendations for changes and revisions in the policy handbook should be forwarded to the executive secretary. Your comments or suggestions are welcome.

## **REGION 5A HIGH SCHOOLS**

### **Sub-region 17**

**Annandale**  
**Holy Family Catholic**  
**Holy Trinity-Winsted**  
**Howard Lake-Waverly-Winsted**  
**Lester Prairie**  
**Maple Lake**  
**Mayer-Lutheran**  
**New Century Academy**  
**PACT Charter**  
**Rockford**  
**Spectrum**  
**Watertown-Mayer**

### **Sub-region 18**

**Braham**  
**East Central**  
**Faith Christian School - Foreston**  
**Hinckley-Finlayson**  
**Isle**  
**Milaca**  
**Mora**  
**Ogilvie**  
**Onamia**  
**Pine City**  
**Rush City**

### **Sub-region 19**

**Albany**  
**Foley**  
**Holdingsford**  
**Melrose**  
**Pierz**  
**Royalton**  
**St. Cloud Cathedral**  
**Sauk Centre**  
**Swanville**  
**Upsala**

### **Sub-region 20**

**Atwater-Cosmos-Grove City**  
**Belgrade-Brooten-Elrosa**  
**Communtiy Chrisitan - Willmar**  
**Eden Valley-Watkins**  
**Kimball**  
**Litchfield**  
**New London-Spicer**  
**Paynesville**  
**St. Cloud Christian**  
**St. John's Prep**

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**REGION 5A  
MINNESOTA STATE HIGH SCHOOL LEAGUE  
POLICIES AND PROCEDURES**

1.0 ORGANIZATION

1.1 Composition

1.11 This organization shall be composed of those schools so designated by the Minnesota State High School League as constituting REGION 5A.

1.12 The official title of this organization shall be REGION 5A OF THE MINNESOTA STATE HIGH SCHOOL LEAGUE.

1.2 Purpose

1.21 To stimulate the development of a sound program of interscholastic activities and to plan, control, manage and administer it.

1.22 To elevate standards of good sportsmanship and to encourage the growth of good citizenship among school children.

1.23 To protect member schools and their pupils from exploitation by special interest groups.

1.3 Region Committee

1.31 Membership shall consist of twelve members.

1.311 The composition of the committee shall be:

Board of education	2 members
Superintendent of schools	2 members
High school principal	2 members
Athletic director	2 members
Boys coach	1 member
Girls coach	1 member
Speech coach	1 member
Music director	1 member

1.312 If the committee does not include at least one female, one minority person and one male, the chairperson of the committee shall select an at large member from a listing of eligible candidates in that Region. Appointees who are eligible are individuals who are eligible to be designated school representatives.

1.313 The State Board Director from Region 5A/6A should attend all Region 5A meetings.

1.321 The term of office of the committee members shall be as outlined in article 210.00 of the constitution of the Minnesota State High School League. Rotation of representatives on the committee shall follow the schedule as outlined in the constitution.

1.322 No school may have more than two representatives on the region committee.

1.323 The executive secretary-treasurer shall be appointed at the May meeting of the Region Committee so that he/she will have time to become familiarized with committee work and prepare the agenda for the fall reorganization meeting.

1.324 Officers elected by the Region 5A Committee for one year.

- 1.325 A Chairperson, vice chairperson and two auditors will be elected.
- 1.34 Powers and Duties of the Region Committee
- 1.341 The region committee shall be responsible for the immediate and general supervision of the section events assigned by the Board of Directors. Power to determine eligibility, to interpret eligibility bylaws, to penalize schools for bylaw infractions, and/or to present a tournament different from the policy established by the Board of Directors is not and shall not be within the authority of the Region Committee.
- 1.342 The Region Committee shall:
- 1.3421 Elect it's own officers and designate their responsibilities;
  - 1.3422 When appropriate for each identified tournament, assign schools to a sub-section as determined by the schools in that activity.
  - 1.3423 Keep complete minutes on all meetings and of the region committee;
  - 1.3424 Furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office;
  - 1.3425 Select tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each sub-section should have equal representation on the tournament committee. If only a section is held, membership on the tournament committee shall come from a representative geographic area of the assigned tournament teams; receive all finances from sub-section and section tournaments; pay all bills for sub-section and section tournaments; determine and send proportionate share/expense claims to the Region Committee(s) from which teams are assigned for governance purposes; and send a report to the League office relative to the finances and participation of teams assigned to the Section tournament.
  - 1.3426 Maintain a financial balance in accordance with Board of Directors policies;
  - 1.3427 Provide for an annual audit of region funds;
  - 1.3428 Perform such other duties as may properly come before the committee;
  - 1.3429 The region may employ a non-voting executive secretary or an executive secretary-treasurer on an annual basis according to the League's fiscal year.
- 1.35 Adoption and Revisions of policies and procedures.
- 1.351 The adoption of policies and/or procedures shall be by majority vote of the Region 5A Committee's full membership.
  - 1.352 All policies and procedures shall become effective immediately upon adoption unless otherwise specified.
  - 1.353 A committee member may submit a proposed new policy or policy change at any time provided, however, that such proposals shall be submitted in writing and shall be presented for discussion by the full membership of the Region Committee at one of its regular meetings.
  - 1.354 These policies and procedures shall be reviewed annually.
- 1.36 The fiscal year of Region 5A shall be from August 1<sup>st</sup> until July 31<sup>st</sup>, both dates inclusive.

1.37 Committees or Groups

- 1.371 No permanent committees or groups are set up under the Region Committee organization.
- 1.372 Committees, groups or individuals wishing audience with the Region 5A Committee should contact a committee member so that he/she may be placed on a meeting agenda.
- 1.373 The Region 5A Committee may set up committees or appoint individuals to take care of specific problems.

**1.4 Admission charges for all sub-section will be \$5.00 for students, \$8.00 for adults. Admission charges for all section events will be \$5.00 for students, \$8.00 for adults.**

**Exceptions to this are:**

**Wrestling \$10.00 all day for individual tournament, Girls' & Boys' Basketball \$9.00 for reserved seats, and football finals \$5.00 for students, \$9.00 adults.**

1.5 Passes:

Passes will be issued to each region school as per Committee recommendations. The passes will be sent out by the Region 5A Executive Secretary. The passes will be sent to the athletic director of each school. No other passes will be accepted at sub-section and section events, other than MSHSL issued passes.

1.6 Pairing for Team Sports as per Secretary's Calendar

1.7 All officials and judges for section events will be hired by the Region 5A secretary or Tournament Manager and all officials and judges for sub-section events will be hired by the sub-section coordinators unless indicated otherwise in the policy manual.

1.71 Expense Allowance

- A. Mileage allowance for officials and judges for Region 5A contests will be set at the fall organizational meeting and published in the minutes. Mileage where approved will be paid for travel according to the following:

- 0-25 miles - \$0.00
- 26-75 miles - \$25.00
- 76-125 miles - \$50.00
- 125 or more - \$75.00

(miles are one-way)

- B. No other expense allowance, such as for motels, meals, etc. will be paid unless approved in advance.

- C. The maximum amount for mileage for officials and judges will be \$100.00 for any one event.

1.72 Officials and judges should be encouraged to travel in one vehicle when possible.

1.73 Mileage allowance will be paid to an official or judge who shows up when the event has been postponed and has not been notified.

1.74 The policy of the Region is to pay no mileage to participating schools in any activity.

## 1.8 Sub-section Advisory Committees

- 1.81 Membership on the Sub-region Advisory Committees will consist of one person each of the following: Board of Education, administration, athletics, and fine arts.
- 1.82 The sub-section coordinator will be an ex-officio member of the committee.
- 1.83 Sub-section advisory committees should be elected by the sub-section member school at the annual meeting of schools.
- 1.84 Persons serving on the Region 5A Committee are not eligible to be elected to the sub-section advisory committee.
- 1.85 The sub-section advisory committee will be responsible for the selection process for the AAA candidates from each sub-section. A budget for this activity would be provided by the Region 5A Committee for each sub-section.
- 1.86 The sub-section advisory committee would advise the Region 5A Committee on other matters for which advice is needed.
- 1.87 The sub-region committee may hold meetings of the member schools on other matters of concern if the schools desire. Expenses for such meetings would be a responsibility of the member school unless authorized by the Region 5A Committee in advance.



## 2 DRAMA

- 2.0 Date, site, and manager are listed on the Region 5A Calendar, and all plays will follow the MSHSL OAP rules and regulations. There is a \$100 entry fee per school.
- 2.1 Three judges will be hired from at least two different locations. Sub-section judges will be hired by the contest manager. Section judges will be contracted for by the Region Secretary or Manager.
- 2.2 Instructions to Judges.
- 2.21 The judges of each contest shall receive the following instructions:
- A. The sole function of the judge, or judges, is to determine the relative effectiveness of the speakers or presentations, and not to enforce penalties for violations of rules or the validity of the selections presented.
  - B. Judges should review the contest events as outlined in the Minnesota State High School League Handbook.
  - C. Judges' instructions as taken from the League Handbook should be provided for each judge.
  - D. A ten minute oral critique will be provided by one judge immediately following set removal.

### 2.3 Scoring Procedures,

- A. Although both rating (i.e. A,B,C) and ranking (i.e. 1,2,3) systems may be used, advancement to the next contest must be based on rank.
- B. The participants shall be ranked 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and all others 5<sup>th</sup>.
- C. To determine the average ranking of the several judges, the manager shall total the rankings for each contestant, and award 1<sup>st</sup> place to the contestant receiving the lowest total points, 2<sup>nd</sup> place to the second lowest, 3<sup>rd</sup> place, etc.
- D. In the event of a two-way tie for a given place, the contestant preferred by two of the three judges shall be awarded that place.

Example	Judge's Ranks			Total
	X	Y	Z	
Contestant A	2	4	1	7
Contestant B	1	2	4	7

Contestant B would be awarded the top place between the two because judges X and Y preferred B to A, while only judge Z preferred A to B.

- E. If a tie involves more than two contestants, it should be broken by converting the several placings from the final round when applicable of the contestants to reciprocal fractions: 1 equals 1.00, 2 equals .33, 4 equals .25, 5 equals .20. Rank the contestants according to the highest total; if any contestants are still tied, use the judges' preference.

**Example**

**Judge's Ranks**

	X	Y	Z	Total Place
Contestant A	3	5	3	11
Contestant B	4	5	2	11
Contestant C	2	4	1	7
Contestant D	1	1	5	7
Contestant E	5	3	5	13
Contestant F	5	2	4	11

The tie for first place is broken in favor of Contestant D as a result of judges' preference. The triple tie for 3<sup>rd</sup> place is broken by converting the ranks to fractions: Contestant A has .33, .20, and .33 for a total of .86; Contestant B has .25, .20, and .50 for a total of .95; Contestant F also has a total of .95. Thus, B and F are tied for 3<sup>rd</sup> place. That tie is broken in favor of Contestant B as a result of the judges' preference. Judges X and Z preferred B over F, while only one judge, Judge Y, preferred F.

- F. If a three or four-way tie occurs with all contestants having identical ranks, the tie is unbreakable. It will then be necessary for the judges to confer and award the places to the tied contestants.

2.4 Rotation for Section 5A One Act Contests:

<b><u>2020-21</u></b>		
Play #	Subsection #	Placing
1	19	2 <sup>nd</sup>
2	19	1 <sup>st</sup>
3	20	2 <sup>nd</sup>
4	20	1 <sup>st</sup>
5	17	2 <sup>nd</sup>
6	17	1 <sup>st</sup>
7	18	2 <sup>nd</sup>
8	18	1 <sup>st</sup>

(Judges should NOT know that Plays alternate 2nd/1st etc.)

2.5 Information Relating to Contestants

No information shall be given to identify the contestant with the school represented.

The name of the play, publisher and author of the selection must be included in the program. Original pieces will be noted as such.

2.6 Duties of Sub-section Site managers

- A. Sub-section managers should forward information regarding the sub-section contest to all schools in the sub-section at least three weeks prior to the contest.
- B. Send the judges a reminder of the contest three weeks prior to the event.
- C. Arrange for facilities and necessary personnel to conduct contest.
- D. Establish separate meeting areas for judges and directors and the contest site.

## 2.7 Duties of Sub-Section and Section Manager

- A. Section manager should forward information regarding the section contest to all schools in the section at least three weeks prior to the contest.
- B. Send the judges a reminder of the contest three weeks prior to the event.
- C. Forward the necessary entry blanks and information to the sub-section managers so they can be given to the winning school in each sub-section contest.
- D. Arrange for facilities and necessary personnel to conduct contest.
- E. Arrange for payment of \$100 for each entry. (This is for subsection only)
- F. No admission.
- G. Do not list schools on the program.
- H. Contest managers would be allowed to notify each school of set up and performance times. The contest manager would provide preparation rooms for each participating school prior to performance time. These rooms are for the cast, crew, and director of the school competing and are off limits to all others during prep time. Failure to comply with this directive may result in action by the Region 5A Committee and/or MSHSL.
- I. Tabulate results along with the rules committee members using the judges' ballots. Under no circumstance should judges be allowed to tabulate the tournament results or know what school is associated with each play.

## 2.8 Advancement

- A. The top two plays in each sub-section will advance to the section contest.
- B. The first place play at Sections will advance to the state contest.

## 2.9 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers will forward a tournament report on forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament event. All receipts for admissions and entry fees if any will accompany the report.

## 2.10 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of judges.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

### 2.11 Rules and Regulations

The contest shall follow the rules as outlined in the MSHSL manual for One Act Plays.

### 2.12 Awards

The following awards will be presented at the sub-section and section contests.

Trophies will be awarded to the champion and second place team. Individual medals (20) will be awarded to members of champion and second place casts. No other awards will be given.

### 2.13 One Act Play Procedures for Tournament Managers and Directors

Tournament managers must understand and adhere to contest directives set forth by Section 5A directors:

Hire in the spring prior to the tournament date three MSHSL certified one act play judges who have had training and/or experience in theatre and directing.

### 3 MUSIC

- 3.0 Sub-sections will divide into two equal groups and conduct two solo and ensemble contests each for vocal and instrumental. Sub-sections may conduct one single contest for vocal and instrumental if schools within the sub-section prefer.

Region 5A will hold a section vocal and instrumental solo/ensemble contest for those students who have advanced with superior ratings from sub-section contests. Eligibility of students will be as per the Minnesota State High School League Music Hand Book.

Region 5A will only reimburse schools that are participating in a scheduled Region 5A competition. Schools will not be reimbursed for any expenses if they schedule a music event just for their own school.

- 3.1 Dates, sites and managers are listed on the Region 5A Calendar.

3.2 Sites

Sub-section sites will be recommended by the Music Advisory Committee to the Region Committee for their approval. Section 5A vocal and instrumental solo/ensemble contest sites will be determined by the Region 5A Committee.

3.3 Scheduling

Entry forms for Section 5A Vocal and Instrumental Solo/Ensemble contests will be available at the Sub-section Solo/Ensemble contest sites. This entry form must be completed and in the hands of the section contest manager no later than noon on the Monday two weeks prior to the date of the contest. All entries must be in writing. Any entry will be scheduled at the end of the contest day. The contest schedule must be in the hands of the participating school directors no later than noon on Tuesday of the week of the contest. Site managers should be notified of cancellations as soon as possible.

3.4 Fees

Section 5A Vocal and Instrumental Solo/Ensemble Contest entry fees shall be charged according to the following schedule: (These must be paid before the contest)

	Sub-section	Section	Second groups
Large group, vocal	100.00		50.00
Large group, instrumental	100.00		50.00
Jazz Ensemble	35.00	35.00	
Pop Group	20.00	20.00	
Ensemble	12.00	12.00	
Solo	7.00	7.00	

\* School will not be reimbursed fees if they do not participate.

### 3.5 Times

Vocal and instrumental contest event limits will be as per the following schedule:

	Sub-section	Section
Choir	25 min.	
Band	35 min.	
Jazz Ensemble	25 min.	25 min.
Pop Group	20 min.	20 min.
Ensemble	10 min.	10 min.
Solo	10 min.	10 min.

- 3.6 Contest must follow guidelines for contest as outlined in the current Music Manual of the Minnesota State High School League.
- 3.7 No school may enter the music contest of another region without the permission of the Region Committee of both regions and the Minnesota State High School League.
- 3.8 Judges for sub-section events shall be selected by contest managers as per guidelines set by the Minnesota State High School League. Judges for the section events will be contracted for by the Region 5A Secretary or the Site Manager.
- 3.9 Reports
- A. Sub-section managers shall forward a report to the Section manager regarding results of the contest immediately following the Sub-section contest.
  - B. Section manager shall forward a tournament report on forms provided to the Region 5A Executive Secretary regarding the results of the Section contest following the contest.
  - C. All site managers shall forward a tournament report on forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, receipts, expenses, attendance totals and results of the tournament event. All receipts for entry fees if any will accompany the report.
- 3.10 Payment of Expenses
- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of judges.
  - B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.
  - C. Music site students pay will be allowed at up to \$20.00 per room site per day for subsections and \$30.00 per room site per day for sections.
  - D. Pianos should be tuned. Check with Executive Secretary on number of pianos and cost. \$150.00 per piano guideline is recommended.
- 3.11 Awards
- Awards at the sub-section level contests are the responsibility of each local school. Certificates will be provided. Individual medals will be awarded at the section level contest to solos and ensembles receiving a superior rating. Certificates will be awarded to solos and ensembles receiving either an excellent or superior rating. No other awards will be given.

## 4 SPEECH

4.0 Dates, sites and managers are listed on the Region 5A Calendar.

Rotation of sites shall be as follows:

Section	
YEAR	Sub-section
2020-21	West
2021-22	East
2022-23	South

### 4.1 Rules for Contestants

- A. All coaches are to refer to all rules and regulations as set forth in the Region 5A Handbook and by the MSHSL. School administrators are advised that the speech directors are to have access to these publications.
- B. Tabulation at sub-sections and sections will be done using SpeechWire.
- C. Advancement to next level contest:
  - Each sub-section may advance the top six contestants in each category to the section speech contest.
  - The first, second, and third place contestants at the section contest shall advance to the state contest

### 4.2 Duties of Sub-section Site managers:

- A. Arrange for facilities and necessary personnel to conduct contest. (Refer to section 4.15).
- B. Contract judges, ideally, the spring before the scheduled contest. Send a reminder of the contest three weeks prior to the event.
- C. Have a checklist for all working personnel to be sure they are present and maintain the contest timeline.
- D. Sub-section managers should forward information regarding the contest to all schools in the sub-section at least three weeks prior to the contest.
- E. Arrange for a rules committee of at least three head coaches to handle protests. Rules violations will be reported to the contest manager for further action. This committee shall follow the procedure as outlined in the MSHSL manual for Speech in handling any protest or grievance using a majority decision.
- F. Collect and forward community standards forms and team rosters.
- G. Participating schools will be allowed one hour or more of preparation and registration time before the first round begins.
- H. Print and forward names of winning participants and script titles/authors as applicable to the Section Manager for section rotation placement.

### 4.3 Duties of Section Site Manager:

- A. Arrange for facilities and necessary personnel to conduct contest.
- B. Have a checklist for all working personnel to be sure they are present and maintain the contest timeline.
- C. Communicate regularly with the Region 5A Speech Representative as well as the Region 5A appointed judge coordinator.

- D. Section manager should forward information regarding the section contest to all schools in the section at least three weeks prior to the contest.
- E. Ensure that coaches have entered contestant information into SpeechWire.
- F. Arrange for a rules committee of at least three head coaches to handle protests. Rules violations will be reported to the contest manager for further action. This committee shall follow the procedure as outlined in the MSHSL manual for Speech in handling any protest or grievance using a majority decision.
- G. Participating schools will be allowed one hour or more of preparation and registration time before the first round begins.
- H. The site manager will assign a room to which all alternates will report.

4.4 Each of the schools may enter up to 4 students in each category in the sub-section contest. Entries from each school for the sub-section must be entered into SpeechWire at least two weeks prior to the contest and updated as needed.

4.5 Fees.

Each entry      \$10.00 sub-section    \$15.00 section.

4.6 Coaches must register immediately upon arrival notifying the manager of any changes and alternates available. Those alternates must remain in a designated area until all registrations are confirmed.

- A. If a sub-section can not provide an alternate at the section tournament, then there will be a random drawing from those students available at the time. This would be done at the alternate placement meeting 30 minutes prior to the first round.

4.7 Schematic for Section speech contest. Place names of contestants in the appropriate slot according to placement in each sub-section. (Refer to 4.20)

4.8 Each of the schools shall bring qualified adult room managers at a ratio of one per six speakers for subsections and as needed for sections.

4.9 Judges

- A. All judges should be selected from the Certified Judges list as prepared by the Minnesota State High School League.
- B. Sub-section judges should be contracted for by the sub-section managers. Sub-section managers should plan for one judge per six contestants plus two additional judges. Sub-section judges should plan to judge two or three rounds of preliminaries and one championship round.
- C. Section judges are contracted by the Region 5A appointed judge coordinator who will hire 41 judges. Each section judge will judge two or three rounds of preliminaries and one championship round.
- D. No judge may judge a championship round in a category where he/she has judged the preliminaries.
- E. Each judge will write criticisms for each speaker. He/She will rank students.
- F. No judge shall hear a student more than once at Section contest.
- G. The fee for the judges shall be set by the Region 5A MSHSL Committee.
- H. All judges will attend the judges meeting prior to the start of the contest.



#### 4.10 Section Placement

- A. A committee consisting of sub-section managers and one representative from each sub-section will meet prior to the date of the section contest for the purpose of determining the speaking order of the students following the set schematic.
- B. Students must be rotated from round to round so as to avoid most of the same students together each round or in the same speaking order.
- C. Final round will be drawn randomly by SpeechWire to determine speaking order.

#### 4.11 Advancement to Championship is programmed into SpeechWire.

- A. Although both percentage and ranking (i.e., 1,2,3) systems may be used, advancement to the next contest must be based in rank.
- B. The participants shall be ranked 1st, 2nd, 3rd, 4th, 5th, and all others 6th. In the event that there are fewer than six in a room for a category, the rank must be adjusted so that no speaker receives a lower ranking than the lowest number in the room. (Example: If there is a room of 6 and a room of 5, in the room of 6, the 5<sup>th</sup> and 6<sup>th</sup> place speakers will both receive a rank of 5).
- C. To ensure advancing 8 contestants to the final round, the following tie-breaking procedure will be used:
  - 1. Rank
  - 2. Head to Head
  - 3. Reciprocal Fractions
- D. Preliminary round results will be available for head coaches only.
- E. Cell phones are prohibited in this area, and coaches are not to share this information until after the completion of the awards ceremony.

#### 4.12 Selection of Champions and Alternates (Based on High School League Standards)

##### **FINAL RANKING**

- A. To determine the average ranking of final round judges, the **Rank in Finals** shall be totaled and the contestant with the lowest total points shall be awarded 1<sup>st</sup> place, 2<sup>nd</sup> will be awarded to the second lowest, 3<sup>rd</sup> to the next lowest, etc.
- B. In the event of a two-way tie for a given place, the contestant preferred by two of the judges in the final round (**Judges' Preference in Finals**) shall be awarded that place.

	Judges Rank			
	X	Y	Z	Total
Contestant A	2	4	1	7
Contestant B	1	2	4	7

Contestant B would be awarded the top place between the two because judges X and Y preferred B to A, while only judge Z preferred A to B.

- C. If a tie involves more than two contestants, it should be broken by **Final Reciprocals**: 1=1.0, 2=.50, 3=.33, 4=.25, 5=.20, 6=.17. Rank the contestants according to the highest total; if contestants are still tied, use the judges' preference.

Example		Judges Rank			Total	Place
		X	Y	Z		
Contestant A	3		5	3	11	5
Contestant B		4	5	2	11	3
Contestant C		2	4	1	7	2
Contestant D	1		1	5	7	1
Contestant E		5	3	5	13	5
Contestant F		5	2	4	11	4

The tie for first place is broken in favor of Contestant D as a result of judges' preference. The triple tie for 3<sup>rd</sup> place is broken by converting the ranks to fractions: Contestant A has .33, .20, and .33 or a total of .86; Contestant B has .25, .20, and .50 for a total of .95; Contestant F also has a total of .95. Thus, B and F are tied for 3<sup>rd</sup> place. The tie is broken in favor of Contestant B as a result of judges' preference. Judges X and Z preferred B over F, while only one judge, Judge Y preferred F.

- D. If a tie still exists, **Preliminary Rounds** would be used next. The first tie-breaking based on Preliminary Rounds will be determined by using **Head to Head scores based on Rank**. If a tie remains, **then Head to Head** will be examined by **looking at Reciprocals** in the Preliminary Round.
- E. **Total Rank** is used next. The student with the lowest total rank of the day in preliminary and final rounds will be awarded the placing under question.
- F. **Total Reciprocals** is the next tie-breaker.
- G. If an unbreakable tie still exists, it will then be necessary for the **judges to confer** and award the places to the tied contestants.

#### 4.13 Results

- A. The final results will be announced after all events are completed and tabulated.
- B. Absolutely no critic sheets are given out until after announcement of final results have begun, and then only to coaches of schools who have no one in a championship round.

#### 4.14 Room Manager Responsibilities

- A. Reserve a desk for contest judge in the room.
- B. Maintain a professional atmosphere will controlling distractions and audience behavior (for example: no photography, no video, avoid playing with water bottles, etc). Responsibilities include:
  1. Record times for each contestant on a time sheet furnished by the contest manager.
  2. Notify any time discrepancies (overtime) immediately following the round to the Time Management Table.
  3. Room Manager does not give times to the judges.
  4. Extemporaneous Speaking Only: Collect all note cards. Turn in to the main office with the time sheet following each round.
  5. Draw Categories: All students must be accompanied by draw managers. (Refer to MSHSL Handbook).

#### 4.15 Head coach assignments during Sections

- A. Registration Area: 2 coaches
- B. Alternates placement: 2 coaches
- C. Room managers meeting: 2 coaches
- D. Judges meeting: 2 coaches
- E. Draw managers: 3 coaches
- F. Draw supervision area: 2/3 coaches
- G. Preliminary results: Posted and monitored by 2/3 coaches
- H. Ballot drop: 2 coaches
- I. Time report drop: 2 coaches
- J. Tab room: Six coaches to include the three subsection managers, Region 5A Speech and OAP reps and, whenever possible, a coach from Section 5A who also acts on the jury at State. No more than one coach from the same school. The section manager and the subsection managers will coordinate a balance of representation if necessary.

#### 4.16 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the Sub-section and attend section placement meeting.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers will forward a tournament report on forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament event. All receipts for entry fees will accompany the report.
- D. The section Contest Manager shall forward a complete report to the MSHSL office immediately following completion of the contest. All schools and the Region 5A MSHSL Executive Secretary shall receive a complete report.

#### 4.17 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of sub-section judges.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 4.18 Awards

The following awards, provided by the MSHSL, will be made at the sub-section and section tournaments. Individual medals will be awarded to the top six in each category at sub-sections and sections. Trophies will be awarded to the champion and second place teams. The team rankings shall be determined by the sum total of the finalists. Points shall be awarded on the basis of 5 for 1<sup>st</sup>, 4 for 2<sup>nd</sup>, 3 for 3<sup>rd</sup>, 2 for 4<sup>th</sup> and all others 1. No other awards will be given.

4.19 Correction of errors discovered after completion of contest

The following procedure for correcting a tabulation error discovered after the completion of the subsection or section contest which affects the awards given or the student advancing to the next level contest will be used.

The person/s discovering the error shall contact the contest manager immediately upon noting the error. The contest manager will verify the error by reviewing the contest score sheets. Once verified, the contest manager will contact the coaches of the students affected to rectify the error insuring that the correct awards are received and the right students advance.

4.21 Schematic to be followed for Speech Contest Rotation

A. Rotation of sub-section designations each year

2020-21	East=A	West=B	South=C
2021-22	West=A	South=B	East=C
2022-23	South=A	East=B	West=C

Round 1

A-4	B-2	C-1
B-1	A-5	B-3
C-2	B-6	C-5
C-6	C-4	A-6
B-5	A-1	A-2
A-3	C-3	B-4

Round 2

C-4	A-2	B-3
A-4	B-5	A-6
C-1	B-2	C-3
B-1	C-2	A-3
B-4	A-5	C-6
A-1	C-5	B-6

Round 3

B-5	C-2	A-5*
B-2	B-3	C-3
C-4*	A-1	A-6*
C-1*	B-6	A-2*
A-3	C-5	B-4
C-6*	A-4	B-1

Final round will be drawn randomly by SpeechWire to determine speaking order.

B. Guidelines used in the above schematic:

1. No speaker competes against any other speaker more than twice.
2. Not more than two speakers from the same sub-section competes head to head in any grouping of six except for round three when it is unavoidable when fulfilling other guidelines.
3. Rounds 1 and 3 group speakers who ranked in each place 1<sup>st</sup> through 6<sup>th</sup> at their sub-sections, mixed laterally.
4. Round 2 is seeded to give one round of competition at comparable ability levels.
5. Only one speaker from each sub-section must speak first per round.
6. Only one speaker from each sub-section must speak last per round.
7. No contestant ever speaks in the same numerical slot more than once.

C. Rules Committee: Subsection and Section

The rules committee shall be selected by the contest manager in advance of the contest. The committee must include at least three participating coaches who are knowledgeable about the contest rules. Alternate committee members must also be named. If any of the committee members cannot serve because of a conflict of interest, the alternates must serve on the rules committee.

## 5 BASKETBALL

5.0 Site, dates, and managers are listed on the Official Region 5A Calendar.

5.1 Duties of site managers.

- A. Employ necessary personnel to conduct the contest.
- B. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- C. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the section meet.
- D. Provide supervision during the contest.
- E. Arrange for payment of approved expenses.
- F. File reports as required.

5.2 Tickets

- A. Adult tickets and reserved seats for the Section Tournament games will be sold at the participating schools and at gymnasium door before the game. Tickets for participating school will be distributed by the Section Site Tournament Manager. Advance ticket sales for Sub-section Tournament games will be at the discretion of the host site tournament manager.
- B. If it is anticipated by the sub-section coordinator or either the athletic director of the competing schools that there is the possibility of inadequate seating for the fans, a change in site may be requested. The sub-section coordinator in consultation with the two athletic directors may move the game to a larger facility. If an agreement cannot be worked out between the schools by the sub-section coordinator the matter will be referred to the Region 5A Executive Committee. The Executive Committee will determine the site. This may or may not result in moving to a larger facility. If the site remains at the originally scheduled site, tickets will be allocated to each school as outlined in paragraph C.
- C. The following ticket policy will be used when there is limited seating available at the sub-section site. Available seating will be allocated between competing schools on a 50-50 basis. Advance ticket sales will take place at both schools. All unsold tickets by the visiting team must be returned to the home site on the morning of the game. Public announcements must be made in each school regarding the availability of tickets for the game. Schools may bring bands to the game however the number of seats required for the band will be a part of the school's allocation. The seating capacity of the facility must not be exceeded.
- D. Spectator doors will open one hour before game time.

5.3 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only passes that will be honored are the current passes issued by the Region 5A Committee and the MSHSL.

#### 5.4 Team Arrangements

Participating schools will make their own arrangements for meals, hotel (if necessary), and transportation. Please contact the tournament manager if assistance is desired in making these arrangements. Teams will be assigned locker rooms by the manager.

5.5 Game officials for the sub-section tournament will be contracted by the sub-section coordinators. Game officials for the section tournament will be contracted by the Region 5A secretary. There will be three (3) officials for subsection and section games.

#### 5.6 Uniform Colors & Team Size

The first named team in each game in the schedule will wear colored uniforms and the second named team will wear white uniforms. The number of players on the official squad is 18.

#### 5.7 Team Expenses

No team expenses are allowed.

#### 5.8 Bands

Space will be provided for the bands of the participating schools. Band personnel in uniform and accompanied by the director or school representative will be admitted free. Bands should use the pass gate.

#### 5.9 Building Conduct

- A. No smoking is permitted in the tournament facility.
- B. The use of any mechanical maker, megaphones, whistles, drums and confetti is not allowed. Cheerleaders may use yell cards. Band instruments may be used to accompany cheers but may not be used as noise makers this applies especially to the beating of drums during play.
- C. No signs are permitted at the tournament sites.
- D. School personnel should instruct their students regarding these regulations.
- E. Participating schools must provide faculty supervision for their fan sections. Schools and individuals will be held liable in the event of damage to property at the tournament site.

5.10 Practice at Sites- No Practice shall be allowed at Neutral Sites for two weeks prior to the scheduled game.

#### 5.11 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 5.12 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 5.13 Awards

The following awards will be presented at the sub-section and section tournaments. Trophies will be awarded to the Champion and second place team. Individual medals (20) will be awarded to the members of the Champion and second place team. No other awards will be given.

#### 5.14 Advancement

The sub-section championship team will advance to the section tournament. The section championship team shall advance to the state tournament.

#### 5.15 Postponement

- A. Sub-section contests may be postponed by the Sub-section Coordinator. The Sub-section Coordinator should consult with the participating schools and the Region 5A Executive Secretary before making this decision and before rescheduling the event.
- B. Section contests may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.



## 6 CROSS COUNTRY

6.0 Dates, sites, and managers are listed on the Region 5A Calendar

6.1 Duties of site manager

- A. Employ necessary personnel including official starter to conduct meet.
- B. Arrange for necessary equipment to run meet.
- C. Provide supervision during the meet.
- D. Arrange for payment of approved expenses.
- E. File reports as required.
- F. Section manager should send out information to all Section 5A schools regarding the meet at least three weeks prior to the section meet.
- G. Collect entry fees from participating schools (\$50 per team- \$100 per school for both a boys and girls team - or \$10 per individual).

6.2 Team arrangements

Participating schools will make their own arrangements for transportation and meals

6.3 Uniforms

Participants will wear the appropriate school uniform while participating in the meet.

6.4 No team expenses are allowed.

6.5 Reports

- A. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section meet immediately following the meet.
- B. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

6.6 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

6.7 The manager should furnish press, radio and television information for publicity purposes before and after the meet.

#### 6.8 Meet rules

- A. The meet will be conducted under the rules found in the current Rules and Policies Manual of the Minnesota State High School League.
- B. The Cross Country meet shall begin at the time designated by the meet manager.
- C. The boys Cross Country meet shall be run over a 5000 meter course.
- D. The girls Cross Country meet shall be run over a 5000 meter course.

#### 6.9 Advancement

- A. Section - Two teams and the first eight individual finishers who are not members of the 1<sup>st</sup> & 2<sup>nd</sup> place teams shall advance from each section to the state meet.

#### 6.10 Awards

The following awards will be awarded at the section meets. Trophies will be awarded to champion and second place teams. Medals will be awarded to the champion team (9) and to the top ten individuals. No other awards will be given.

#### 6.11 Postponement

Section contest may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

#### 6.12 Meet Location

It is recommended that the Cross Country meet be held at the same site for two consecutive years.

#### 6.13 Entry Fee

\$50 per team (\$100 per school if a school enters both a boys' and girls' team) or \$10 per individual if a school does not have a full team.

## 7 GOLF

7.0 Dates, sites, and managers are listed on the Region 5A Calendar.

### 7.1 Duties of manager

- A. Provide supervision during the meet.
- B. Section manager should send out information to all Section 5A schools regarding the meet at least three weeks prior to the section meet.
- C. Set up threesomes or foursomes of individual meet qualifications. Each player will keep the score of another player in his foursome. On Day Two, individual foursomes will tee off before team foursomes. Starting tee/times for boys and girls to alternate by year.
- D. MGA officials will form a rules committee.
- E. Arrange starters to announce individuals as each tees off.
- F. Announce to all participants any special course rules and hazards.
- G. Manager must check to see that every player has signed his card when turned in.
- H. Arrange for payment of approved expenses.
- I. File reports as required.
- J. Provide the press, radio and television with the necessary publicity.
- K. Collect entry fees of \$150 per team (\$300 per school if fielding a boys & girls team).
- L. All players start on Hole #1 or Hole #10.

### 7.2 Team arrangements

Participating schools will make their own arrangements for transportation and meals.

### 7.3 Uniforms

Participants will wear the appropriate school uniform while participating in the meet. Caps/Hats will be worn in an appropriate manner.

7.4 No team expenses are allowed.

### 7.5 Reports

- A. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section meet immediately following the meet.
- B. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

### 7.6 Payment of expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report form the tournament site manager.

7.7 The manager should furnish press, radio and television information for publicity purposes before and after the meet.

#### 7.8 Meet rules

- A. The meet will be conducted under the rules found in the current Rules and Policies Manual of the Minnesota State High School League.
- B. The meet shall be 36 holes. (18 to qualify & 18 in finals) (There will be a set number of teams and individuals who advance to second round)
- C. Day 2 Advancement: Top 4 teams advance to second day plus any team within 10 strokes of 1<sup>st</sup> place. Top 8 individuals not on a top 4 team, plus any individual within 5 strokes of 1<sup>st</sup> place advance to second day.
- D. Managers will attempt to provide a time for practice round. Entrants will have to pay green fees for any practice rounds.

#### 7.9 Advancement

- A. Section - The championship team and the first 5 individuals, not on championship team, shall advance to the state meet.

#### 7.10 Awards

The following awards will be presented at the section meet. Trophies will be awarded to the champion and second place teams. Medals will be awarded to the individual members of the champion team (6) and runner ups (6) and to the top five individuals at the Section meet. No other awards will be given. Advancement awards will be given if the State League allows them.

#### 7.11 Practice at course

Schools are allowed to practice at the site of the Section Meet only twice outside of regular season matches in the two weeks preceding the section meet.

#### 7.12 Entries

Coaches are encouraged to use discretion with their entries to make sure that competitors in their line up are "Section ready" for the playoffs. At the discretion of the tournament officials, players can be disqualified for slow play on the golf course.

## 8 TRACK & FIELD

8.0 Dates, sites, and managers are listed on the Region 5A Calendar.

### 8.1 Duties of site manager

- A. Employ necessary personnel including official starter, head finish judge and head field judge to conduct meet.
- B. Arrange for necessary equipment including an automatic timer for the Section meet to run meet.
- C. Provide supervision and coordinate duties and responsibilities of all meet officials.
- D. Arrange for payment of approved expenses.
- E. File reports as required.
- F. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- G. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- H. Arrange for medical aid to be available.
- I. Prepare a booklet containing all lane assignments and flight information for each event.
- J. Send final results to media at the following newspapers: St. Cloud, Willmar, Brainerd.

### 8.2 Entries

Each sub-section in Section 5A may advance four contestants in each individual event and two teams for each relay event to the Section track meet. Field events – jump off or throw only 4 can advance. A qualifying standard, based on the average sixth place performance over the three preceding years, by which those individuals or relays not qualifying for the section meet by place, will advance from the subsection meet to the section meet.

- A. Special interpretations
  1. Additional individuals and relay teams may qualify for the Section meet if they meet or exceed the state standards for qualification in that event provided that these times were times using the FAT system and a wind gauge.
  2. At the Section meet the 1600 and 3200 meters shall be run in one heat and the 800 conducted in two heats.
  3. Schools may enter three individuals for each event and one team for relays in the sub-section meet.

### 8.3 Substitutions

- A. NO substitutions are allowed in individual events.
- B. Unlimited substitutions are allowed in relays.

#### 8.4 Limitations on participation.

- A. A contestant may participate in a total of four events (track & field), but not in excess of three track or field events in arriving at the combination of four.
- B. If a contestant participated in three track events, only two events may be 800 meters or longer (this includes relays).
- C. Participation in the preliminaries of an event counts as one of the four allowed events.
  
- D. The contestant must compete in all events in which the contestant qualifies at the section level. A violation of this rule will result in disqualification of the participant in ALL events in which contestant is entered. Medical exceptions to this policy will be handled on an individual basis at the meet by the games committee.

#### 8.5 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only other passes that will be honored are the current passes issued by the Region 5A Committee or the MSHSL.

#### 8.6 Awards

The following awards will be presented at the sub-section and section meets. Trophies will be awarded to the champion and second place teams. Medals will be awarded to the first four places at the sub-section and the first six places at the section in all events. No other awards will be given.

#### 8.7 Advancement to State

- A. The top two finishers in each individual event will advance to the state meet.
- B. The top two teams in each relay will advance to the state meet.
- C. In addition to the above, any individual or relay may advance by equaling or surpassing to qualifying standards as listed in the MSHSL Athletic Rules and Policies Manual provided section event is fully automatically timed.

#### 8.8 Meet Guidelines

The National Federation Track & Field Rules shall govern this meet except as modified by these procedures:

- A. Points shall be awarded to the top eight places in all events on a 10-8-6-5-4-3-2-1 basis.
- B. Games committee
  - 1. The games committee shall be composed of five (5) people: the meet manager and a representative from each athletic sub-section to be elected by that sub-section. The games committee shall be empowered to work with that registered referee according to the rule book in Article 5, Section 3 of the National Federation Rule Book in an advisory capacity if the referee wishes to consult with it.

C. Schedule of events

1. The meet manager will publish a schedule with the time for each event. The schedule will be followed as closely as possible.
2. The meet will not be run ahead of the schedule except if there are extenuating circumstances such as weather, etc.
3. The 4 x 800 relay will be run at the beginning of the preliminary events.
4. Field events shall start 30 minutes before the 4 X 800 relay.

8.9 Seeding and Lane Assignments

A. 100, 110, high hurdle, 200

1. Lane preference will be 4-5-3-6-2-7-1-8, for the 100 & 110.
2. Ranking of contestants: Heat one shall have the sub-section champions with the 2<sup>nd</sup> and 3<sup>rd</sup> best times in lanes 4-5 and sub-section runners-ups with the 2<sup>nd</sup> and 3<sup>rd</sup> best times in lanes 3-2; heat two shall have the sub-section champions with the 1<sup>st</sup> and 4<sup>th</sup> best times in lanes 4-5 and sub-section runners-up with the 1<sup>st</sup> and 4<sup>th</sup> best times in lanes 3-6; all other contestants shall be seeded by time and where possible, contestants from the same school will run in separate heats.
3. Lane preference for the 200 shall be 3-4-2-5-1-6-7-8.

B. Advancement to finals: When two heats are run, nine shall advance to the finals with the top 3 from each heat and next three fastest times. When three heats are run, nine shall advance to the finals with the top 2 from each heat and the next three fastest times. Lane assignments shall be based according to preliminary times.

C. Seeding and lane assignments for the 300 IH, 400 dash, and 800 run.

1. There shall be two heats and both heats will be considered finals.
2. The lane preferences will be 3-4-2-5-1-6-7-8 with sub-section champions seeded into the second heat in lanes 3-4-2-5 by time and all other competitors seeded by time after that; the four fastest qualifiers (after champions) seeded into the second heat into lanes 1-6-7-8- and the remaining competitors (8) seeded by time into the first heat.
3. The 800 shall be conducted with a one-turn stagger.

D. Seeding and lane assignments for the medley, 4 x 100, 4 x 400 relays, and 4X 200 relays.

1. There shall be a one-heat final when possible.
2. Lane preference shall be ranked 3-4-2-5-1-6-7-8 with sub-section champions seeded by time in lanes 3-4-2-5 and all others seeded by times in lane 1-6-7-8.
3. The 4 x 400 shall be conducted with a 3-turn stagger
4. If there is more than one heat there must be a minimum of two teams in a heat

E. Seeding and lane assignments for the 1600 and 3200 runs.

1. There shall be a one-heat final.
2. They will be conducted in alleys with a one-turn stagger.
3. There will be 4 alleys with alley 1 consisting of lanes 1-2, alley 2 shall be lanes 3-4, alley 3 shall be lanes 5-6, and alley 4 lanes 7-8.
4. Runners shall be seeded with sub-section champions seeded by time to position one in alleys 1-4; sub-section runners-up seeded by time to position two; the next four fastest times to position three with the remaining runners seeded by time on the scratch line.

If the track has double water fall, lines at start follow this example:

16 runners

Alley 1 A B C D E F G H

15 13 11 9 7 5 3 2

Alley 2 A B C D E F G H

1 4 6 8 10 12 14 16

F. Guidelines for the field events: Shot and discus must be inspected, weighed, and approved; track events have preference over field events; all competitors shall report promptly to the judge when the event is called.

1. The high jump and pole vault: all participants shall be ranked and compete in reverse order; the continuous flight (i.e. "Three Alive") method shall be used; the starting heights and increments followed shall be established by the meet manager/games committee prior to the beginning of competition; the increment pattern must be followed during competition, unless mutually agreed upon by both the competitors and coaches involved in the finals.
2. Shot put, discus, long and triple jump: All participants will be ranked and compete in reverse order, competition being conducted in flights of four; each competitor shall be given three preliminary trials; the top nine competitors shall advance to the finals, and they will be given three more trials (remainder preliminary trials count in final placing of competition).

#### 8.10 General Procedures:

- A. It is understood that the meet be conducted on a track with a minimum of eight lanes.
- B. The 100 dash, 100 and 110 hurdles are to be run on a straight-away in lanes for the entire distance, and the games committee shall determine the direction to be run for the advantage of state qualifying athletes.
- C. The 200 dash and 300 meter hurdles are to be run using a one-turn stagger in lanes for the entire distance.
- D. The 400 dash is to be run using a two-turn stagger in lanes for the entire distance.
- E. The 800, 1600, 3200 runs are to be run using a one-turn stagger with the runners remaining in their lanes/alleys until the cut line.
- F. Ties in prelims for 8<sup>th</sup> – in ties use the highest place in heat.

#### 8.11 Team arrangements

Participating schools will make their own arrangements for transportation and meals.

#### 8.12 Uniforms/Jewelry

Participants will wear the appropriate school uniform while participating in the meet.

#### 8.13 No team expenses are allowed.

#### 8.14 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section meet immediately following the contest.



- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section meet immediately following the meet.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.
- D. E-mail copies of the boys and girls result to each participating school and Region 5A Executive Secretary.

#### 8.15 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

8.16 The manager should furnish press, radio and television information for publicity purposes before and after the meet.

#### 8.17 Meet rules

- A. The meet will be conducted under the rules found in the current Rules and Policies Manual of the Minnesota State High School League.

#### 8.18 Schedule of Events:

10:00 am – Girls Long Jump, Boys Triple Jump, Girls High Jump, Boys Pole Vault, Girls Discus

11:00 am – Running events begin

12:15 pm – Girls Shot Put, Boys Discus

1:00 pm – Girls Triple Jump, Boys Long Jump, Girls Pole Vault, Boys High Jump

In case of inclement weather, events may be moved up as soon as possible.

#### 8.19 Hy-Tek

Make sure you send in the participants on the Hy-Tek program and **include all information including: NAME, EVENTS PARTICIPATING IN, AND GRADE OF PARTICIPANT.**

## 9 TENNIS

9.0 Dates, sites, and managers are listed on the Region 5A Calendar.

### 9.1 Duties of the manager

- A. Instruct the two sub-section managers on how to report the qualifying players.
- B. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- C. Section manager should send out information to all Section 5A & 6A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- D. If assistance is needed, recruit from participating coaches.
- E. Give necessary publicity to the press, radio, and television.
- F. Arrange for payment of approved expenses and collect entry fees (\$100/team).
- G. File reports as required.

### 9.2 Entries and Substitution

- A. Team
- B. A team will consist of four singles and three doubles team. The coach will submit the order of line-up at the first round of tournament play. The team line-up will remain the same through all subsequent tournament play. If a team does not have a full team, they must forfeit 4<sup>th</sup> singles or 3<sup>rd</sup> doubles.
  1. Substitution: A substitute may play if needed due to an emergency, however, the player must play as the number four singles, or on third doubles team. All players in singles and doubles will advance in case of substitution. If a substitution occurs in the 1<sup>st</sup> doubles, the second doubles team is advanced to 1<sup>st</sup> doubles, and the substitute plays at 2<sup>nd</sup> doubles with the original #1 doubles player. Substitution must be completed prior to the start of the warm-ups for the team match.
- C. Singles and Doubles
  1. Each member school may enter two singles players and two doubles teams into the tournament series.
  2. Substitution for region and state meets: A substitution will not be allowed for any reason. The individual qualifier cannot be replaced.

### 9.3 Ethical line-up –

1. Four (4) point process for establishing an ethical line-up.
  - a. Coaches may submit up to three lineups at the Section level, to be reviewed and approved by all coaches involved. Once approved, any of these lineups may be used throughout the Section and the State Tournaments. Substitutions may be made at 4<sup>th</sup> singles or 3<sup>rd</sup> doubles should injury or illness occurs.
  - b. Sections are responsible for reviewing and accepting the lineups as early as possible, but no later than prior to the semi-final Section round.
  - c. The Section Manager shall forward all three lineups to the State Tournament director on completion of the Section Tournament.

- d. If the coach of a team advancing to the State Tournament has chosen not to provide three lineups at the Section, the lineup used throughout the State Tournament must be one used either in the Section semi-finals or finals.
2. Substitutions must be completed prior to the start of warm-ups for a team match.
3. In the event that a full team is not entered (4 singles and 3 doubles), they shall forfeit all matches in which they do not have an entry beginning with 4<sup>th</sup> singles and/or 3<sup>rd</sup> doubles.
4. A true 2<sup>nd</sup> format may be used on a Coaches majority vote before the contest has been arranged.

9.4 Tardiness Policy - The tournament manager has the authority to default a player for tardiness. The following default rule shall apply:

- A. A player who might be delayed in arriving through no fault of the player must notify the tournament manager. The manager may delay the match starting time provided prior arrangements have been made to assure the player's arrival. Such delay shall not be of length that the sequence of play for the involved bracket must be significantly altered.
- B. If a player has an unexcused tardiness and has not contacted the tournament manager, the player shall be penalized one game for each five minutes delay for the first twenty minutes absence from the time the match is called to being, and both the court and opponents are ready. After twenty minutes, the tournament manager will default the absent player.
- C. A defaulted match will be scored 2-0, 2-0.

#### 9.5 Awards

The following awards will be presented at the sub-section and section tournaments. Trophies will be awarded to the champion and second place teams. Individual medals will be awarded to the championship team (10) and to the first three places in the sub-region and the first four places in the region individual singles and doubles competition. No other awards will be given.

9.6 All players should be coached in the proper manner of calling the games themselves. If one or both contestants feel they need a unbiased line judge, the manager will provide one.

9.7 Improper Conduct - Any player who displays any form of poor sportsmanship (i.e. unacceptable language, temper display, etc.) shall be warned once. If the conduct continues, that player shall default and be removed from the court by the tournament manager.

9.8 All matches will be played under the rules as listed in the Minnesota State High School League Rules and policies Manual.

9.9 Uniforms - All sectional participants will be dressed in identical school uniforms during the matches. Penalty: If a participant does not wear a team uniform, he/she/they will be disqualified in the event.

9.10 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section meet immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section meet immediately following the meet.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 9.11 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

## 10 BASEBALL

10.0 Dates, sites, and managers are listed on the Region 5A Calendar.

10.1 Duties of site managers.

- A. Employ necessary personnel to manage event.
- B. Provide supervision during the contest.
- C. Sub-section managers should send out information to sub-section schools regarding the tournament at least two weeks prior to the sub-section tournament.
- D. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- E. Arrange for payment of approved expenses.
- F. File reports as required.

10.2 Games officials for the sub-section tournament will be contracted by the sub-section coordinators. Game officials for the section tournament will be contracted by the Region 5A Secretary or Manager.

10.3 Passes: The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only others passes that will be honored are the current passes issued by the Region 5A Committee and the MSHSL.

10.4 Team Arrangements: Participating schools will make their own arrangements for meals and transportation.

10.5 Team Expenses: No team expenses are allowed.

10.6 Home team – The highest seeded team will be the home team and will occupy the dugout along the first baseline. Once a team has moved into the losers' bracket, home team will be determined by a coin flip. Each school is to furnish their own resin bags. In the Sectional Finals if two games are played, each team will be the home team in one of the games. (Subsections – Home Team will be High Seed)

10.7 Official Squads - The Official Squads for tournament participation shall be 20 players, 2 student managers and 3 coaches and 1 pitch counter. The Official Squad may include less than 20 players (number who dress for games), but school may not include additional student managers, coaches or faculty representatives to the maximum listed above. One additional adult “a faculty representative may be in the dugout – this person may be an additional coach. Elementary students (those in 6<sup>th</sup> grade and below) are NOT permitted in the dugout.

10.8 Game time Schedule

- A. Game times for sub-section tournaments will be determined by the sub-section coordinators.

- B. The first round games in the Section Tournament shall be scheduled at 5 p.m. and at 7:00 p.m. (The second game to follow 45 minutes after the completion of the first game.) The championship game shall be scheduled at 7:00 p.m.

10.9 Admission - A single admission will admit spectators to both games of the first round of the tournament and the finals, if two games are played.

10.10 Pre-game practice for Section Tournament - 10 minute fielding practice with home team first. Batting practice must be taken at home or at an alternate practice field.

10.11 Player participation limitation on pitching:

The MSHSL pitch count rule will be in effect for all tournament games, as well as MSHSL penalties for violations of the pitch count rule.

10.12 Suspended games

A suspended game is any game that is ended before it becomes a regulation game, or a regulation game that has a tie score when ended.

If darkness, rain or other cause interferes with play so that the game is called (ended) by the umpire before it is a regulation game, such game shall be declared a suspended game. If a regulation called game has a tie score when ended, it shall be declared a suspended game.

A suspended game shall be continued from the point of suspension at a later time. The lineup and batting order of each team shall be exactly the same as the lineup and batting order at the moment of suspension, subject to the rules governing the game.

10.13 All games will be played under the rules as listed in the current Athletic Rules and Policies Manual of the MSHSL.

10.14 Publicity should be sent to the press, radio and television before and after the tournament.

10.15 The Athletic Director of each school that advances to the Section Tournament is responsible to advance team information to the Section Tournament manager.

10.16 Game Ending and 10 Run Rule

The game ends when the visiting team completes its half of the 7<sup>th</sup> inning provided their runs are fewer than the number scored by the home team in 6 innings, or game will end when, after five innings of a 7 inning game, a team is ten or more runs behind and has completed its term at bat.

Regulation Game: It is a regulation game if: (a) 5 full innings have been played, or if the team second at bat has scored an equal or greater number of runs in 4 or 4 and a fraction terms at bat than the opponent has scored in 5 terms at bat; or (b) if play has gone beyond 5 full innings.

If (b), the game is called when the teams have not had an equal number of completed terms at bat, the score shall be the same as it was at the end of the last completed inning; except that if the home team, in their half of the uncompleted inning scores a run (or

runs) which equals or exceeds the opponent's score, the final score shall be as recorded when the game is called.

#### 10.17 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 10.18 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 10.19 Awards

The following awards will be presented at the sub-section and section tournaments: Trophies will be awarded to the champion and second place teams. Individual medals (20) will be awarded to the members of the champion and second place teams. No other awards will be given.

10.20 Advancement - The sub-section championship team and runner-up team will advance to the Section tournament. The runner-up team will already have one loss. The section championship team shall advance to the state tournament.

#### 10.21 Postponement

- A. Sub-section contests may be postponed by the Sub-section Coordinator. The Sub-section Coordinator should consult with the participating schools and the Region 5A Executive Secretary before making this decision and before rescheduling the event.
- B. Section contests may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

10.22 Baseballs will be furnished by host school in Section play. Region 5A will supply the tournament balls at neutral sites.

10.23 Officials: Once officials have started the game, they shall be paid a full game fee and mileage, if at any point in the game it gets rained out or suspended. If the umpire arrives at the game site and the game is cancelled, umpire shall receive a one-half game fee and mileage.

10.24 The Region Committee, with input from head baseball coaches in the section and activities directors, may eliminate sub-section tournaments and seed all teams into a 16 team (or more) bracket. If approved by the Region Committee, sub-sections would be eliminated.

## 11 WRESTLING

### 11.0 Team Tournament

11.1 Sites, dates, and managers are listed on the Region 5A Calendar.

### 11.2 Duties of the site manager

- A. Obtain personnel to conduct the tournament.
- B. Provide the media with publicity before and after the event.
- C. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- D. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- E. Arrange to admit participating wrestlers, their coaches, managers, and cheerleaders in uniform.
- F. Conduct weigh-ins as per scheduled time.
- G. Arrange for payment of approved expenses.
- H. File reports as required.
- I. Check eligibility slips and weigh in certificates.
- J. Starting times for sections will be 4:00 p.m. on Friday of individual tournament.  
Time may be changed by consulting with the Region 5A Executive Secretary.
- K. Doctor, certified trainer, or the meet official must conduct skin checks.

11.3 Referees will be hired by the Region 5A Executive Secretary or Wrestling Coordinator.

11.4 Qualifiers - Refer to specific guidelines for various classes.

11.5 Pairings - Teams will be paired according to the team seeding tournament bracket as established at the team seeding meeting.

11.6 Officials squad for team tournament shall include: 19 wrestlers, 2 coaches, and 1 student manager.

11.7 Any ties to determine exact pairings will be broken by the “tie-breaker” system established by the MSHSL.

11.8 Any specific questions of situations created by this tournament regarding rules will be interpreted from the current edition of the National Federation Wrestling Rule Book; unless the MSHSL has adopted variations, in which case the state rule would supersede.

### 11.9 Awards

The following awards will be presented at the section tournaments. Trophies will be awarded to the champion and second place teams. Individual medals (20) will be



awarded to the members of the champion and second place teams. No other awards will be given.

11.10 Individual Tournament

11.11 Sites, dates and managers are listed on the Region 5A Calendar. It is recommended that a host school be in Region 5A for two years prior to hosting a wrestling event, and, if possible, it is recommended that a school host a team event before hosting the individual tournament.

11.12 Duties of Site Manager

- A. Obtain personnel to conduct the tournament.
- B. Provide the media with publicity before and after the event.
- C. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- D. Arrange to admit participating wrestlers, their coaches, managers, and cheerleaders in uniform.
- E. Prior to the tournament, a coaches seeding meeting will be held to determine the pairings for each weight class. The Wrestling Coordinator will conduct this meeting.
- F. Conduct weigh-ins as per scheduled time.
- G. Arrange for payment of approved expenses.
- H. File reports as required.
- I. Check eligibility slips and weigh in certificates.
- J. Doctor or certified trainer must conduct skin checks.

11.13 Referees will be hired by the Region 5A Executive Secretary or Wrestling Coordinator.

11.14 Member schools may enter one contestant in the section tournament in each of the following weight classifications:

Pounds	Pounds	Pounds	Pounds
106	132	160	220
113	138	170	285
120	145	182	
126	152	195	

11.15 Qualifiers

Individual - 2 individuals per weight class from each section will advance to the State Tournament

11.16 This format is subject to change if any modifications occur in the state format when determining playoff participants.

11.17 Only two (2) people, the head coach and assistant coach, will be permitted to be at mat side during the matches.

11.18 Any specific questions or situations created by this tournament regarding rules will be interpreted from the current edition of the National Federation Wrestling Rule Book; unless the MSHSL has adopted variations, in which case the state rule will supersede.

#### 11.19 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only passes that will be honored are the passes issued by the Region 5A Committee and the MSHSL.

#### 11.20 Awards

The following awards will be given. Individual medals will be awarded to the first six places in each weight class at the Section Tournament. No other awards will be given.

#### 11.21 Policies for team and individual wrestling tournaments.

#### 11.22 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 11.23 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 11.24 Postponement

- A. Section contests may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

#### 11.25 Wrestling Rotations

Rotations are picked by coaches each year and approved by the Region 5A Committee.

## 12 SOFTBALL

12.0 Sites, dates, and managers are listed on Region 5A Calendar.

12.1 Duties of site managers.

- A. Employ necessary personnel to manage the event.
- B. Provide supervision during the contest.
- C. Provide the media with publicity before and after the event.
- D. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- E. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- F. Arrange for payment of approved expenses.
- G. File reports as required.

12.2 Game officials for the sub-section tournament will be contracted by the sub-section coordinators. Game officials for the section tournament will be contracted by the Region 5A Secretary.

12.3 Passes: The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only other passes that will be honored are the current passes issued by the Region 5A Committee.

12.4 Team Arrangements: Participating schools will make their own arrangements for meals and transportation.

12.5 Team Expenses: No team expenses are allowed.

12.6 Home team for Sections – Will be the highest seeded team and will occupy the dugout along the first baseline. Each school is to furnish their own resin bags.  
(Subsection Home Team – High Seed)

12.7 Official Squads - The Official Squads for tournament participation shall be 18 players, 2 students managers and 3 coaches. The Official Squad may include less than 18 players (number who dress for games), but schools may not include additional student managers, coaches or faculty representatives to the maximum listed above.

12.8 Pre-game practice for Section Tournament - 10 minute fielding practice with home team first. Batting practice must be taken at home or at an alternate practice field.

12.9 All games will be played under the rules as listed in the current Athletic Rules and Policies Manual of the MSHSL.

12.10 Publicity should be sent to the press, radio and television before and after the tournament.

12.11 The Athletic Director of each school that advances to the Section Tournament is responsible to forward team information to the Section Tournament manager.

#### 12.12 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 12.13 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 12.14 Postponement

- A. Sub-section contest may be postponed by the Sub-section Coordinator. The Sub-section Coordinator should consult with the participating schools and the Region 5A Executive Secretary before making this decision and before rescheduling the event.
- B. Section contest may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

#### 12.15 Awards

The following awards will be presented at the sub-section and section tournaments. Trophies will be awarded to the champion and second place teams. Individual medals (20) will be awarded to the members of the champion and second place teams. No other awards will be given.

12.16 Advancement - The sub-section championship team and runner-up team will advance to the Section tournament. The runner-up team will already have one loss. The section championship team shall advance to the state tournament.

12.17 Softballs will be furnished. (Subsection by Host School & each school brings one game ball)

12.18 The tournament shall be conducted according to current rules of the Minnesota State High School League.

12.19 Officials: Once officials have started the game, they shall be paid a full game fee and mileage, if at any point in the game it gets rained out or suspended. If the umpire arrives at the game site and the game is cancelled, umpire shall receive a one-half game fee and mileage. Three umpires will be used at the sub-section finals and for all section games.

12.20 The Region Committee, with input from head softball coaches in the section and activities directors, may eliminate sub-section tournaments and seed all teams into a 16 team (or more) bracket. If approved by the Region Committee, sub-sections would be eliminated.

## 13 VOLLEYBALL

13.0 Sites, dates, and managers are listed on the Region 5A Calendar.

13.1 Duties of site managers.

- A. Employ necessary personnel to manage the meet.
- B. Provide supervision during the contest.
- C. Provide the media with publicity before and after the event.
- D. Sub-section managers should send out information to sub-section schools regarding the meet at least two weeks prior to the sub-section meet.
- E. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- F. Arrange for payment of approved expenses.
- G. File reports as required.

13.2 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only other passes that will be honored are the current passes issued by the Region 5A Committee and the MSHSL.

13.3 Game officials for the sub-section tournament will be contracted by the sub-section coordinators. Game officials for the section tournament will be contracted by the Sub-section Coordinator or Site Manager.

13.4 Team arrangements: Participating schools will make their own arrangements for meals and transportation.

13.5 Team expenses: No team expenses are allowed.

13.6 Official squad for tournament play: Fifteen (15) players, three (3) coaches, two (2) student managers and one faculty representative.

13.7 The winner will be determined on the basis of 3 out of 5 matches.

13.8 Host school will be responsible for making arrangements for music for the National Anthem.

13.9 Awards

The following awards will be presented at the sub-section and section tournaments. Trophies will be awarded to the champion and second place teams. Individual medals (17) will be awarded to the members of the champion and second place teams. No other awards will be given.

### 13.10 Reports

- A. Sub-section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest.
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

### 13.11 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

### 13.12 Postponement

- A. Sub-section contests may be postponed by the Sub-section Coordinator. The Sub-section Coordinator should consult with the participating schools and the Region 5A Executive Secretary before making this decision and before rescheduling the event.
- B. Section contests may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

### 13.13 The tournament shall be conducted according to current rules of the Minnesota State High School League.

### 13.14 The Region Committee, with input from head volleyball coaches in the section and activities directors, may eliminate sub-section tournaments and seed all teams into a 16 team (or more) bracket. If approved by the Region Committee, sub-sections would be eliminated.

## 14 GYMNASTICS

14.0 Sites, dated, and managers are listed on the Region 5A Calendar.

14.1 Site shall be as follows:

2019-2020 Section 6A – Howard Lake Waverly High School

14.2 Duties of site managers.

- A. It is recommended by the gymnastics coaches of the schools in Section 5A that the host site Athletic Director strive to obtain judges from the Men's and Women's Judges Association. Four judges from each association is recommended.
- B. Provide supervision during the contest.
- C. Provide the media with publicity before and after the event.
- D. Secure a physician, nurse, or trainer for the meet.
- E. Section manager should send out information to all Section 5A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- F. Arrange for payment of approved expenses.
- G. File reports as required.

14.3 Entries to Section meet

- A. Individual schools may advance one team to the Section tournament.
- B. Individual schools may advance four individuals in each event plus all-around.

14.4 Order of competition

- A. Each team will compete its members consecutively on each event.
- B. 4 Events will run simultaneously. The rotation for scheduled warm-ups and competition will be: As per State Class A Team rotation (9/10 follow 8)
- C. There will be a 2-minute touch warm-up allowed on all events before team begins competition.

14.5 Rotation of host schools for 6A Gymnastics:

2020-21 Litchfield HS

2021-22 Willmar HS

2022-23 Howard Lake-Waverly-Winsted HS

14.6 \*Host Site needs to follow the guidelines set in the handbook:

\*Seating Capacity—Minimum of 450

\*Spacious Area—Safety between walls and equipment, landing areas, judges/score tables, team area, traffic flow, spectator area.

\*Equipment and Matting Specifications are met or exceeded

14.7 If a school is unable to host for any reason, the other schools would move up one position. However, the list will remain as is – no school would be dropped from the list. This would allow for the possibility of hosting in the future if issues are changed (construction or remodeling issues, different facilities...).

14.8 With Section Realignment taking place every two years adjustments will need to be made. A school moving into the Section would replace the school that is leaving the section. In case of two or more schools that move into the Section, alphabetical order would fill in the schools leaving.

14.9 Scoring - The best four scores for each team will be totaled to determine the team scores.

- A. The fifth score will be used to break a tie.
- B. Unlimited substitution will be allowed team qualifiers. These compete only for a team score.
- C. High individual scorers will determine the individuals to place and qualify.
  - 1. Substitutions will not be allowed for individual qualifiers for any reason.
  - 2. All-around performer's scores for each event will be totaled to determine all-around places and qualifiers.

14.10 Advancement to State Meet

- A. Individual advancement - each section meet may advance the top four finalists in each event plus the top four all-around finalists. In case of a tie, the individual contestants entitled to advance will be determined by State guidelines.
- B. Team advancement - each section may advance its first place team to the state meet. The first place team will be determined by the highest four scores for each team from each event. In the case of a tie, all five scores will be totaled to determine the first place team. A team shall consist of a maximum of five entries per event, at least one of whom must be an all-around competitor.

14.11 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only other passes that will be honored are the current passes issued by the Region 5A Committee and the MSHSL.

14.12 Equipment, etc.

- A. It is recommended by the gymnastics coaches of the schools in Section 5A that the host site provide the following equipment:
  - Spring Floor 42 X 42 with smooth surface and carpet.
  - Reflex Balance Beam - padded suede with a stable and even working surface (another regulation warm-up beam should be provided for timed warm-ups)
  - Uneven Parallel Bars with Graphite X rails and XL extender rails (extension to 120 cm. or greater)
  - Vault - full size horse of a non-slip surface and runway.
  - Mats that meet standard regulations in good condition at all apparatus 4".
  - Separate tumbling area for stretching.



- B. The host school shall notify participating schools and individuals as to the make of their equipment and the set up in the gym.
- C. Towels, ice, and other training supplies will be provided by entrants. Coaches must accompany entrants, and dressing facilities will be available.

#### 14.13 Reports

- A. Section managers shall forward a report to the Section manager regarding results of the sub-section contest immediately following the contest
- B. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- C. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 14.14 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report form the tournament site manager.

#### 14.15 Postponement

- A. Section contests may be postponed by the Section Coordinator. The Section Coordinator should consult with the participating schools and the Region 5A Executive Secretary before making this decision and before rescheduling the event.
- B. Section contest may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

14.16 Awards: The following awards will be presented. Trophies will be awarded to the champion and second place teams. Individual medals will be awarded to the members the Championship team and to the 1<sup>st</sup> three (3) places in each event, and the 1<sup>st</sup> three (3) all-around. No other awards will be given.

14.17 The meet shall be conducted under the rules found in the current MSHSL Athletic Rules and Policies Manual.

## 15 SWIMMING

### 15.0 Team Tournament

15.1 Sites, dates, and managers are listed on the Region 5A Calendar.

2020-21: Section 5A: Becker High School

2020-21: Section 6A: Morris Area High School

### 15.2 Duties of the manager

- A. Obtain personnel to conduct the tournament.
- B. Provide the media with publicity before and after the event.
- C. Section manager should send out information to all Section 6A schools and sub-section managers regarding the meet at least three weeks prior to the meet.
- D. Arrange to admit participating Swimmers, their coaches, managers, and cheerleaders in uniform.
- E. Arrange for payment of approved expenses.
- F. File reports as required.

15.3 Officials will be hired by the Meet Manager.

15.4 Official's squad for team tournament as per State guidelines.

### 15.5 Awards

The following awards will be presented at the Section tournaments: Medals to 1<sup>st</sup> through 8<sup>th</sup> place in each event and trophies to 1<sup>st</sup> and 2<sup>nd</sup> place teams. No other awards will be given.

### 15.6 Qualifiers

The top two individuals per event, two relay teams per relay and four divers from each section will advance to the State Tournament, as well as any swimmer meeting the qualifying standards.

### 15.7 Passes

The tournament site manager will arrange for all participating players and their coaches, managers, and cheerleaders to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. The only passes that will be honored are the passes issued by the Region 5A Committee or Region passes from other competing school Regions or the MSHSL.

### 15.8 Reports

- A. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.

- B. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 15.9 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 15.10 Postponement

- A. Section contest may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

## 16 DANCETEAM

### 16.0 Team Tournament

16.1 Sites, dates, and managers are listed on the Region 5A Calendar.

### 16.2 Duties of the manager

- A. Obtain personnel to conduct the tournament.
- B. Provide the media with publicity before and after the event.
- C. Section manager should send out information to all Section 5A schools regarding the meet at least three weeks prior to the meet.
- D. Arrange to admit participating Dancers, their coaches and managers
- E. Arrange for payment of approved expenses.
- F. File reports as required.

16.3 Officials will be hired by the Meet Manager.

16.4 Officials squad for team tournament as per State guidelines.

- A. **Competition Rules** – The MSHSL Dance Team Rulebook shall govern all interscholastic contests involving member schools of the League.

### 16.5 Awards

The following awards will be presented at the Section tournaments: Medals to 1<sup>st</sup> and second place team squad members in each event and trophies to 1<sup>st</sup> and 2<sup>nd</sup> place teams. No other awards will be given.

### 16.6 Qualifiers

Four teams from each competition will advance to the State Tournament.

### 16.7 Passes

The tournament site manager will arrange for all participating players and their coaches, managers to be admitted to all sessions of the tournament. Press passes will be available from the Tournament Manager. **No other passes will be honored. “No Region Passes”**

### 16.8 Reports

- A. Section manager will forward a report to the MSHSL office and the Region 5A Secretary regarding the results of the Section contest immediately following the contest.
- B. All site managers shall forward a tournament report on the forms provided to the Region 5A Executive Secretary within three working days of the completion of the tournament. The report must include names of participating schools, sources of revenue, attendance totals and results of the tournament. All receipts for admissions and entry fees if any should accompany the report.

#### 16.9 Payment of Expenses

- A. Site managers should arrange with their local school for payment of all approved expenses for the contest. This includes payment of officials.
- B. Payment of approved expenses will be made by the Region 5A Executive Secretary upon receipt of the completed tournament report from the tournament site manager.

#### 16.10 Postponement

- A. Section contest may be postponed by the Region 5A Executive Secretary. The Secretary should consult with the participating schools and the Region 5A Executive Committee before making this decision and before rescheduling the event.

#### 16.11 Rotation

- Coaches will meet during the Section contest and vote on a site for the following year. The Meet Manager will conduct this meeting.

## 17 VISUAL ARTS

### 17.0 Team Tournament

17.1 Sites, dates, and managers are listed on the Region 5A Calendar.

### 17.2 Duties of the manager

- A. Obtain personnel to conduct the tournament.
- B. Provide the media with publicity before and after the event.
- C. Section manager should send out information to all Section 5A schools regarding the meet at least three weeks prior to the meet.
- D. Arrange to admit participating Dancers, their coaches and managers
- E. Arrange for payment of approved expenses.
- F. File reports as required.
- G. Entry fee is \$10 per entry.

17.3 Judges will be hired by the Meet Manager. Ten to fifteen judges will be hired for each site; one or two judges per category.

17.4 Type of competition: The competition in visual arts will occur in a festival format at the administrative Region level. The categories will be limited to:

- Sculpture                      \* Film based photography                      \*Computer based art work
- Drawing                        \*Digital photography                                      \*Ceramics
- Painting                        \*Video Art    \*Graphic Design
- Mixed Media
- Print Medium – Multiple image processes
- Crafts                            (Title of each piece may be added. No other identification.)

17.5 Season The festival competition will be held in the Spring of the year following the winter athletic tournaments at a time determined by each Region Committee.

17.6 Format Each participating school within an Administrative Region must conduct a local competition. The best two (2) entries in each division at the local level will advance to the Regional visual Arts Festival. The one (1) day Regional Festival will be held at a site determined by each Region Committee. The festival format will be as follows:

7:30 a.m. – 9:00 a.m.	Set up	9:00 a.m.	Judges Meeting
9:30 a.m. – 12:30 p.m.	Judging		
12:30 p.m. – 1:15 p.m.	Viewing of Visual Art Projects		
1:15 p.m.	Awards	1:30 p.m.	Tear Down and Depart

17.7 Each school must supply easels and other properties for display. Use of butchers tape or paper tape to hinge artwork is allowed.

17.8 Judges: Judges will review the visual arts entries and determine “starred” ratings based on a standard set of written criteria.

17.9 Postponement – The festival may be postponed by the Region 5A Executive Secretary or Manager.

17.10 Scoring will be as follows: 15-17: Excellent 18-20: Superior

## 18 FOOTBALL

### 1.0 PURPOSE AND ORGANIZATION OF REGION 5A FOOTBALL.

#### 1.1 COMPOSITION

1.11 This organization shall be composed of those schools so designated by the Minnesota State High School League and assigned to Region 5A.

#### 1.2 PURPOSE

1.21 The primary purpose of this organization shall be to conduct those affairs of the Minnesota State High School League as delegated, including the management of the Section Football playoff.

1.22 All such tournaments shall be carried out in the manner provided in this Policy and Procedures Manual and that of the M.S.H.S.L.

#### 1.3 ORGANIZATION

1.31 The Coordinator of a football section will be the assigned by the Region 5A or its Executive Director..

1.32 The Coordinator shall be compensated at a rate as determined by Region 5A.

#### 1.4 DUTIES OF COORDINATOR

1.41 The Coordinator shall keep an accurate record of the official acts of the meetings of Section Football. He/she shall transmit a sufficient number of copies of same to each member school and Region 5A as soon as practical following the meeting of said groups.

1.42 The Coordinator shall carry out all of the necessary correspondence for the functioning of Section football coordination.

1.43 The Coordinator shall contract such officials as are needed for the operation of the playoffs, subject to the approval of the Section Committee or Executive Director.

1.44 The Coordinator shall call an Annual Meeting of the Section football after the State Football Forum as necessary.

1.45 The Coordinator shall call meetings of the Executive Committee members as deemed necessary.

1.46 The Coordinator shall perform such other duties as may properly come before the Section Committee.

1.47 The Coordinator shall prepare an agenda for all football section meetings.

1.48 The Coordinator shall be responsible for release of seeding results.

1.49 The Coordinator shall prepare a master schedule for the Section Schools.

#### 1.5 SECTION COMMITTEES

1.51 **Section Committee:** The voting membership of the section committee shall consist of all Athletic Directors or designated representatives of schools assigned to their football section as assigned by the M.S.H.S.L. Each school, through its assigned representative, will have one vote.

1.52 **Advisory Committee:** All head football coaches in their section shall serve on the Advisory Committee.

1.53 **Executive Committee:** The membership of the Executive Committee shall be composed of all of the "non involved" FB coordinators assigned by Region 5A. (Coordinators from Class 6AAA,

5AAA, 4AA, 4A). Their primary purpose is to make emergency decisions as necessary. The term of office for "Executive Committee" members will coincide with their assignments made by the Region.

#### 1.6 REIMBURSEMENTS

1.61 All reimbursements to section schools will be determined by Region 5A.

#### 1.7 ADOPTION AND REVISIONS OF POLICIES AND PROCEDURES

1.71 A quorum of 51% of membership schools must be present to conduct business.

1.72 The adoption of Policies and/or Procedures shall be by 2/3 vote of the member schools present at the section meeting and with the approval of the Region 5A Committee.

1.73 All Policies and Procedures shall become effective immediately upon adoption unless otherwise specified after approval of the Region Committee or its Executive Director.

1.74 A member school may submit a proposed new policy or policy change at any time. Such proposals shall be submitted in writing and shall be presented for discussion before the Full Membership of the Sectional Committee at its annual meeting.

1.75 These Policies and Procedures shall be reviewed annually. Recommendations for new proposals, revisions, or deletions are to be placed on the agenda for the annual meeting.

### **FOOTBALL PLAYOFFS**

#### 1.0 SEEDING MEETING - ADVISORY COMMITTEE

1.1 DATE/TIME - To be set by the Coordinator at the Section Pre-Seasonal Meeting with consideration from member schools present at that meeting.

#### 2.0 RATING PROCEDURE

2.1 If a point rating system is used within your section, it is mandatory that the MSHSL "QRF" system be used. The other options for seeding is a "face to face" seed using a coaches vote or seeding electronically.

2.2 If a team forfeits a game due to an ineligible player, or a team that chooses not to play in a game as a result of ineligible player(s) or an administrative decision, the forfeiture policy adopted by the MSHSL shall be used.

2.3 Procedure for determining a team's total point accumulation for seeding purposes shall be determined by the QRF. (see 2.1 for other seed options.)

2.4 If a complete eight game schedule is not available for any section school, they would be awarded points based on the QRF formula. The QRF formula will also be used for breaking ties in the seeding. If another seeding method is used, the *tie breaking procedure must be approved by the coaches doing the seeding prior to seeding the teams.*

#### 3.0 TEAM PAIRING FORMAT

3.1 All teams involved in tournament play will be placed into team tournament. Teams in each class will be established by the MSHSL and assigned to a specific administrative region. Only the top eight seeded teams in the Section will participate in the playoff tournament.

3.2 Pairing will be: Seed 1 vs. lowest seed, seed #2 vs. the second lowest seed etc. Teams with the highest seed will receive the bye when the number of teams in tournament play constitutes such action.

3.3 As per Region 5A committee, the site for all playoff games through the semi-finals will be at the highest seeded team. The site of the finals will be determined by the Section Coordinator in conjunction with Region 5A.





Medical service costs will be reimbursed by the Region. (This expenditure will not be considered part of the \$500 allowance).

Miscellaneous - Each item must be listed separately and a complete financial report is to be sent to the Regional 5A Executive Director following the game.

5.4 **Official Squad:** Regular season roster.

5.5 **Cheerleaders:** Varsity cheerleaders of competing schools will be admitted free of charge if in uniform. No expenses for cheerleaders will be allowed.

5.6 **Admission Prices:** Admission prices will be determined by Region 5A. Only the two competing schools will conduct a pre-sale of adult and student tickets. All other tickets are to be purchased at the gate.

5.7 **Band:** Band members will be admitted free if they are identified by their school. No allowance will be paid to the school bands. Band members will be admitted free from each participating school. Bands should contact the host schools A.D. at least two days in advance of the contest. The band of the high seed will play the national anthem.

5.8 **Passes:** Section 5A passes will be sent out by the Executive Director. Only Region 5A and MSHSL passes will be accepted.

5.9 **Publicity:** Each school will be responsible for doing everything possible to publicize the contest.

5.10 **Television/Radio/Internet:** Broadcasts of the game will be allowed as per the Region 5A policy. *Schools must contact the Executive Director of Region 5A at least five days prior to the contest if they plan on live streaming or televising the game.* Radio stations must contact host schools a minimum of 48 hours prior to game to secure access to facility.

5.11 **Newspapers:** Working press will be admitted with valid press pass.

5.12 **Concessions:** The host school will keep any money derived from concessions.

5.13 **Scouting:** Scouts will be allowed beyond the end line for the purpose of scouting for regular season and playoffs unless game referees determine such presence interferes with the contest. The use of video equipment as a means of scouting is prohibited by a coach team member or any third agent.

5.14 **Host School Expenses:** Host school will transfer all gate receipts and expenses, including official's fees, to the Region 5A Secretary. Expenses will be reimbursed back to the host school by the Region 5A Executive Secretary.

5.15 **Sideline Passes:** Host school is to regulate people on the sidelines.

5.16 **Programs:** The host school will furnish programs.

5.17 **Spotters for Game:** The tournament manager will arrange for equal advantage for each team regarding, for spotters and video personnel.

5.18 **Game Ball:** Each participating school must provide their own game ball.

5.19 **Cell Phone Policy:** NO cell phones of any kind will be allowed in locker rooms.

## 6.0 AWARDS

6.1 **Trophies:** Trophies will be awarded to the Champion and Runner-Up Teams according to M.S.H.S.L. guidelines.

6.2 **Medals:** Individual medals will be awarded to the Official Squad of the Championship and Runner-Up Teams according to M.S.H.S.L. guidelines.

6.3 **Extra Awards:** Extra individual medals may be ordered through the Region 5A Secretary at the school's expense.

## 7.0 OFFICIALS

7.1 Five M.S.H.S.L. registered officials will be hired for all section play-off games. They will be paid at a rate determined by Region 5A.

7.2 The Coordinator will assign officials to the various sites to the best of his/her abilities.

7.3 Payment for officials will be made by the host school with reimbursement from Region 5A. Another option is for host schools to request direct payment of officials from Region 5A. The section coordinator will make arrangements for payment for the championship game.

7.4 No practices or scrimmages are allowed at sub-section or section sites two weeks prior to the event, except for schools that use the facility for their home events. Schools can be fined and/or suspended from an activity for breaking this rule. Coaches will also be disciplined by the Region and/or their own school.

**19 ADDUNDUM A**

**REGION 5A**

**TELEVISION**

**TAPE DELAY POLICY**

NOTE: These policies apply **ONLY** to Region 5A sponsored Tournament/Meet Series. These policies **DO NOT** apply to regular season dual meets/contests or invitational meets/tournaments. Member schools may adopt any/or all of this policy for non Regional Series use.

Address all correspondence and phone requests to:

Pete Cheeley  
Executive Secretary, Region 5A  
2973 Aurora Lane  
St. Cloud, MN 56303

Telephone: 320-253-8741

## NEWS FILM CREWS

Film crews from commercial and/or cable television stations shall be allowed access on all days of the tournaments/meets to shoot news film clips. These film clips shall be used as part of a station's regular news telecast or other special news programs. They must, however, present credentials for admittance to each activity and request permission prior to tournament.

Allocation of space will be dependent upon the facility, as follows:

All requests for spot news photographer credentials from working television spot news photographers shall be honored dependent upon the following priority:

1. Stations servicing the site of the series tournament/meet;
2. Stations covering each of the competing teams;
3. Stations covering the geographical region involving the host site and the competing teams;
4. And finally, to all other stations.

## GENERAL TAPE DELAY POLICY

1. Region 5A will sell the rights for the delayed television presentation of section events to Commercial and/or Cable Television stations for games (also meaning matches or contests in team sports series) and/or meet finals in the following section tournaments conducted by the Region:

### GIRLS SECTION SERIES

Tennis  
Cross-Country  
Volleyball  
Basketball  
Gymnastics  
Golf  
Track  
Softball  
Swimming

### BOYS SECTION SERIES

Cross-Country  
Wrestling  
Gymnastics  
Basketball  
Golf  
Tennis  
Track  
Baseball

### OTHER

Fine Arts  
Speech  
One Act Plays  
Music  
Visual Arts

2. Stations wishing to videotape for delayed telecast the complete game/meet finals (from start to conclusion) for any and/or all games (and/or meets) so designated by the contracting station should make requests as outlined in the following procedure.
  - a. SECTION TOURNAMENT GAME/MEET

i. Cable Television Stations:

Requests MUST be made by calling Pete Cheeley at (320) 253-8741 and informing the Region as to the game or activity which the station wishes to videotape for delayed telecast on a local cable television station. Fees MUST be paid to the Region within seven (7) days of the completion of the tournament/meet. If more than one game in a tournament is to be telecast, the request should reflect each and every game in the tournament to be videotaped for delayed telecast. Separate fees must be paid for each contest to be televised. One check may cover all fees owed for the event. Levels of competition in team sports involve a number of games within or at a given tournament center. Levels of competition in individual sports involve a number of sessions in a Region meet.

ii. Commercial Television Stations:

Requests MUST be made by calling Pete Cheeley at (320) 253-8741 and informing the Region as to the game or activity which the station wishes to telecast. Fees MUST be paid to the Region within seven (7) days of completion of the tournament/meet. If more than one game in the tournament is to be telecast, the request should reflect each and every game in the level of competition to be taped for delayed telecast on the commercial television station. Separate fees must be paid for each contest to be televised. One check may cover all fees owed for the tournament. Levels of competition in team sports involve a number of sessions within a given tournament. Levels of competition in individual sports involve a number of sessions in a given tournament center. A separate request must be made to the Region for each level of competition in a given section series. Additional request may be obtained by calling Pete Cheeley.

b. TELEVISION NETWORK PRIORITY:

The Region will not grant rights to any cable television station or any commercial television station to telecast any game or session of a Section final tournament/meet which is whole or in part to be telecast on the Section Television Network.

3. EXCLUSIVITY:

Delayed rights for telecasting the approved game(s) or meets from start to conclusion will not be sold exclusively to any one station, network, or sponsor.

4. PROVIDING SPACE

The Region will make every effort to provide telecasting facilities for all applicants meeting specifications herein contained.

a. In allocating space for television stations approved in advance by tournament director to tape delay for complete playback, priority shall be given.

1. To stations covering the competing teams;
2. To the stations representing the host school;

3. Then to stations which cover the geographic region involving the competing schools and host site;
  4. And finally, to other stations.
- b. If facilities are not available to accommodate more than one station at the site of a game and/or meet, consideration shall be given to the viewing areas served compared to the participating teams and/or individuals. With these factors being equal, priority shall be given to past performances of stations which have previously televised Region activities.
  - c. The Region reserves the right to consider requests to telecast from any station or network of stations outside the State of Minnesota as individual matters and shall accept or reject such requests depending upon the merit of the request.
  - d. The Region reserves the right to discontinue the delayed telecasting of any station at any time in the event that previous delayed telecasting by the station is considered by the Region to have been in poor taste or incompatible with the educational dignity and propriety of the tournament series or the institution from which the delayed telecast will emanate.

## 5. FACILITIES AVAILABLE

- a. In general, each station will be allowed adequate working area for authorized personnel at the site, in positions that can be accommodated by the facility of the site as determined by the tournament director and agreed to by both the local manager and the authorized representative of the contracting station.
- b. In the event more than one station is approved to televise the same game or meet finals, said stations may be required to share equipment necessary and announcing positions available. Such sharing of equipment and announcing positions will be mutually arranged by the stations involved. Priority as outlined in 4a of PROVIDING SPACE shall apply.
- c. Stations **MUST** assume **ALL** expenses (including payment for tickets not available for sale to fans because of television equipment) in connection with telecasting, and must provide **ALL** equipment necessary for telecasting.
- d. No station will be issued complimentary tickets in addition to space assigned for telecasting.
- e. Provisions for special parking space necessary for vehicles required in the production of the telecast will be agreed to by the tournament director and the authorized representative of the contracting station.

## 6. MAKING ARRANGEMENTS:

Station should contact the Region 5A Executive Secretary before proceeding to work through the SECTION Meet Site Manager. (Note: Working spot news photographer credentials for Section tournaments/meets are issued through the Region 5A Executive Secretary.)

7. DEADLINES:

a. REQUESTS:

All requests must be submitted and approved in advance of the published deadline. Commercial and/or local cable television stations which do not submit requests on or before the published deadline for the competition to be originated shall not be permitted to televise the competition.

For Requests: Requests should be made by calling Pete Cheeley at (320) 253-8741 and informing the Region as to which game(s) or meet(s) are requested to be televised in their entirety on a delayed basis.

- b. Payment of all rights fees for the game (tournament), or meet finals approved by the Region must be received by Pete Cheeley within seven (7) days of the completion of the tournament/meet.

FOR PAYMENT: Checks for Region rights fees should be made payable to Region 5A. Checks from commercial stations approved by the Region for delayed telecasting should be made payable to Region 5A.

c. CANCELLATIONS

Stations approved to televise on a delayed basis may cancel any and/or all portions of the tournament/meet approved by the Region.

An official representative of the station must call the Section Tournament Director and inform him that the station shall exercise its option to cancel the telecasting of the game and/or meet previously approved. Written notification must follow the telephone call to the Region Secretary. This written notice of cancellation for the game(s)/meet(s) telecast **MUST BE RECEIVED BY THE REGION 5A SECRETARY** within seven (7) days following the conclusion of the game, tournament and/or meet.

NOTE: Stations must notify Pete Cheeley of each and every game in a tournament series it has arranged to televise.

8. DELAYED TELECASTING LIMITATIONS:

- A. A one-day minimum delay in the telecasting of game(s) and/or meet finals is mandatory.
- B. Next day delay in telecasting has been interpreted as to allow a station to telecast the game(s) and/or meet(s) as early as 12:01 a.m. on the day following the game(s) and/or meet finals.
- C. The use of videotape or film by the originating station for any purpose other than for complete play-back of the game(s) and/or meet finals for which it has contracted, or for the use of excerpts for a regularly scheduled news telecast (with a time limitation not to exceed five minutes running time of such contracted game), is expressly forbidden. Any other use of the verbal description and video account of the game(s) and/or meet finals must be approved in writing by the Region.
- D. There is no limit to the number of times that the complete replay of the game/meet telecast can be shown on the station approved for the telecast.



- E. No station granted delayed telecasting rights will contract to feed its telecast to any other station or stations upon a sustaining commercial or other basis without first obtaining permission in writing in advance from Pete Cheeley.
- F. Stations taking feeds of a delayed telecast must apply for delayed telecasting rights, pay fees as scheduled to the Region and meet all other specification of this statement of policy.

9. COMMERCIALS:

- A. Stations must be able to produce in writing upon request by the Region any and all commercials used during the telecast of the game/meet.
- B. The Region reserves the right to reject any or all requests for broadcasting rights whether sponsored or unsponsored. The Region reserves the right to approve or reject the product or service which desires to sponsor the broadcast. For any part of the broadcast which emanates from the site of the activity, NO advertising of mood-alter chemicals, i.e. alcohol, tobacco, drugs, or marijuana will be permitted. Combination businesses, such as drug stores or hotels which dispense alcoholic beverages may be acceptable as sponsors but not part of the advertising message may refer to the dispensing of alcoholic beverages, or to a bar, cocktail lounge, or other facility dispensing alcoholic beverages.

NOTE: This policy is interpreted that:

- 1. Commercial messages for the type of sponsors prohibited in 10B are prohibited from use at any time during the broadcast from the time the broadcast begins at the site of the contest until the conclusion of the broadcast at the site of the contest.
- 2. That AT NO TIME during the broadcast originating from the site of the activity shall a listing of broadcast sponsors be read which includes the name of such business, product, or service listed in 10B above and referred to in this note.
- 3. That the Region shall exercise immediately its responsibility to cancel all broadcast rights for the particular activity and subsequent activities of any station found to have violated the provisions of this section of the broadcast policy.

10. PUBLIC SERVICE SPOT ANNOUNCEMENTS:

Each station approved to originate or accept fees agrees to incorporate a minimum of one (1) public service spot announcement concerning the Region and its activities into the broadcast of each game in each and all Section Tournament Series activities for which it has been approved. A station, however, may incorporate as many of these public service spot announcements as it desires during each game broadcast, and it may also incorporate them into its general programming routine. Scripts for these public service announcements will be provided by the Region. Each station shall present such announcements in a manner of its choice, and may use sound effects as it desires, provided that the integrity of the Region, the Section Tournament Series in which the announcement is used and propriety of the host institution is upheld.

## RECOMMENDED SCHOOL - SPECTATOR VIDEOTAPE PROCEDURES

The following are recommended procedures involving the videotaping by member schools of activities in which their school participates during the regular season and in the Section Series, and involving spectator videotaping during the regular season and Section Series.

### 1. Regular Season Rights:

The Region Television Policy applies only to Section tournaments/meet series competition conducted by a member school on behalf of the Region. The Region owns the property rights and copyrights to the activity and sells the television rights on a non-exclusive basis to cable systems television and over-the-air television stations. A member school may adopt this policy for its use during regular season competition in a given athletic activity, but it is not required to do so. It develops its own rights policy. Many conferences have begun to develop conference-wide television policies.

The Region does not dictate which school owns the property rights to televise a given athletic activity during the regular season. The Region 5A Committee recommends that member schools determine and stipulate in each game contract for dual contests and invitational meets or tournaments who own the rights to televise the activity.

### 2. Videotaping by School Crews:

The National Federation playing rules for the athletic activities in which the Region conducts Section Series allow for a participating school to videotape students representing the school when they compete in individual competition or to videotape the game in which its school team is participating.

Local managers may allow for school videotaping crews.

#### A. Individual School Taping:

If space in the facility permits, local managers should be ready to provide space for a competing school videotape crew upon request. If one school requests space, the local manager should offer similar arrangements to each of the competing school(s). Under no circumstances shall a school not competing in a given game be allowed space in the facility and/or to videotape a game involving other schools. In the event of a two-game session, videotape crews from the schools scheduled to compete in the second game shall be allowed to set up equipment after the conclusion of the first game in the area set aside for the videotape crews from the school(s) competing in the first game. If a school(s) competing in the first game does not tape, videotape crews from schools competing in the second game shall not be allowed access to the area until the conclusion of the first game.

#### B. "Pool" Taping:

A member school hosting a dual contest or invitational meet or tournament may provide a videotape service to participating schools.

Example: A member school hosts a wrestling tournament and only has space available for one (1) videotape unit. Several participating schools request the opportunity to

videotape and all cannot be accommodated. The local manager may determine to use his school's videotape equipment and make copies of all or part of the videotape available to official representatives of the participating schools.

Under no circumstances is "Pool" videotape to be used by anyone for coaching purposes during the conduct of the contest, meet and/or tournament. Should a local manager charge for this "pool" service, the charges should not exceed actual production cost on a pro rata basis.

### 3. Spectator Videotaping:

Spectators shall be discouraged from attempting to videotape a game or meet session. Local managers (or Section, where applicable) are not required to provide space, power, equipment, etc., in order for spectators to videotape competition in the Section series competition hosted by the local manager's school. Spectators using videotape equipment who interfere with the view of other spectators or news media personnel covering the activity can be relocated or removed from the premises by the local manager.

### 4. Web-casting and Television:

Approval from the League office is required for all live or delayed television or Web coverage. Online applications must be submitted and access information is available by contacting Yvonne Walsh, Ellen Rajkowski, or Howard Voigt at the League office. Live telecasts or webcasts of subsection or section tournaments/meets require the additional approval of the pertinent administrative region secretary and executive director of the League. A separate written agreement is required for live telecasts or webcasts and may be obtained from the pertinent administrative region secretary or League office staff.

There will be no live radio or television to the general public for Region 5A events unless approved a minimum of five days in advance by the Region 5A Committee, Region 5A Executive Secretary or the MSHSL. The Region Committee will determine an appropriate fee if approval is given. Tournament Managers will be notified. Applicants desiring to include paid sponsorship or advertising for Subsection or Section contests are subject to the following rights fees for telecasting or streaming:

\*\$250 for live telecast/stream

\*Delayed telecast/stream – School – No Charge  
Commercial -- \$100

Webcasting & TV crews will have name badges on for admission to the game. The host school will decide on the best location for the company to stream the contest.

In all cases, these live or delayed telecasts must never coincide with a time that KSTC TV or 45, Grandstadium.tv is broadcasting or webcasting a live League state tournament of any activity. The complete replay of the game can be shown on the station approved

for tape-delayed broadcast. Such replays may be webcast simultaneously on the station's website. Thereafter, replays may be shown with no restrictions.

Copies of approved delayed telecasts or webcasts on film, videotape, DVD or digital file may not be sold without the express written consent of the authorizing administrative region secretary and may be subject to a commission payable to the administrative region.

## **ADDENDUM B**

### **Media Policy for Photos Taken at MSHSL Section Tournaments**

This working credential is issued by the Minnesota State High School League (hereinafter MSHSL) to an organization (hereinafter Accredited Organization) for the sole purpose of providing sporting event access to an individual who has a legitimate working function on behalf of the Accredited Organization in connection with the game or event for which this credential is issued. It is issued subject to the following conditions:

The Accredited organization together with the bearer of this credential and each of their agents and personnel (collectively, "Bearer"), by acceptance and use of this credential, each represent and agree that the bearer is engaged in a legitimate working function (media or game service) in attending this Game. This credential is for use solely in connection with Bearer's news and editorial coverage of the game. Any non-editorial, commercial or other unauthorized use of transmission, picture, film, videotape, audiotape, writing, drawing or other depiction or description of any game, game action, game information, player interview or other arena activity, and any non-editorial or commercial use of any team school name or logo, is prohibited without prior specific written approval of the MSHSL.

The use of photographs taken by authority of this credential shall be strictly editorial and non-commercial in nature and shall be limited to newspapers and news or sporting news periodicals. Bearer's right to use the photographs taken pursuant to this credential are subject to the rights, if any, of all third parties, including the individuals photographed. Any use of such photographs without all necessary consents of the MSHSL shall be an Unauthorized use.

The MSHSL shall have the right to purchase print of any photographs taken by the Bearer and published in a newspaper and news or sporting news periodical. This credential is not transferable, may be revoked at any time at the sole discretion of the MSHSL and will automatically terminate if any term hereof is breached. The Accredited Organization or Bearer that breaches this credential is subject to legal liability and attorney's fees for MSHSL.

## ADDENDUM C

### POLICIES FOR BANDS PARTICIPATING IN MSHSL REGION 5A TOURNAMENTS

The following policies have been established for high school bands participating at the MSHSL Region 5A Tournaments:

1. **SIZE OF BAND:** Schools will determine the size of the band except basketball, wrestling & football where the maximum will be 85 members.
2. **DRESS: ALL BAND MEMBERS MUST HAVE INSTRUMENTS AND DESIGNATED BY THE DIRECTOR.**
3. **SUPERVISION:** Bands must be supervised by the school's designated faculty representative.
4. **ENTRANCE:** Enter via the Pass Gate as designated by the site tournament manager.
5. **TOURNAMENT PROCEDURES:** Bands of the teams playing in each game will be seated in an area designated by the site tournament manager.

Game #1: If your team plays the first game of the session, please be seated in your assigned area thirty minutes prior to the beginning of the game. When the game is completed, you will leave your seats and return your instruments to the storage area.

Game #2: If your team plays the second game, please leave your instruments in the storage area and be seated in the area assigned by the tournament manager. The storage area will be opened at the end of the third quarter of Game #1 to pick up instruments. You will take your seats on the floor when the first game is over and that band has left.

6. **STORAGE AREA:** A storage area is provided near the seating area. NO dressing rooms are available. DO NOT LEAVE VALUABLES IN THE STORAGE AREA. Schools are responsible for their own valuables.
7. **PLAYING TIME:** Bands may play until the teams return to the floor for the National Anthem. You may play your school song once upon your team's return to the floor. The order of playing is determined by which team enters first.
8. **GENERAL REMINDERS:**
  - A. Band sections are surrounded by spectators. Please alert band members to keep large band instruments from obstructing the view of spectators.
  - B. There are NO dressing room areas available. Come dressed in your school uniform.
  - C. No special sound effects are permitted during the game or matches, except for your school song or when used with a school cheer. Courtesy and good sportsmanship should prevail.
  - D. The Home Team band of the first game will play the National Anthem for each session.

- E. Visiting bands are not permitted at the events of individual wrestling, girls gymnastics and track. The host school may provide a band for playing prior to the start of the event and the playing of the National Anthem. Once the event has started there will be no further participation by the host band. One band is permitted at the team wrestling tournament. The band is selected on a rotating basis.

High school bands provide a special brand of enthusiasm to tournament play. We hope that your band will enjoy their role in the tournament. Please call the site manager if you have any questions or need assistance at any time.

## ADDENDUM D

### REGION 5A COMMITTEE ADMINISTRATIVE POLICIES

1. Travel and Lodging Allowances
  - A. Travel and lodging allowances will be provided for committee members and persons authorized by the committee to act on behalf of the Region 5A.
  - B. Lodging allowance shall be the cost of single occupancy.
2. Meal Allowances
  - A. Meal allowances will be provided for committee members and persons authorized by the committee to act on behalf of the committee.
  - B. The rate allowance for meals shall be: breakfast-\$8.00, lunch-\$11.50, and dinner-\$18.00 for a total of \$37.50 per day.
3. Presentation of Awards at Region Events
  - A. Committee members will make themselves available for presentation of awards at region events.
  - B. Expense allowance will be paid to committee members presenting awards at region events.
4. Hospitality Rooms at Region Events
  - A. Hospitality rooms will not be provided at Region 5A expense at Region events unless approved by the Executive Secretary.
5. State Tournament Attendance
  - A. State tournament tickets may be purchased by committee members through the Region.
6. Passes
  - A. Sub-section passes will be issued to each Region 5A School for use by school personnel per activity.
  - B. The passes shall admit the bearer and one guest to all region tournaments.
7. Development of Calendar for Region Events
  - A. The Region Committee will begin the development of the following year's calendar during the January through June time period.
  - B. Schools are encouraged to submit invitations to host region level events not later than April 15<sup>th</sup>.
8. Advisory Committees
  - A. The Region Committee endorses the use of advisory committees for region activities.



9. Assessment of schools new to the Minnesota State High School League and assigned to Region 5A.
  - A. Schools assigned to Region 5A may be assessed an initial fee of \$500.00. The purpose of the assessment is to provide for the new school's share of the funds carried forward each year to provide for the next year's activities.
  - B. School assessed may request a waiver of the assessment if there are fewer than 10 students in grades 10-12. The request must be in writing and must indicate that the school waives any rights to any future distribution of excess funds on hand at the end of any school year should this occur.
  - C. The waiver must be approved by the Region 5A Committee.
10. Distribution of surplus funds
  - A. Funds in excess of 20% of the current year's expenditures will be distributed to the member schools of Region 5A at the end of the fiscal year.
  - B. Member schools whom have been granted an exception from assessment of funds for the operation of Region 5A activities will not be eligible for any funds distributed.
  - C. The Executive Secretary will determine the amount of the distribution at the end of each fiscal year. The current year's expenses will be multiplied by 20%. This amount will be subtracted from the balance on hand at the end of the fiscal year. The amount will be distributed in equal shares to all eligible member schools. The expense of the distribution shall be charged against the fiscal year just completed.
  - D. Checks will be written and mailed in October or November of the following fiscal year.
11. Region 5A Committee Meetings
  - A. The Region Committee will hold monthly meeting during the months of September through June except for December.
  - B. The site, time and place of the meeting will be in the previous month's minutes.
  - C. The meetings are open to the member schools and general public.
  - D. Items may be placed on the agenda by the members of the committee.
  - E. Region Committee meetings shall be conducted using Roberts Rule of Order as a guideline.
12. All activities shall have an event committee and shall have available to them both the Region 5A Handbook and an official rule book.
13. No Cell Phones are allowed in the locker room or on the playing field at any tournament.
14. Guns at tournament events are controlled by State law, board of Regions, School District Policies, and State College and Private College policies.
15. Subsection Coordinators shall receive an annual stipend of \$200 for cell phone use.

## Addendum F

### MINNESOTA STATE HIGH SCHOOL LEAGUE REGION 5A

<b>2019-20 Official Fees</b>	<b>Sub-section</b>	<b>Section</b>
Cross Country		
Starter		75.00
Football		
Crew		500 (5)
Volleyball		
Referee	75.00	80.00
Line Judge	40.00	45.00
One Act	110.00	150.00
Gymnastics		
Referee		150.00
Judges		135.00
Wrestling		
Individual	170.00	280.00
Team	70.00 (1)	140.00
	115.00 (2)	
	140.00 (3)	
Basketball	85.00	100.00
Speech	120.00	140.00
Music	125.00	145.00
Track		
Starter	140.00	200.00
Assistant Starter		100.00
Softball	90.00	90.00
Baseball	90.00	90.00
Swimming		200.00 or Official's Assoc. Rate
Danceteam		110.00
		130.00 (Supervisor)
Visual Arts		125.00

Mileage for officials & judges will be the IRS mileage rate. Mileage payment shall not exceed \$100. Under extenuating circumstances, this policy may be waived by the Executive Secretary of Region 5A.

MINNESOTA STATE HIGH SCHOOL LEAGUE  
 REGION 5A  
 MANAGER GUIDELINES

1. Admission charges for all meets and tournaments are as follows:

	Adult	Student
Section events	\$8.00	\$5.00
Sub-section events	\$8.00	\$5.00

Reserved seats when available shall be \$9.00 for all.

Football finals will be \$9.00 and \$5.00

Wrestling section - all day \$10.00 \$5.00

2. Site Managers Fees:

	Sub-section		Section – Tournament Directors
Cross Country			150.00
Volleyball	60.00 (1)	100.00 (2)	100.00
Tennis	75.00		250.00
Speech	125.00		250.00
Basketball	60.00 (1)	100.00 (2)	110.00
Girls Gymnastics			200.00
One Act Play	105.00		135.00
Music, solo & ens.	125.00 (1)	200.00 (2)	225.00
Music, large group	75.00 (1)	125.00 (2)	
Track	300.00		500.00
Track Computer Operator	160.00		300.00
Asst. Comp. Operator			100.00
Baseball	50.00(1)	90.00 (2)	125.00
Golf			500.00
Golf Computer Operator			200.00
Softball	60.00 (1)	110.00 (2)	125.00
Wrestling Ind.			400.00
Wrestling Team	50.00 (2)	90.00 (3 or >)	110.00
Swimming			300.00
Danceteam			200.00
Visual Arts			300.00
Asst. Visual Arts			85.00

3. Expense allowance

- Mileage allowance for officials for Section 5A contests will be allowed unless fee established includes mileage.
- No other expense allowances, such as for motels, meals, etc. will be paid unless prior arrangements have made.
- Officials and judges should be encouraged to travel in one vehicle when possible.
- Mileage allowance will be paid to an official or judge who shows up when the event has been postponed and has not been notified.

4. The policy of the Section 5A is to pay no mileage to participating schools in any activity.

5. Worker expense allowances for hosting Sub-section and Section 5A events are as follows: \$35.00 per single session and \$70.00 per double session. Track worker allowance is \$60 for sub-section and \$70 for sections. One day wrestling event allowance is \$110.00.

6. The number of workers will be dictated by the activity and facility. Site managers should use their good judgment in staffing the event. If there are any specific questions regarding number of staff and their payment, managers should contact the Region 5A Secretary.

7. There is no site rental allowed for games when played at the high seed site as per MSHSL guidelines.

8. No site manager fee or host site expenses will be paid if no gate is taken. Only officials will be paid.

9. Music site student pay will be allowed at up to \$20.00 per room site per day for subsections and \$30.00 per room site per day for sections.

10. Clarification of Site Rental – Region 5A: (Lights, Heat, Building & Incidentals)

- A) There is no rental if you are the highest seeded team and you play at home.  
(Rational: No travel cost to school district)
- B) The rental on site can be up to \$100.00 if your school hosts one game, event, session, or contest.
- C) The rental on site can be up to \$200.00 if your school hosts 2 or more games, events, sessions, or contest. Music, Speech, One-Act Play, sub-section and section are considered 1 ½ or \$150.00. (Rational: Home school district does not travel in these contests.)

11. All schools will pay an entry fee when participating in non-revenue activities where gate admissions are not collected.

12. No practices or scrimmages are allowed at sub-section or section sites two weeks prior to the event, except for schools that use the facility for their home events. Schools can be fined and/or suspended from an activity for breaking this rule. Coaches will also be disciplined by the Region and/or their own school.

13. In case of inclement weather that postpones playoff games at a site, other sites may still play on that scheduled day.

14. When a higher seeded team intends to change the location of an event, the higher seeded team, working with the tournament manager and the Region 5A Committee, will find and secure a neutral site where the game will be played at the higher seeded team's expense. The game may be played at the lower seeded team's site, if a neutral site cannot be found. This policy pertains to all athletic activities. (Adopted 11/13/19).

## Addendum F

### Activities Directors:

Please post this in your office for future reference

- 1) **Tickets:** All schools, when charging admission, must use preprinted numbered tickets and post those numbers on the Activity sheet sent to the Region Secretary. Two signatures are also required on this sheet.
- 2) **Winning Schools:** List All the Schools that participated and the winners on the Activity Sheet.
- 3) **Games Committee:** At all Region 5 tournament games or contests there shall be a games/rules committee made up of a minimum of three persons, one of which shall be the game/contest manager – The committee will have access to a rules book, a Region 5 manual, the most current M.S.H.S.L. Official Handbook, the telephone numbers for M.S.H.S.L. staff personnel, the Region Secretary, medical emergency telephone numbers and weather forecast telephone numbers. (Secretary's Note: The Region Committee realizes that a phone may not always be readily available or the possibility you can be in a cellular phone black-out area but you should be able to drive to a source of communications as soon as possible.)
- 4) **Paying the Workers:**
  - a. It is mandatory that host schools pay workers from one check issued to the host school from Region 5A after the activity has been completed at the host school. **Under no circumstances, can gate receipts (cash) be used to pay workers!**
  - b. One check will be written to the schools based on an agreed amount between the Region and the member school, which is currently \$35.00/worker. This check may also include miscellaneous expenses for hosting the game. The MSHSL can only recommend to our schools that they pay tournament workers, ticket sellers/takers, staff supervision, PA announcer, scorebook, chain crew, etc. through payroll and record it on the employees W-2. **The school is ultimately responsible for their workers and how they pay them.** The Region will pay for FICA and TRA/PERA for school employees if necessary. It is up to the school if they want the Region to pay for these two percentages. *Some schools are paying these percentages themselves since they are not traveling for the playoff game and are also getting profits from concessions. The Region does not cover Medicare.* Your school should determine how to pay workers that may not be on your school's payroll. The MSHSL recommends paying these workers as employees.
  - c. On court/field officials and judges are deemed to be independent contractors and are not employees in most cases. The MSHSL and the Regions can continue to use the independent contractor forms for Officials and Judges. **It is recommended the host school pay for officials and judges (as some of you have done in the past) and then get reimbursed from the Region for their cost.** Schools will also be able to have the officials/judges sign the independent contract form at the game site and then send it to the Region to pay them. If contracts are used for officials, they will be paid after the completion of the contest.
  - d. The Region issues Federal Form 1099 to all personnel who earn more than \$600.00 from the Region.
  - e. Cash disbursements will not be performed by the School District to pay workers

**5) Seeding:**

Seeding by schools shall be by one of the following methods:

- a. Face to face
- b. Electronic
- c. QRF Formula
- d. When a subsection cannot decide which seeding process will be used, the QRF formula shall be used.