

MSHSL Region 6 AA Official Handbook 2020-21 (in progress)



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PREFACE

The Region 6AA Committee has compiled this handbook to provide school personnel and others with the policies and regulations used to govern region-sponsored activities. Much of the content is based on rules and regulations governing regional activities as found in the official handbook of the Minnesota State High School League. It is intended that this handbook will serve as a guide and be helpful to those directly involved with the activities of Region 3AA. Please review the monthly minutes of Region 6AA for all additions/changes/correction in the operation of Region 6AA activities and the Minnesota State High School League website, www.mshsl.org, to view policies, scheduled events, history and past champions.

REGION 3AA SCHOOLS

Sub Region 1

Robbinsdale Armstrong
Robbinsdale Cooper
Hopkins
Wayzata

Sub Region 2

Benilde St. Margaret's
Patrick Henry
DeLaSalle

Sub Region 3

South
Southwest
Roosevelt
Washburn

Sub Region 4

Eden Prairie
Edina
Minnetonka
St. Louis Park

MSHSL BOARD OF DIRECTORS REPRESENTATIVE

| <u>Name</u> | <u>Representing</u> | <u>School</u> | <u>Term</u> | <u>Phone</u> | <u>E-Mail</u> |
|-------------|---------------------|--------------------|-------------|--------------|--|
| Troy Stein | Regions 5AA & 6AA | Edina High Svchool | 2019-2023 | 952-848-3817 | troy.stein@edinaschools.org |

REPRESENTATIVE ASSEMBLY

| <u>Name</u> | <u>Representing</u> | <u>School</u> | <u>Term</u> | <u>Phone</u> | <u>E-Mail</u> |
|----------------|---------------------|---------------|-------------|--------------|--|
| Jaime Sherwood | at large | Wayzata | 2019-3021 | 763-745-6781 | jaime.sherwood@wayzataschools.org |
| Ted Schultz | 1&4 | Minnetonka | 2017-2020 | 952-401-5901 | ted.schultz@minnetonkaschools.org |
| Dennis Stockmo | 2&3 | Roosevelt | 2019-2023 | 612-668-1859 | dennis.stckmo@mpls.k12.mn.us |

**MINNESOTA STATE HIGH SCHOOL LEAGUE
CONSTITUTION**

209.00 CLASS “A” AND “AA” REGION COMMITTEES: GOVERNANCE AND REPRESENTATION

1. The Region committee shall consist of a minimum of twelve (12) members. Only designated school representatives or individuals eligible to be designated school representatives are eligible to be selected to these twelve (12) positions.

If the committee does not include a representative of one sex, the committee shall appoint a representative of that sex. Appointees who are eligible are individuals who are eligible to be designated school representatives.

Additional committee members may be added at the discretion of each region committee. These positions are not limited to designated school representatives.

No member school may have more than two (2) representatives on the region committee.

2. Selection of Committee Members

Each Class “A” and Class “AA” Region shall be divided into four (4) geographically determined sub-regions.

- A. Membership on the region committee shall include a minimum of two (2) members of boards of education or their designee; two (2) superintendents or their designee; two (2) principals or their designee; two (2) athletic directors; two (2) coaches (one (1) representing boys coaches and one (1) representing girls coaches); two (2) fine arts director (one (1) representing music and one (1) representing speech/debate/one act play).
- B. No member school may have more than two (2) representatives on the region committee.
- C. The term of office for school administrators shall be four (4) years.
- D. The term of office for coaches/activity directors shall be four (4) years.

3. Terms of Office

- A. The term of office of the school administrator shall not exceed four (4) years and the term of office for coaches and activity directors shall not exceed four (4) years. Committee members serving more than half of one term shall not be eligible for reelection or appointment to succeed themselves. They may be eligible for further elections or appointments.
- B. Each of the four (4) geographically divided sub-regions of that region shall be number one (1) through four (4). Representation on the region committee during the 2009-2010 school year shall be as follows:

| <u>School Administration:</u> | <u>2015-2019</u> | <u>2017-2021</u> | <u>2019-2023</u> |
|-------------------------------|------------------|------------------|------------------|
| Board of Education | Sub Region 4 | Sub Region 1 | Sub Region 3 |
| Superintendent | Sub Region 1 | Sub Region 2 | Sub Region 4 |
| Principal | Sub Region 2 | Sub Region 3 | Sub Region 1 |
| Athletic Director | Sub Region 3 | Sub Region 4 | Sub Region 2 |
| Girls’ Coaches | | *** | |
| Music | | *** | |
| Boys’ Coaches | *** | | *** |
| Speech | *** | | *** |

The rotation for sub region representation shall move from bottom to top

- C. Elections of members to the region committee shall be conducted during the spring of the year and will be confirmed by the region committee at its spring meeting. A Complete list of the region committee members shall be sent to the League Office by August 1 of each year.
- D. Each region committee shall develop an advisory structure for each League sponsored activity conducted at the region level.

209.02 Powers and Duties of the Region Committee

1. The Region Committee shall be responsible for the immediate and general supervision of the region 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.
2. The Region Committee shall:
 - A. Elect its own officers and designate their responsibilities;
 - B. When appropriate for each identified tournament, assign schools to a sub region as determined by the schools in that activity;
 - C. Keep complete minutes on all meetings and of the region committee;
 - D. Furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office;
 - E. Select the tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each sub region should have equal representation on the tournament committee. If only a Region or Section tournament is held, membership on the tournament committee shall come from a representative geographic area of the assigned tournament teams; pay all bills for sub region and region/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 the participation of teams assigned to the Region tournament;
 - F. Maintain a financial balance in accordance with Board of Directors policies;
 - G. Provide for an annual audit of region funds;
 - H. Perform such other duties as may properly come before the committee.
3. 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.

209.03 Region Meetings

Each member school is entitled to two (2) votes.

1. Regions may conduct organizational meetings either in the spring or fall of the year.
 - A. To receive input from the schools assigned to the Region and to develop general plans for the conduct of Region events assigned by the Board of Directors.
 - B. To elect a designated school board representative from each Region to serve in the Representative Assembly for a term of two (2) years.
 - (1) Elections in even numbered Regions will be held in the even-numbered years and elections in odd-numbered Regions will be held in the odd-numbered years.
 - (2) A delegate is limited to a maximum of two (2) consecutive full two-year terms. Delegates are not eligible for re-election or appointment to succeed themselves following the maximum term.
 - C. To fill vacancies on the Region Committee.
2. The names of Region Committee members and assignments and the name of the governing board representative to represent the Region in the Representative Assembly shall be sent to the League Office not later than August 1 of each year.
3. Special meetings of the member schools of the Region may be called at the discretion of the Region Committee.

MINNESOTA STATE HIGH SCHOOL LEAGUE

REGION 6AA POLICIES

I. REGION COMMITTEE MEMBERSHIP SHALL INCLUDE:

1. Two representatives from Sub Region I
2. Two representatives from Sub Region II
3. Two representatives from Sub Region III
4. Two representatives from Sub Region IV
5. A representative from Girls Coaches
6. A representative from Boys Coaches
7. A representative from the Speech/Debate/1-Act
8. A representative from the Music
9. At large member to provide representation by both genders
9. Ex-Official Member, MSHSL Board of Directors representing Regions 3AA and Region 4AA

II. REGION COMMITTEE MEETINGS

Meetings will usually be held at 11:00 at the Southview Country Club on the second Tuesday in September, November, January, April, May and June. Special meetings may be called at the discretion of the Region Committee. All other Region meetings are held in compliance with Section 3, Article VI of the MSHSL Handbook.

III. ANNUAL MEETING

1. The Annual Meeting shall be held at the May meeting.
2. Voting Procedures
 - A. Each member school is entitled to two (2) votes. The Designated School Representatives are entitled to one (1) vote each at all section meetings, or on mail ballots where member schools are called upon to vote. One of the Designated School Representatives shall be a member of the school's governing board and the other shall be an administrator of full-time faculty member of the school.
 - B. In school districts with multiple schools, the Designated Representative from the schools district's governing board may represent more than one school and is entitled to one (1) vote for each school he/she represents.
 - C. A quorum shall consist of a simple majority of all members.
 - D. A majority vote of those present, assuming a quorum, shall be sufficient for approval .

IV. FINANCE

The Region shall comply with the guidelines established by the MSHSL. The Region will conduct an independent review of the finances on an annual basis.

V. ADMISSIONS PRICES

Events scheduled at facilities outside 3AA schools may incur a surcharge.

STUDENT/SENIORS ADULT

| | | |
|-----------------------------|--------|--------|
| Single/Double Header Events | \$6.00 | \$8.00 |
|-----------------------------|--------|--------|

Tickets are to be sold at least halfway through the final half (3/4 of the game) of the last game/contest of the day/night. It is the site manager's prerogative to sell tickets until the game/contest has been completed.

Site manager's financial report must have the starting ticket and the next ticket after the final sale stapled to it. Ticket numbers which accurately reflect the number of tickets sold must be included on the Site Audit form in the space provided.

Admission checks should be made out to the site. Site checks should be made out to Region 3AA

VI. ADDITIONAL FEES

A. FEE FOR LIVE TELEVISION BROADCAST *Negotiate Live Television*

A* FEE FOR LIVE RADIO BROADCAST - \$100.00 PER GAME

Fees waived for MN Broadcaster's Assn

B. * FEE FOR CABLE DELAYED BROADCAST - \$150.00 PER GAME if advertising sold

Fees waived for MN Broadcaster's Assn and school based educational TV

C. *FEE FOR WEBCASTING -

\$100 Delayed Audio

\$150 Delayed Video

\$200.00 Live Video Play-in or Quarterfinal Round

\$400.00 Live Video Semifinal Round

\$600.00 Live Video Championship Round

*All requests for broadcasts must be approved by the Region Committee with fees paid.

VII. REIMBURSEMENTS

A. MILEAGE

1. Persons conducting official business for the Region are to be reimbursed at the Federal reimbursement rate.

VIII.PASSES

Twenty (20) All Activity passes per school assigned to Administrative Region 3 AA
The Region Secretary shall be responsible for providing such passes to member schools.
Individual Tournaments will use the Region 3 AA Pass List Procedure.

IX. TOURNAMENT SITES

Tournament sites must be in accordance with Region 3AA Policy/Guidelines.

Example: Fields-The site must be a permanently enclosed fenced field, arena or gymnasium with a sufficient number of bleachers to accommodate the crowd from both the home and visiting teams; the site shall facilitate the charging of admission; the site is lighted, if necessary, to host a game.

If a potential host school does not meet the criteria and the opponent does, the lower ranked team will host if it meets field standards. If neither team meets the criteria, the game will be played at a neutral site.

It shall be the responsibility of the tournament manager to secure approved tournament sites and provide sport specific criteria and information.

Any site used by the home school during the regular season that meets the standards set by the NFHS (or approved governing body) and the MSHSL shall be deemed acceptable for section play in any section administered by Region 3 AA.

X. POSTPONEMENT/RESCHEDULING/CANCELING SCHEDULED CONTESTS

The decision to postpone and reschedule a contest due to any unplayable facility condition is the responsibility of the Tournament Manager in consultation with the host school's Principal/designee. As much advance notice as possible should be given the visiting school.

If unplayable conditions are known at least 24 hours in advance, the game may be moved to a neutral site or to the opponent's site on the same date at the originally scheduled time. If neither site is available at the scheduled time or date nor it is within 24 hours of playing time, the tournament manager will determine to move the contest to the next sequential date (Monday-Saturday) at the originally schedule time in the following order:

1. At the home site 2. At the opponent's site 3. At a neutral site

If unplayable conditions exist at a neutral site and if these conditions are known at least 24 hours in advance, the tournament manager must move the contest to an alternative neutral site on the same date and at the original time. If another neutral site is not available or if it is within 24 hours of the playing time, the tournament manager will determine to move the contest to the next sequential date (Monday-Saturday) at the originally schedule time in the above order.

XI. CONCESSIONS/MERCHANDISE

The tournament manager shall be responsible to determine concession/merchandise arrangements with the host site.

All merchandise other than school approved food, beverage, and merchandise normally sold in the concessions stands for sale at Region 3 AA Section events must be approved by the Region Committee/ Tournament Manager and must meet MSHSL sportsmanship and code of conduct guidelines (see complete policy on the MSHSL website).

XII. CELL PHONES & SIMILAR DEVICES WITH CAMERA CAPABILITY

Cell phones and similar devices with camera capability are prohibited any MSHSL

dressings room. It is the responsibility of the school administration/activities director/director/coach to inform students about the restriction prior to the competition and to direct students to leave their cell phone outside any dressing room facility.

6.

XIII. SECURITY CHECK

All purses, bags and brief cases are subject to search at all Region 3 AA events.

XIV. POLICY ON PUBLIC COMMENTS AT REGION COMMITTEE MEETINGS

The business of Region 3 AA of the Minnesota State High School League shall be conducted at meetings of the Region 3 AA Executive Committee. Meetings of the Executive Committee are open to the public. The public is invited to attend and may give input at the discretion of the Committee. The Committee's agenda may include time for public comment. Public comment, when allowed, shall be limited to topics relevant to the agenda under consideration. Interested persons must contact the Chairperson or the Executive Secretary of the Committee prior to the meeting and indicate the topic to be commented on. The Committee Chairperson, or their member acting in the capacity of Chair, should determine whether the public comment is relevant to the agenda.

XV. STATE TOURNAMENT TICKETS

The Region will purchase state AA Boys' Hockey tournament tickets for committee members. Members are to reimburse the Region for the cost of the tickets.

XVI. PUBLIC ADDRESS ANNOUNCEMENTS AT REGION SPONSORED TOURNAMENTS

Effective 6/11/2012, The MSHSL prohibits member schools hosting post-regular season tournaments from making public address announcements that are of recruitment in nature

DUTIES OF MEET MANAGER FOR ATHLETIC SECTIONAL EVENTS

Directly responsible for the operation of the Tournament.

1. Prepare and distribute copies of an official tournament information packet to the head coach and the Athletic/Activity Director at all competing schools. Explain use of the Region 3 AA Pass list procedure
2. Make arrangements for and secure all tournament sites.
3. Arrange for all contest workers: officials, judges, ticket takers/sellers, supervisors, public address announcer, scorers, crowd control, police or others as necessary.
4. Prepare pairings and determine seeding of participants.
5. Submit to the Executive Secretary a list of names of workers and their assignment so that checks can be written and available on the day of the contest or shortly after the conclusion of the event.
6. Arrange for the presentation of awards at the conclusion of the competition.
7. Complete and return all result forms requested by the MSHSL.
8. Complete and return the MSHSL Final report to the Region Executive Secretary. This report must include:
 - A. Listing and receipts of all expenditures and participating schools.
 - B. Accounting of all ticket sales using numbered tickets, program sales, TV and radio purchase rights, others.
 - C. Recommendations and tournament evaluation
10. Report on the inventory, condition and location of Region owned equipment, if any.
11. Tournament forms are available on the MSHSL web site. Click on Region 3 AA and scroll down.
12. Enter the Tournament Brackets on the MSHSL web site – under heading Region 3 AA
 - 1) Go to www.mshsl.org
 - 2) Click on Administration
 - 3) **Login ID = use the ID and password provided by the Region Secretary**
 - 4) Select activity from “My Tournaments”
 - 5) Click “Brackets”
 - 6) Follow prompts

*If you have questions, call Chris at the League office at 763-560-2262 or Scott at 952.432-7527.

**JOB DESCRIPTION/RESPONSIBILITIES
FINE ARTS REGION 3 AA CONTEST MANAGER**

JUDGES:

- Find and assign appropriate judges for all music contests in Region 3 AA, large group and solo/ensembles, vocal and instrumental
- Make out contracts and send to all judges
- Mail schedules and maps to judges for solo/ensemble contests
- Request payments for all judges from Region secretary
- Deliver checks to judges of solo/ensemble contests
- Have Region secretary mail checks to host site for judges of large group contests

SITE MANAGERS:

- Obtain from each site manager four (4) weeks prior to contest:
 - Map and directions to the school
 - Map of the school interior
 - Home room assignments
 - Performance sites
 - Identify a lounge/refreshment area for judges and directors
- Advise site manager to arrange for:
 - Volunteers to serve as “runners” to bring rating sheets to the contest headquarters (tabulation site), and stuff envelopes
 - Adult volunteers to assist at the contest headquarters
 - Provide coffee and rolls for directors and judges (*Expenses are limited –maximum \$50 per contest*)
 - Provide a meal for judges (*Expenses are limited – maximum \$10 per judge*)
 - Request rating sheets from MSHSL
 - Prepare rating sheets for judges (in order)
 - Provide large envelopes (one per participating school)
 - Request and make sure that each site manager makes out a manager’s report (3 copies) listing all of the excellent and superior ratings; and sends to MSHSL, Region secretary and contest manager.

DIRECTORS:

- Send initial letter and registration forms to all 3 AA high school directors participating in the solo/ensemble contests, vocal and instrumental
- Get returns four weeks prior to contest, record all entries and plan the schedule
- Photo copy all materials received from the site manager plus the schedule and mail all to the directors two weeks prior to the contest

GENERAL RESPONSIBILITIES:

- Be on site and administer all solo/ensemble contests
- Field many telephone calls such as:
 - rule definition/interpretations
 - schedule changes
 - special requests
- Find last minute judge replacements due to emergency cancellations
- Obtain extra judges when extra entries are submitted, when additional schools petition into the regional contest, or when schools within the Region decide to perform at a different site
- Obtain and bring medals for superior and excellent ratings to the contests
- Distribute rating sheets and appropriate medals and certificates to each director at the end of each contest
- Keep accurate records of expenses incurred and submit to Region secretary

HOSPITALITY ROOM/LUNCHES

- Maximum for hospitality room \$50 per contest
- Maximum for adjudicators’ lunches \$10 per judge

Minnesota State High School League Activity Advisory Committee Process

Seasonally, the Activity Advisory Committee for each coaches/fine arts association submits their recommendations to the League office.

Fall Activities – October 15
Winter Activities – February 13
Spring Activities – May 15

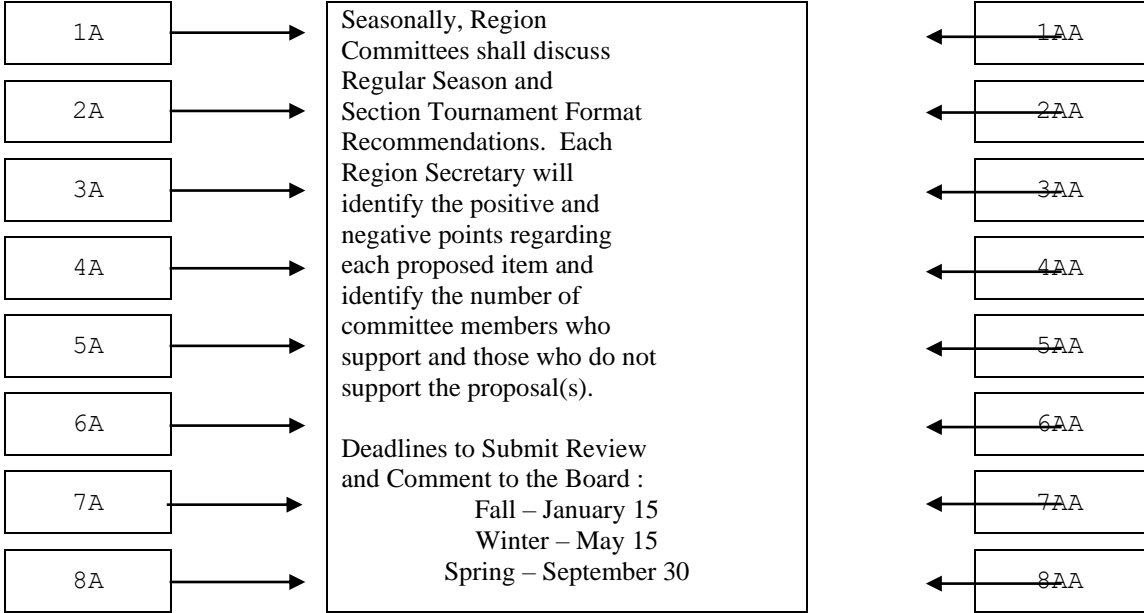
Committee recommendations are advisory, and only the Board of Directors will make the final decision about any change to an activity.

- ### Categories for Advisory Committee Recommendations
1. Awards (Board of Directors Committee)
 2. State Tournament Recommendations regarding Format and Non-NFHS Rules or NFHS Experiments (Board of Directors and Athletic Directors Advisory Committee)
 3. Regular Season and Section Tournament Format Recommendations (Class A and Class AA Region Committees and Athletic Directors Advisory Committee)
 4. Staff Recommendations (to Tournament Staff)
 5. State Tournament recommendations regarding Date(s) and Site(s) (Board of Directors)

The League office will send Regular Season and Section Tournament Format Recommendations to the Region Committees for review and comment.

Class A Regions

Class AA Regions



The Athletic Directors Advisory Committee meets seasonally to provide input to Board of Directors regarding each proposal. A member of any Advisory Committee may attend and speak to the Committee.

The League's Board meets to discuss and vote on the proposals submitted by the Activity Advisory Committees.

Fall Activities – February

Winter Activities – June
Spring Activities – October

Minnesota State High School League Representative Assembly Process

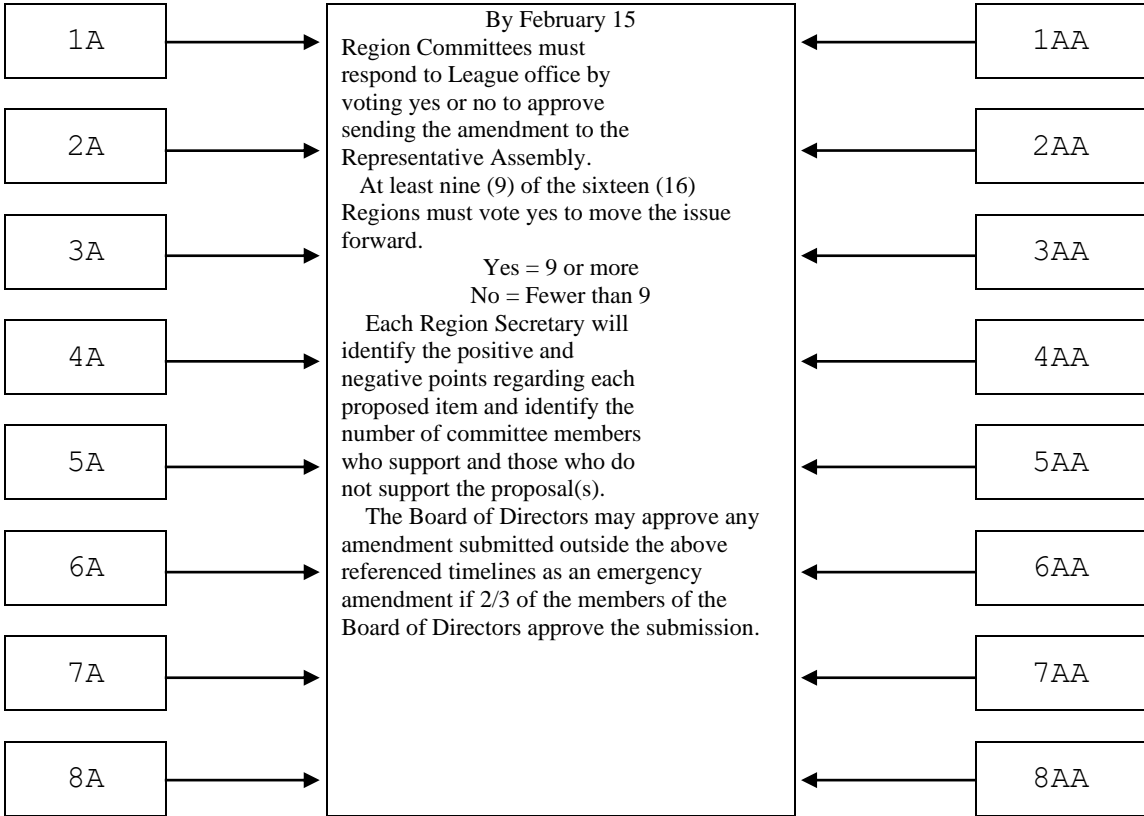
October 15
Amendments submitted to League office by:
1. The Designated School Representative of five (5) or more schools
2. Any Region Committee
3. Board of Directors
4. Action of the Representative Assembly
5. Officers of each activity association (MnIAAA, MSHSCA, MSHSCAGS, MMEA, CTAM)

November 1
League office sends proposed amendments to each member school and each Region Committee

Each member school is asked to discuss the proposed amendment with their local advisory committee (Constitution 208.03) and at a meeting of the school district/member schools' governing board. The purpose of this discussion is to gather input from the local school and school community regarding the effect of the proposed amendment. Each school should provide their input to their Region Committee members or to their Administrative Region Committee Secretary by December 15 of each year.

Class A Regions

Class AA Regions



The League's Representative Assembly will meet as determined by the Board of Directors to vote on any

proposed amendment(s).

If approved, the amendment(s) becomes effective at the start of the next school year.

PROPOSED BUDGET REQUEST

Activity _____ Contest Manager _____

Date(s) _____ Site(s) _____

| | <u>Expenses</u> | <u>Comments/Explanation</u> |
|-------------------------------|------------------|-----------------------------|
| Contest Manager's Fee | \$ _____. | _____ |
| Site Rental | \$ _____. | _____ |
| Referees/Judges | \$ _____. | _____ |
| Event Personnel (Attach List) | \$ _____. | _____ |
| Supplies (Attach List) | \$ _____. | _____ |
| Food-See policies | \$ _____. | _____ |
| Other-Specify | \$ _____. | _____ |
| Other-Specify | \$ _____. | _____ |
| Other-Specify | \$ _____. | _____ |
| TOTAL | \$ _____. | |

Manager's Signature _____

Date _____

Expenses outside the norm must be approved by the Region Committee.

MINNESOTA STATE HIGH SCHOOL LEAGUE SECTION TOURNAMENT FINAL REPORT

| | | |
|-------------|-----------------|-----------------|
| | | Section # _____ |
| Year | Activity | |
| | | |
| | Site(s) | |

To: Tournament Manager
 From: Region Committee

Please complete this report form and return it to your **REGION SECRETARY** (see page 4) **IMMEDIATELY** following the conclusion of your tournament. The report should be received no later than 14 days after the completion of the tournament.

Thank you for your efforts in managing this activity. The coaches, athletes and member schools appreciate your interest and attention to the details necessary for providing a fine tournament experience.

Tournament Manager: _____

Address: _____ City State Zip _____

Phone No: _____ Fax No: _____ Email: _____

PARTICIPATION REPORT

List the participating schools and the number of contests they participated in, i.e. Anoka (5):

| <u>School</u> <u>(# of Participations)</u> | <u>School</u> <u>(# of Participations)</u> | <u>School</u> <u>(# of</u> |
|---|---|-------------------------------|
| <u>Participations)</u> | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Champion _____

Total number of schools participating _____

Total number of participations (number of games/contests played) by all schools _____
 Attendance _____

TOURNAMENT RECEIPTS SUMMARY
*(This section must be completed by the
 Tournament Manager and the Region Secretary)*

TICKET REPORT

| Beginning Ticket Number | Ending Ticket Number | <u>Students</u> Tickets Sold | Price | Amount |
|--|---------------------------------|---|------------------|---------------|
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| <u>Total Student Tickets Sold</u> _____ | | | _____ @ \$ _____ | = \$ _____ \$ |

| Beginning Ticket Number | Ending Ticket Number | <u>Adults</u> Tickets Sold | Price | Amount |
|--|---------------------------------|---|--------------|---------------|
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| _____ | _____ | _____ | @ \$ _____ | = \$ _____ |
| <u>Total Adult Tickets Sold</u> _____ | | | @ \$ _____ | = \$ _____ |

Total Student and Adult Tickets Sold _____ **Total Ticket Sales** \$ _____

Entry fees _____ @ _____ = \$ _____
 Program Sales \$ _____
 Other _____ \$ _____
TOTAL GROSS RECEIPTS \$ _____

| |
|---|
| This section is to be completed by the Region Secretary ONLY |
|---|

| | | | |
|---|-----------------|---|--------------------------------------|
| MSHSL Foundation: Sales \$ _____ | + City \$ _____ | = | \$ (-) _____ |
| | | | * TOTAL NET RECEIPTS \$ _____ |

14.

TOURNAMENT EXPENSES SUMMARY

***(This section must be completed by the
Tournament Manager and the Region Secretary)***

Invoices for billing must be submitted by the Tournament Manager to the Region Secretary. All bills must be approved by the Region Committee and paid by the Region Secretary.

| DISBURSEMENTS | Amount submitted by Tournament Manager | | *Amount Paid by Region Secretary |
|---|---|--|---|
| Tournament Manager's Fee | \$ | | \$ |
| Site Manager's Fee | \$ | | \$ |
| Site Rental(s) | \$ | | \$ |
| Referees, Judges | \$ | | \$ |
| Meet Personnel (*Attach a separate list if necessary) | \$ | | \$ |
| Supplies (Attach List) | \$ | | \$ |
| Food (attach receipts) | \$ | | \$ |
| Program Printing(attach receipt) | \$ | | \$ |
| Custodial Charges | \$ | | \$ |
| Trainer | \$ | | \$ |
| Awards | \$ | | \$ |
| Other | \$ | | \$ |
| Other | \$ | | \$ |
| TOTAL DISBURSEMENTS | \$ | | \$ |

Do you want the Region to pay your school in one check for the expenses incurred or should individual checks be written to each worker? *Individual Checks* *One Check*

PROFIT or LOSS SUMMARY
(This section is to be completed by the Region Secretary ONLY)

| | <i>Previous Year</i> |
|--|----------------------|
| Total Net Receipts \$ _____ | _____ |
| Total Disbursements \$ _____ | _____ |
| Net Profit or Loss \$ _____ | _____ |
| Region 5AA Net Profit/Loss \$ _____ | _____ |
| Attendance _____ | |

15.

EVALUATION

Your evaluation and recommendations will enable the Region Committee to consider improvements for future tournaments.

SUMMARY:

PROBLEMS, DAMAGE, ETC.:

RECOMMENDATIONS:

RECOMMENDED DATES AND SITES FOR NEXT YEAR:

DATE (S) _____
 SITE (S) _____

CHECKLIST:

You must include:

- _____ 1. Ticket Report (beginning and ending ticket numbers)
- _____ 2. Tournament Receipts Summary
- _____ 3. Tournament Disbursements Summary
- _____ 4. Signed Tournament Report Form
- _____ 5. Order for additional medals and trophies for ties and/or duplicates
- _____ 6. Completed brackets

Required Signature:

RETURN TO:
 Scott Larson

55416

1508 Rushmore Drive
Burnsville, MNN

952-432-7527
Sllarson3@comcast.net

I have received this document from the above named
tournament/contest Manager and I find it to be accurate

Region Secretary

16.

2012-13

**MINNESOTA STATE HIGH SCHOOL LEAGUE
MUSIC AND FINE ARTS CONTEST REPORT**

CONTEST REPORT

(Year)

Contest _____

SECTION _____

Please complete this report form along with the excel spreadsheet and audit report and email to
sllarson3@comcast.net Phone: 952-432-7527

Thank you for your efforts in managing this activity and providing the experience for the students.

RETURN TO: Scott Larson
1508 Rushmore Drive
Burnsville, MN 55306
sllarson3@comcast.net

CONTEST MANAGER _____
ADDRESS _____

PHONE
(W) _____

CITY _____ ZIP _____

(H) _____

E-mail _____

CONTEST DATE _____

SITE _____

The following must be included and are to be checked off by the contest manager:

- _____ 1. Receipts for postage, supplies and judges meals
- _____ 2. Excel spreadsheet completed with totals
- _____ 4. Evaluation completed and the report is signed by contest manager

To the best of my knowledge, this report is complete and accurate.

Contest Manager Signature

Region Secretary Signature

Date

Date

(Supporting documentation, including the audit sheet of personnel and invoices must accompany this report.)

EXPENSES (to be submitted to Region Secretary for payment)

| | <u>\$</u> |
|--------------------------------------|-----------|
| Site Rental | _____ |
| Judges | _____ |
| Site Manager | _____ |
| Program Printing | _____ |
| Clerical @ \$10.00/Hr. | _____ |
| Postage (attach receipt) | _____ |
| Supplies (attach list) | _____ |
| Judges' Meals (# of judges x \$6.50) | _____ |
| Other _____ | _____ |
| Other _____ | _____ |
| Total: | _____ |

CONTEST MANAGER'S EVALUATION REPORT

You are required to complete this section of the tournament report. Your evaluation and recommendations will enable the Region Committee to consider improvements for future contests.

SUMMARY:

PROBLEMS, ETC.:

RECOMMENDATIONS:

RECOMMENDED DATE(S) FOR NEXT YEAR: **Please Complete:**

DATE: _____

SITE _____

