

M.S.H.S.L. FOOTBALL PLAYOFFS Region 5A POLICIES AND PROCEDURES

Revised 12/27/11

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, 5AA). 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.