**REGION 7AA HANDBOOK – 2020 -- 2021**

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November 25, 2020

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**REGION 7AA OFFICIAL HANDBOOK**

**(Effective beginning August 1, 2020)**

**I. Membership:**

Region 7AA membership consists of schools assigned by the Minnesota State High School League. Assigned schools will be divided into sub-regions - see Appendix A.

**II. Philosophy:**

**Region 7AA supports the concept of equal opportunities for all members who participate and compete in all team and individual contests. The Committee will evaluate its policies periodically to insure this principle. Revisions may be made based on finances, gender of participants, school size, or location of school. Activities scheduled by the Region will attempt to minimize loss of school time for its members.**

**III. Local Control:** (Articles of Incorporation and Constitution 208.00)

Designated School Representatives - At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to vote for each school they represent.

Designated Activity Representatives - At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys' sports; (b) girls' sports; (c) debate/drama/speech; and (d) music.

Local Advisory Committee - Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

**IV. Region 7AA Committee** **Governance and Representation:**  (Constitution 210.00)

The Board of Directors approves the assignment of schools to a Region and the Region Committee assigns schools to a sub-region according to a reasonably equal distribution of the schools assigned to that Region. If the school does not approve of its placement in a Region or Sub-Region, it may appeal that decision to the Board of Directors who shall make the final decision about placement.

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 member of one sex, a representative of that sex shall be appointed by the committee. 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 additional positions are not limited to designated school representatives. No individual member school may have more than two (2) representatives on the Region 7AA Committee.

**(1)**

Selection of Committee Members: Each Class "A" and Class "AA" Region shall be divided into four (4) geographically determined sub-regions. See Appendix 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 with one representing boys' coaches and one representing girls' coaches; two (2) fine arts directors with one representing music and one representing speech/debate/one act play. No member school may have more than two (2) representatives on the region committee. The term of office for school administrators shall be four (4) years. The term of office for coaches/activity directors shall be four (4) years.

Terms of Office: 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 member 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.

Each of the four (4) geographically divided sub-regions of that region shall

be numbered one (1) through four (4) and representation on the region committee during the school years shall be as follows:

**School Administration** -- 4-year terms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2017-2021** | **2019-2023** | **2021-2025** | **2025-2029** |
| Board of Ed | Sub-Region #3 | Sub-Region #2 | Sub-Region #1 | Sub-Region #4 |
| Superintendent | Sub-Region #4 | Sub-Region #3 | Sub Region #2 | Sub-Region #1 |
| Principal | Sub-Region #1 | Sub-Region #4 | Sub Region #3 | Sub-Region #2 |
| Athletic Director | Sub-Region #2 | Sub-Region #1 | Sub Region #4 | Sub-Region #3 |

Following the expiration of the term of office, the rotation for sub-region representation shall move from bottom to top.

**Coaches/Fine Arts Representatives** -- 4 year term at large

**(4 yr terms) (4 yr terms) (4 yr terms)**

Boys Coaches 2017-2021 2021-2025 2025-2029

Debate/Drama/Speech 2017-2021 2021-2025 2025-2029

Girls' Coaches 2019-2023 2023-2027 2027-2031

Music 2019-2013 2013-2027 2027-2031

Election 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 summer meeting. A complete list of the region committee members, see Appendix B, shall be sent to the League Office by August 1 of each year.

Each region committee shall develop an advisory structure for each League-sponsored activity conducted at the region level.

**(2)**

**V. Powers and Duties of the Region Committee:** (**MSHSL Constitution 210.02**)

* The Region Committee is responsible for the immediate and general supervision of the region events assigned by the Board of Directors. (See Appendix D) 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. At all meetings of the Region Committee, a quorum shall consist of 50% of the total membership.
* The Region Committee shall:

1. Elect their own officers and designate their responsibilities;

2. When appropriate for each identified tournament, assign schools to a sub-section as determined by the schools in that activity;

3. Keep complete minutes on all meetings of the region committee;

4. Furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office;

5. 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; 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 the participation of teams assigned to the region tournament;

6. Maintain a financial balance in accordance with Board of Directors policies;

7. Provide for an annual audit of region funds;

8. Perform such other duties as may properly come before the committee.

* 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. The salary of the executive secretary/treasurer will be reviewed annually.
* Committee members will be reimbursed expenses as per Appendix F.

**VI. Region Meetings:** (**MSHSL Constitution 209.03**)

* Each member school is entitled to two votes.
* Regions may conduct organizational meetings either in the spring or fall of the year.

1. 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;

2. To elect a designated school board representative from each region to serve in the Representative Assembly for a term of two (2) years;

a. 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 this maximum term.

3. To fill vacancies on the region committee.

* The names of region committee members and assignments shall be sent to the MSHSL office not later than August 1 of each school year.
* Special meetings of the Region may be called at the discretion of the Region Committee.

**(3)**

**VII. MSHSL Representative Assembly and its Function:** (**Constitution 210**)

The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing rules. Its function is to consider all bylaw proposals set before it by the designated school representatives of member schools, region committees, the Board of Directors, and officers of the representative associations after recommendation by the association's delegate assembly; to weigh the merit of such proposals in relation to the welfare of the League; and to accept or reject them as a part of the Activity Bylaws of the League or in the form of resolutions. It shall review reports of League activities, finances and concerns.

* Committee members. These delegates are appointed by the Region Committee.
* Selection of delegates will be made during the spring and approved by the Region Committee at its spring meeting. For the initial appointment, Region 7AA will have one delegate for a two year term and two delegates for a three year term.
* Terms of office on the Representative Assembly shall be two (2) years. 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 this maximum term.
* Delegates will be reimbursed for expenses as per Appendix F.

**VIII. MSHSL Board of Directors:** (**Constitution 211.00**)

* The management of the affairs of the Minnesota State High School League shall be vested in a Board of Directors as outlined under Section 45 of Chapter 718, Minnesota Laws 1988.
* One of the directors will represent Region 7AA and Region 8AA and, by agreement between the two committees, these two regions alternate terms on the Board of Directors. Each term on the MSHSL Board of Directors is four (4) years.
* Method of election:

1. A director shall be elected every fourth year by the member schools of the area. The election shall be conducted between March 1 and May 1. Each member school has two (2) votes to be cast by the designated school representative.

2. Election rotation: 2020-2024 – 8AA, 2024-2028 – 7AA. 2028-2032 – 8AA

3. Each member school may nominate one candidate. The candidate shall be an individual who is eligible to be a designated school representative.

4. The Region Committee of the area (combined regions) shall establish an election committee, establish election procedures and conduct the election.

**IX. MSHSL Drone Policy**

* This policy was approved by the League’s Board of Directors on August 4, 2015.
* The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited for any purpose by any person at any MSHSL post-season tournament venues.
* For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. This prohibition applies to all fields of play, courts, arena, mats, gym floor, or pool, and includes a ban on the entire facility being used as part of the MSHSL event, including the spectator areas and parking areas.
* Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV.
* An exception to this policy, in writing, may be made in specific cases for MSHSL partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MSHSL.

**(4)**

**X. Region Committee Tournament Management Responsibility:**

* The Region Committee shall be responsible for the conducting of tournaments for their activities as determined by the MSHSL. **(See Appendix D).**

1. The committee will set the site, date, and manager for all tournaments.

2. No changes of date, site or manager is done without the approval of the Region Committee.

a. Exception: Semifinals & Final -- The two competing schools may change the site if the two teams agree and the change in site is feasible. Committee chairperson may grant final approval of site change after being supplied with information from the Rules & Policies Committee.

b. If the two schools involved don’t agree on a closer site, each of those two schools shall submit the neutral site of their choice and the Rules & Policies Committee determines which neutral site will be used.

* The Region Athletic Directors shall have three meetings to make recommendations to the Region Committee for the next year's tournaments. Said recommendations are to include site, date and manager for each athletic activity. If the tournament manager is someone other than a member school's athletic/activities director, an athletic/activities director shall be appointed to oversee the management of the tournament. All tournaments conducted will be held within the Region 7AA administrative area if there is a school that has interest to host and there is an acceptable facility.
* Scheduling requirements for Spring Tournaments.

1. Preliminaries and Finals North/South Site Rotation are used for Boys & Girls Track.

2. Track & Golf are two-day tournaments with one day held on a non-school day.

3. Boys Tennis, Softball, and Baseball will play on non-school days as much as possible.

* Fine Arts

1. Debate/Drama/Speech: The sites, dates and managers for the next year are presented to the Region Committee as a recommendation by the coordinator prior to the April Region Committee meeting.

1. Music: Contest sites, dates and managers for the next year are presented to the Region Committee by the coordinator prior to the April Region Committee meeting.
2. One Act Play: There will be 2 preliminaries. In the event an area (North or South) has two or more schools participating in a geographic area as compared to the other area, there will be a draw of those schools for some to be placed in the other preliminary. There will then be an even number of schools within each preliminary round advancing 2 schools to the section finals. If 12 or more schools compete in the section tournament, 3 schools from each preliminary round advance to the finals. A school that is scheduled to host a preliminary event is not included in the rotation to move to another preliminary competition.

**(5)**

**XI. Tournament Coordinators:**

* Work with the site manager on the consistency of the tournament from one year to the next. Assist the tournament site managers with procedures already being executed.
* Conduct coaches’ meetings a minimum of every two years. More often if needed.
* Shall be responsible for hiring officials with possible input from site managers.
* Shall ensure that once teams are seeded, they will maintain that seed in all sports through the tournament. i.e.: Team seed #5 will always be #5 regardless of whom they defeat.
* For the final two teams in double elimination tournaments, the highest seeded team that entered the tournament is the home team for the first game. If a second game is needed, for Softball, winner of a coin flip gets its choice of home or visitor. For Baseball the team that was home rotates to be the visitor.

**XII. Tournament Coordinator or Site Managers**: (Duties and Responsibilities)

* Reserve the site for the scheduled dates.
* Hire and execute contracts with officials, judges.

1. Stipends follow the Metro Officials Fees Schedules - see **Appendix E** for guidelines.

2. Mileage reimbursement as per **Appendix F**.

3. Expenses for meals and lodging (if needed) see Region guidelines. See **Appendix F**.

* Baseball, basketball and volleyball tournament managers are to find out the manufacturer's brand of ball to be used at state tournament and notify member schools that Region 7AA will use that same brand of ball for region tournaments.
* Inspect the facility before the tournament to allow time for any necessary changes.
* Use the MSHSL Meet Manager Manual as a guideline. (Manual sent from the MSHSL.)
* Hire competent and necessary personnel to run a good tournament.

1. Use local guidelines for determining amounts of pay. For a single tournament contest, $60 is the maximum that may be requested for a worker. The Host school submits its district’s usual & customary percent amount needed to cover its benefits rate. **The maximum amount the Region is 18%.**

2. Send reminders of position - time - date - site.

* Send information packets to all participating schools, and Executive Secretary.

1. Date - time - site

2. Pairings

3. Locker room assignments

4. Cheerleader information

5. Band information

6. Warm-up time/area, etc.

7. National anthem procedure

8. Half-time procedure, if applicable.

9. Awards procedure

a. Trophies and medals awarded shall be designated and authorized by the MSHSL. Any other awards are prohibited.

b. Trophies and medals provided by the MSHSL are sent to the tournament coordinator or the final contest site manager.

10. Supply restaurant and motel/hotel information with addresses and phone numbers.

11. Supply map of area and tournament site with location directions, if appropriate.

**(6)**

* Print appropriate programs.

1. Each tournament manager is responsible to promote, consider, approve, and enter into the agreement as the designee of Region 7AA for a program that will contain advertising and if a program will be sold. A report must be provided by the tournament manager to the committee following the tournament. This report will include a copy of the agreement, and all accounting procedures. Considerations for tournament managers include **(1)** equality if tournaments include boys and girls, **(2)** the number of programs to print, **(3)** the levels of play for program distribution, **(4)** the cost of programs if being sold and who receives the profit, **(5)** and the total amount reimbursed to Region 7AA from program printing rights. Suggestions for managers for the rate provided to Region 7AA may include: **(1)** a flat rate, **(2)** a percentage of the net profit, **(3)** base the amount on fans attending the tournament, **(4)** or an amount per program printed.

* Allow no local fund raisers (other than normal concessions and section T-shirt sales) without permission from Region Committee. Raffles or fifty-fifty drawings are not allowed.
* Radio, Webcasts, Live Television, Delayed TV - Follow Region MSHSL/7AA Medial Policy

1. **TV – Delayed**. School No Charge, Commercial $200. **TV – Live**. Negotiated. **Web/Audio Delayed**. School No Charge, Commercial $200. **Web/Audio Live** – School No Charge, Commercial $200. **Web/Video Delayed**. School No Charge, Commercial $200. **Web Video Live** – Available only for section final contests. Negotiated, minimum amount $1,000.

* Finances:

1. Expenses - Send requests for expense checks to Executive Secretary/Treasurer. Payments are made following the event when the completed tournament report with gate sale check is submitted.

**DO NOT PAY EXPENSES OUT OF GATE RECEIPTS!!**

2. Receipts - Use form in the two-page tournament report for ticket sale accounting. Use your school tickets. Send monies and ticket accounting numbers to Executive Secretary/Treasurer immediately, **within one week of the contest**.

* If required by policy of Region 7AA Committee, host schools will sell tickets and submit gate sales check. Any host school that chooses not to charge admission will receive no expense compensation from Region 7AA and is responsible for all costs of the event.
* Send the two-page tournament report, Appendix L, **with your signature**, to the Executive Secretary **immediately** following the tournament - required by the State Auditor and the MSHSL.
* Call or send in scores: Local Media - as many as possible plus:

Associated Press—1-800-300-8340, apscores@ap.org

Duluth News – 218-723-5303 OR 1-800-456-8181, sports@duluthnews.com

Minneapolis Star Tribune – 612-673-4447 OR 1-800-752-8120, preps@startribune.com

St. Paul Pioneer Press – 651-228-5518, preps@pioneerpress.com

* Tournament managers fees – **(See Appendix K)**

**XIII. Distribution of Region Monies**

Per policy of the MSHSL, if year-ending monies exceed twenty percent (20%) of annual expenditures, the excess returned to member schools per direction of the Region Committee. If the amount to be returned to each member school is less than $100, Region 7AA will seek, by written request to the Board of Directors, to keep the amount in the region treasury.

**XIV. Passes: (Appendix G)**

* Only Administrative Region 7AA tournament approved passes are: 7AA Committee members, 7AA Activities Directors, 7AA member schools Administrator, 7AA Lifetime Committee passes, and MSHSL Officials passes. The Committee allows non 7AA administrative schools but section tournament participants (1) Sport specific pass to the Activities Director. **Refer to Appendix G, Tournament Passes for details.**

**(7)**

**XV. Executive Secretary/Treasurer Responsibilities:**

* Meetings

1. Make reservations for the Committee meetings.

2. Plan with the Committee Chairman an agenda for the meeting.

3. Send a reminder to Committee members of the next meeting together with pertinent information to be discussed and acted upon.

* Minutes

1. Keep minutes of all meetings and distribute to member schools, Committee members and the MSHSL.

2. Keep a file of MSHSL and Region 7AA minutes and keep the Committee members informed of pertinent data in those minutes.

* Finance

1. At each meeting, present to the Region 7AA Committee an updated financial report of monies received and distributed.

2. Collect and deposit all monies received by Region 7AA from tournaments and other regions.

3. Issue all checks to pay Region 7AA obligations for tournaments, meetings and other expenses.

4. Report to the MSHSL the financial condition of Region 7AA, including detailed reports of receipts and expenditures.

* MSHSL

1. Inform the MSHSL of Region 7AA tournament sites, dates and managers.

2. Inform the MSHSL of Region 7AA Committee membership.

3. Inform the MSHSL of Region 7AA Delegates to the Representative Assembly.

4. Help the with the election process for the Area 4 (Regions 7AA and 8AA) member to the MSHSL Board of Directors. This position is elected once every four years.

* Region 7AA

1. Help the Region 7AA Committee to establish and conduct election of Region Committee members according to MSHSL rules.

2. Help the Region 7AA Committee to establish and conduct election of MSHSL Representative Assembly delegates according to MSHSL rules.

3. Help the Region 7AA Committee (as directed) to carry out its charge.

* Tournament Direction

1. Act as liaison to the coordinators, site managers and the Region 7AA Committee.

2. Assist tournament managers to conduct their tournaments.

* The Executive Secretary/Treasurer position and salary is reviewed and determined annually by the Region 7AA Committee. The stipend is $45,071.00 for 2020-2021.
* The Executive Secretary-Treasurer of Region 7AA shall be reimbursed according to the guidelines approved by the Region 7AA Committee. Mileage, meals, and lodging for the Executive Secretary-Treasurer shall be paid when the he is taking part in official Region 7AA business, attending meetings as the representative of Region 7AA, attending Region 7AA tournaments, or involved in any other Region 7AA or MSHSL related activities.

Region 7AA reimburses Secretary $365.00 for personal computer use for the operating year. The Secretary owns his own computer, fax, copier, printer, & scanner. The Region pays half of any repairs or upgrades. The Region pays for high speed internet service and data plan. The Region pays for a phone/fax line and its installation.

**XVI. Sexual Harassment Policy:**

* Per Official MSHSL Handbook, Policy Statements; pages **108-109**

**(8)**

**APPENDIX A**

Revised April 20, 2011

**REGION 7AA**

**MEMBER SCHOOLS**

**Adjustments recommended based on new additions**

**Sub-Region #1**

Andover

Big Lake

Elk River

Princeton

Zimmerman

**Sub-Region #2**

Cambridge

Chisago Lakes

Forest Lake

North Branch

St. Francis

**Sub-Region #3**

Duluth Denfeld

Duluth East

Hermantown

**Sub-Region #4**

Cloquet

Grand Rapids

Hibbing

**(9)**

**APPENDIX B**

Revised August 1, 2019

**REGION 7AA COMMITTEE – FOR 2020-2021**

|  |  |
| --- | --- |
| Mike Cunningham, Activities Director  Elk River High School  900 School Street  Elk River, MN 55330 | Office: 763-241-3429  Email: michael.cunningham@isd728.org  Term: 19-20, 20-21, 21-22, 22-23  **Sub Region #1** |
| Tom Pearson, School Board Designee  Duluth Public Schools  401 44th Ave. West  Duluth, MN 55807 | Office: 218-336-8830 Ext. 1948  Email: Tom.Pearson@isd709.org  Term: 17-18, 18-19, 19-20, 20-21  **Sub Region #3** |
| Beth Clark, Head Girls Basketball Coach  Hermantown High School  4335 Hawk Circle Drive  Hermantown, MN 55811 | Office: 218-626-6018  Email: bclark@isd700.org  Term: 19-20, 20-21, 21-22, 22-23  **Girls Athletic Coaches Representative** |
| Tom Lenarz, Superintendent Designee  Cloquet High School  2001 Washington Ave.  Cloquet, MN 55720 | Office: 218-879-3328 Ext 2103  Email: tlenarz@isd94.org  Term: 17-18, 18-19, 19-20, 20-21  **Sub Region #4** |
| Terry Bizal, Principal  Elk River High School  900 School Street  Elk River, MN 55330 | Office: 763-241-3425  Email: terrence.bizal@isd728.org  Term: 17-18, 18-19, 19-20, 20-21  **Sub Region #1** |
| Heidi Sprandel, School Board Member  Cambridge-Isanti High School  430 8th Avenue NW  Cambridge, MN 55008-1097 | Office: 612-998-5644  Email: hsprandel@c-ischools.org  Term: 19-20, 20-21, 21-22, 22-23  **Sub Region #2 Board of Education Representative** |
| Matt Lattimore, Activities Director  North Branch High School  38175 Grand Avenue  North Branch, MN 55056 | Office: 651-674-1512  Email: mlattimo@isd138.org  Term: 17-18, 18-19, 19-20, 20-21  **Sub-Region #2** |
| Superintendent | Office:  Email:  Term: 19-20, 20-21, 21-22, 22-23  **Sub Region #3** |
| Thor Mattick  Princeton High School  807 S. 8th Ave.  Princeton, MN 55371 | Office: 763-389-6030  Email: thor.mattick@isd477.org  Term: 17-18, 18-19, 19-20, 20-21  **Debate/OA/Speech/Visual Arts Representative** |
| Mike Finco, Principal  Hibbing High School  800 E 21st Street  Hibbing, MN 55746 | Office: 218-208-0848 ext: 11010  Email: Michael.Finco@ISD701.org  Term: 19-20, 20-21, 21-22, 22-23  **Sub-Region #4** |
| Greg Spahn  Grand Rapids High School  800 Conifer Drive  Grand Rapids, MN 55744-2499 | Office: 218-327-5760 Ext: 41527  Email: gspahn@isd318.org  Term: 17-18, 18-19, 19-20, 20-21  **Boys’ Athletic Coaches Representative** |
| Dale Gunderson  Grand Rapids High School  800 Conifer Drive  Grand Rapids, MN 55744-2499 | Office: 218-327-5760  Email: dgunderson@isd318.org  Term: 19-20, 20-21, 21-22, 22-23  **Music Representative:** |

**(10)**

APPENDIX C

**REGION 7AA**

**REPRESENTATIVE ASSEMBLY DELEGATES**

**Revised, June 17, 2019**

|  |  |
| --- | --- |
| **Name** | Greg Spahn |
| **Position** | Boys Athletics Representative, Head Football Coach |
| **School** | Grand Rapids High School, 800 Conifer Drive, Grand Rapids, MN 55744 |
| **Office** | 218-327-5760 Ext: 41527 |
| **Fax** | 218-327-5778 |
| **Email** | [gspahn@isd318.org](mailto:gspahn@isd318.org) |
| **Term** | 2018-2020 |
| **Elected** | July 2018 |
|  | **Sub Region #4** |

|  |  |
| --- | --- |
| **Name** | Mike Cunningham |
| **Position** | Activities Director |
| **School** | Elk River High School, 900 School Street, Elk River, MN 55330 |
| **Office** | 763-241-3429 |
| **Fax** | 763-241-3421 |
| **Email** | Michael.cunningham@isd728.org |
| **Term** | 2019-2021 |
| **Elected** | June 2019 |
|  | **Sub Region #1** |

|  |  |
| --- | --- |
| **Name** | Matt Lattimore (2nd term) |
| **Position** | Activities Director |
| **School** | North Branch High School, 38175 Grand Avenue, North Branch, MN 55056 |
| **Office** | 651-674-1512 |
| **Fax** | 651-674-1510 |
| **Email** | mlattimo@isd138.org |
| **Term** | 2019-2021 |
| **Elected** | June 2019 |
|  | **Sub Region #2** |

**VII. MSHSL Representative Assembly and its Function:** (**Constitution 210**)

The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing rules. Its function is to consider all bylaw proposals set before it by the designated school representatives of member schools, region committees, the Board of Directors, and officers of the representative associations after recommendation by the association's delegate assembly; to weigh the merit of such proposals in relation to the welfare of the League; and to accept or reject them as a part of the Activity Bylaws of the League or in the form of resolutions. It shall review reports of League activities, finances and concerns.

* Committee members. These delegates are appointed by the Region Committee.
* Selection of delegates will be made during the spring and approved by the Region Committee at its spring meeting. For the initial appointment, Region 7AA will have one delegate for a two year term and two delegates for a three year term.
* Terms of office on the Representative Assembly shall be two (2) years. 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 this maximum term.
* Delegates will be reimbursed for expenses as per Appendix F.

**(11)**

**APPENDIX D**

Revised September 27, 2017

**REGION 7AA**

**TOURNAMENT RESPONSIBILITIES**

**FALL**

Boys & Girls Cross Country Running – Section 7AA

Football – Section 7AAAA

Football – Section 7AAAAA

Football – Section 6AAAA

Boys Soccer – Section 7A

Girls Soccer – Section 7A

Boys Soccer – Section 7AA

Girls Soccer – Section 7AA

Girls Tennis – Section 7AA

Volleyball – Section 7AAA

**WINTER**

Boys Basketball – Section 7AAA

Girls Basketball – Section 7AAA

Boys Basketball – Section 7AAAA

Girls Basketball – Section 7AAAA

Girls Gymnastics – 7A

Girls Gymnastics – Section 7AA

Boys Hockey - Section 5A

Boys Hockey - Section 7AA

Girls Hockey - Section 7AA

Boys & Girls Alpine Skiing - Section 7

Wrestling Team & Individual - Section 7AA

Wrestling Team & Individual - Section 7AAA

Dance Team – Section 2AA

Dance Team – Section 4AAA

**SPRING**

Baseball - Section 7AAA

Baseball – Section 7AAAA

Boys & Girls Golf - Section 7AAA

Softball - Section 7AAA

Softball – Section 7AAAA

Boys' Tennis - Section 7AA

Boys & Girls Track - Section 7AA

**FINE ARTS**

Drama (One-Act Play) - Section 7AA

Music – North & South Instrumental (6) - Section 7AA

Music – North & South Vocal (4) - Section 7AA

Speech - Section 7AA

Visual Arts 7AA

**(12)**

**APPENDIX E**

**(Updated, June 17, 2020)**

**OFFICIALS' STIPEND GUIDELINES for 2020-2021**

BASEBALL $85.00 \*\*

BASKETBALL 2 or 3 person crew $84.00 **\*\***

FOOTBALL 5 person crew $94.00\*\*

GIRLS' GYMNASTICS Judge $130.00

Head Referee $160.00

HOCKEY Referee $98.00 \*\*

Linesperson $81.00

Goal Judge (Semis & Final) $40.00

LACROSSE GIRLS Referee $86.00

LACROSSE BOYS Referee $86.00

SOCCER (Per Official) $80.00 \*\*

SOFTBALL $77.00 \*\*

SWIMMING 2 Officials $75 to $125.00

TRACK Starter & Asst Starter Each Day $150.00

Head Field Judge Each day $75.00

Hytek Two Day Total $2,000.00

VOLLEYBALL Official $79.00 \*\*

Lines (Semis & Final) $48.00

WRESTLING (**INFO COMING SOON**) Individual ~~$350.00~~ \*\*

Team Section per match $75.00

DEBATE 2 day tournament total $220.00 \*\*

DRAMA $30.00/play + mileage

MUSIC $130.00 + mileage

VISUAL ARTS (3 judges maximum) $100.00

DANCE TEAM (State association sets the rate)

SPEECH (60-65 Judges maximum No mileage) $150.00

**MILEAGE: See Appendix F, $.50 per mile**

**\*\*Region 7AA pays $5 above the regular season athletic rate of Metro Officials Assn. schedule. No mileage is reimbursed to Metro Association Officials who work at sites where mileage is not paid for regular season. Metro officials assigned to a Duluth site receive mileage beginning at North Branch.**

**Association/Assignors Fees – Associations must handle any membership obligations internally.  Region 7AA procedure excludes any reimbursement of assignors’ fees. Full stipends are paid to each official as indicated on the above schedule.**

**Baseball & Softball – Umpire shows, no game = ½ fee. Suspended game before legal = 2/3 fee. Suspended after legal game = full fee. Complete suspended game on another day = full fee.**

**(13)**

**APPENDIX F**

Revised: October 1, 2015

**PER DIEM REIMBURSEMENT**

Meals Breakfast $9.00

Lunch $11.00

Dinner $16.00

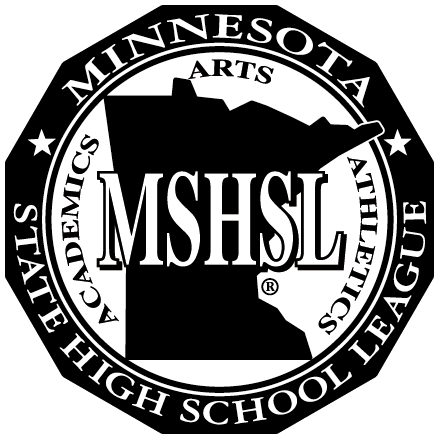
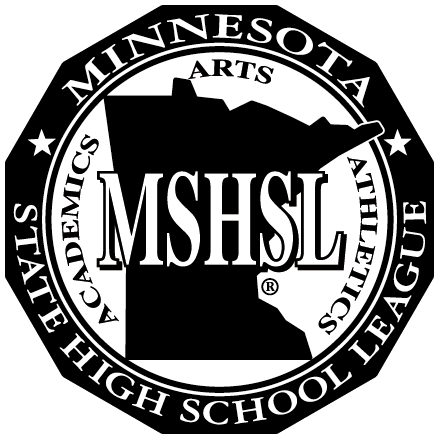
Lodging Actual Cost

Mileage $.50 per mile

(from city address to city address, round trip)

\*Receipts for meals or Lodging must be provided.

**(14)**

**Appendix G Region 7AA Pass Policy**

**Approved: August 1, 2019**

The passes provided to schools will be to fulfill the obligation of school personnel supervision at section tournament contests as is expected by the MSHSL.

**MSHSL Bylaw 409, RESPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS**

Bylaw 409-2 specifically states, “School officials shall be held responsible for the proper conduct of teams, students, and home spectators regardless of where the contest is being held.”

In all MSHSL/Region 7AA activities, each participating school shall designate a person or persons from that school to serve as crowd control supervisors or chaperones. Region 7AA tournament staff may require school administrators to contact the tournament manager prior to the start of the tournament game so that they can be immediately contacted to respond to behavioral issues regarding their team members, students and/or spectators at the tournament site. Each supervisor or chaperone should be immediately identifiable to the students and to the tournament site staff and other security personnel. This helps to coordinate crowd control between school supervisors and tournament site personnel.

**ONLY THESE APPROVED PASSES ARE HONORED**

**Region 7AA Committee Member Pass**

(1) Regular season and tournament pass for holder of pass + 3 guests

**Region 7AA Activities Director Pass**

(1) Regular season and tournament pass for holder of pass + 3 guests

**Region 7AA School Administrators Pass**

(3) Regular season and tournament pass for holder of pass + 1 guest

**Non-Administrative 7AA Participating Section School Activities Director Pass**

(1) Sport specific tournament pass for A.D. + 1 guest

**Region 7AA Lifetime Committee Member Pass**

**MSHSL issued Registered Official Pass**

**Supervision**

The host site manager will confirm how many, if any, participating school supervisors are required to attend and assist with crowd control. Maximum stipend per person is $50. The maximum total reimbursable to a school shall not exceed $200.

**(15)**

**APPENDIX H**

(Revised: Revised, August 1, 2019)

**TOURNAMENT EXPENSE GUIDELINES**

**Rental**

No rental fee may be charged for home site high seed contest. A rental fee of up to $200 may be charged if the facility is a neutral site, (the team using this as their home site is not participating). Exception: For non-school-owned Hockey sites, Region 7AA will reimburse up to $600 for rental costs for home site high seed contests, and actual rental costs at neutral site semifinal or final Hockey arenas. Unusual circumstances, e.g., snow removal on football field or wet grounds on baseball or softball fields are reimbursable. Other documented expenses may be approved at the discretion of the Region Committee.

**Custodial Costs**

Region will not pay custodial costs for dual (home site) contests.

Region will pay for overtime custodial costs for multiple team neutral site contests.

**Incidentals/Supplies**

Participating schools will absorb costs for supplies, phone, postage, paper, etc. to organize and conduct section meets/contests.

**Workers**

Host schools will follow usual and customary fees that are paid at their school's home events.

**Food/Beverage Allowance**

These activities will be reimbursed for officials’ food or beverage. This allowance does not include coaches. No other Region 7AA events will be reimbursed. Your request must be documented with a voucher, invoice, or sales slip for actual cost up to the maximum amount identified.

* **Fall**: Girls Swim $100
* **Winter**: Alpine Ski $100, Hockey B&G $100 Semis, Dance $150, Gymnastics $100, Boys Swim $100, Wrestling $150 each for team & individual finals, Basketball B&G $100 Semis.
* **Spring:** Softball $100 final four, Baseball $100 final four, Track B&G $200 each Prelim & Finals.
* **Fine Arts**: Debate $100, One Act $150 Sub & Finals, Speech $350**,** Visual Arts $100, Music $100
* **Track, Wrestling, Dance, Cross Country**: Identification apparel may be reimbursed for staff/workers associated in the operation of the tournament to a maximum of $300 with prior approval from Region Secretary and accompanying invoice.

**Substitute Pay**

Region will not reimburse schools for substitute pay for employees absent from work to conduct region business at events and meetings.

**Tournament Programs**

No reimbursement is allowed from Region 7AA to produce programs if a school is host to a home site high seed tournament contest. A school may request reimbursement, with documented invoice, for actual cost, up to $200 for production of programs to host a multiple team tournament. If additional reimbursements are needed, the school must seek permission prior to the event and get approval from the Region 7AA Secretary.

Each tournament manager has the option, and is responsible to consider, promote, approve, and enter into the agreement as the designee for the Region 7AA Committee for a program that will contain advertising and/or if a program will be sold. A report must be provided by the tournament manager to the committee following the tournament. This report will include a copy of the agreement, and all accounting procedures. Considerations for tournament managers include; equality if tournaments include boys and girls, the number of programs to print, the levels of play for program distribution, the cost of programs if being sold, who receives the profit, and the total amount reimbursed to Region 7AA from program printing rights. Suggestions for managers for the share provided to Region 7AA may include: (1)a flat rate, (2)a percentage of the net profit, (3) base the amount on a per fan basis, attending the tournament, (4) or an amount per program printed.

**(16)**

**APPENDIX I**

Revised: April 30, 2018

**TOURNAMENT ADMISSION RATES**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **Student/Adult**  **PRELIM/QUARTER** | **Student/Adult**  **SEMIS & FINALS** |
| Baseball | 6.00/8.00  **Playin, Quarter, Final 8** | 6.00/8.00  **Final 4** |
| Basketball | 6.00/8.00 | 6.00/8.00 |
| Dance Team | N/A | 6.00/8.00 |
| Football | 6.00/8.00 | 6.00/8.00 |
| Gymnastics Girls | N/A | 6.00/8.00 |
| Hockey | 6.00/8.00 | 6.00/8.00  **Boys 7AA 6.00/10.00** |
| Soccer | 6.00/8.00 | 6.00/8.00 |
| Softball | 6.00/8.00  **Playin, Quarter, Final 8** | 6.00/8.00  **Final 4** |
| Swimming | 6.00/8.00 | 6.00/8.00 |
| Track | 6.00/8.00 | 6.00/8.00 |
| Volleyball | 6.00/8.00 | 6.00/8.00 |
| Wrestle (Individual.) | 6.00/8.00 | 6.00/8.00 |
| Wrestle (Team) | 6.00/8.00 | 6.00/8.00 |
| One Act Play | N/A | N/A |
| Ski Nordic | N/A | N/A |
| Ski Alpine | N/A | N/A |
| Golf | N/A | N/A |
| Cross Country Run | N/A | N/A |
| Tennis | N/A | N/A |
| Music | N/A | N/A |
| Speech | N/A | N/A |

A school that fails to collect gates sales as policy indicates will be responsible for all contest expenses.

**(17)**

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| --- | --- | --- |
| **REGION 7AA - APPENDIX J (Revised, April 23, 2014)** | | |
| **CHECK REQUEST PAYMENT FORM** | |  |
|  |  |  |
| **Activity:** | **Site:** |  |
| **Level of Play:** | **Date:** |  |
|  |  |  |
| **Site Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **District Employee Workers** |  |  |
| **NAME** | **ASSIGNMENT** | **AMOUNT** |
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| **Employee** | **Worker Cost** | $0.00 |
| **Taxes & Benefits % & Cost** |  | $0.00 |
| **Non Employee Workers** |  |  |
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| **Non Employee** | **Worker Cost** | $0.00 |
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| **Total Amount Requested by** | **Host School** | $0.00 |
| **Additional Individual Checks Requests. Documentation Procedures** | |  |
| Officials: Completed Independent Contracts |  |  |
| Trainers: Completed Independent Contracts or include on workers list if payment is made to the school | | |
| Police/Hospitality/Rent/Custodial/Supplies: Completed Voucher/Invoice/Bill/Sales Slip | | |
| Paychex: Completed Part Time Employment Contract, W-4 & I-9 forms completed with documentation | | |
|  |  |  |
| **(18)** |  |  |

**APPENDIX J – Revised: (April 23, 2014)**

**MSHSL REGION 7AA --- Check Request Form**

**Doug MacIver, Executive Secretary, 2529 Providence Rd., Duluth, MN, 55811**

**Phone (218) 727-1407 Fax (218) 727-1407**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** |  | **LOCATIO N** |  | **DATE** |  |
|  |  |  |  |  |  |

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| --- | --- |
| **SITE MANAGER** |  |
| **TOURNAMENT MANAGER** |  |

|  |  |  |
| --- | --- | --- |
| **District Employee Workers List** |  |  |
| **NAME** | **ASSIGNMENT** | **AMOUNT** |
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| **Employee Worker** | **Stipend Total** |  |
| **Taxes & Benefits % and cost** | % |  |
| **Non-District Employee Workers List** |  |  |
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| **No-District Employee** | **Worker Stipends Total** |  |
|  |  |  |
| **Total Payment Amount Requested by** | **Host School** |  |

**Additional Individual Checks Requests. Documentation Procedures**

Officials: Completed Independent Contracts, Appendix R.

Trainers: Completed Independent Contracts or include on workers list if payment is to host school.

Police/Hospitality/Rent/Custodial/Supplies: Completed Voucher/Invoice/Bill/Sales Slip

Paychex: Completed Part Time Employment Contract, W-4 & I-9 forms completed with documentation.

**(19)**

**APPENDIX K**

**REGION 7AA HANDBOOK – Manager Stipends**

**Approved: April 29, 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **TOURNAMENT**  **COORD/MANAGER** | **SITE MANAGER**  **Play In/Sub/Quarter** | **SITE MANAGER SEMIS or FINAL** |
| **FALL** |  |  |  |
| Cross Country B&G | 200 | N/A | 300 |
| Football (3) | 700 | 150 | 150 per game |
| Soccer Boys (2) | 400 | 75 | 125 per game |
| Soccer Girls (2) | 400 | 75 | 125 per game |
| Swim Girls | 200 | N/A | 400 |
| Tennis Girls | 450  N Asst Coord. 225 | 100 sub individual (2) | 100 per day |
| Volleyball | 500 | 75 | 125 per match |
| **WINTER** |  |  |  |
| Basketball Boys (2) | 500 | 75 | 125 per game |
| Basketball Girls (2) | 500 | 75 | 125 per game |
| Gymnastics Girl (2) | 200 | N/A | 400 |
| Hockey Boys (2) | 700 | 75 | 150 per game |
| Hockey Girls | 700 | 75 | 150 per game |
| Ski Alpine B&G | 200 | N/A | 300 |
| Swim Boys | 200 | N/A | 400 |
| Wrestling Team (2) | 350 | 7AA 75 each time slot  7AAA N/A | 7AA - 200  7AAA - 275 |
| Wrestling Ind. (2) | 450 |  | 250 |
| One Act | 200 | 250 (2) | 250 |
| Visual Arts | 250 | N/A |  |
| Dance Team (2) | 200 | N/A | 400 |
| **SPRING** |  |  |  |
| Baseball (2) | 500 | 1st Round if Home Site  75 | Final Eight & Four  125 per time slot |
| Golf Boys | 200 | N/A | 150 |
| Golf Girls | 200 | N/A | 150 |
| Softball (2) | 500 | 1st Round if Home Site  75 | Final Eight & Four  125 per time slot |
| Tennis Boys | 450  N Asst Coord. 225 | 100 sub individual (2) | 100 per day |
| Track B & G  Hytek | 200 | N/A | 700 total, for 2 days  2000 total, for 2 days |
| Speech | 100 | N/A | 350 or  200 Site Mgr 150 Judge Assignor |
| Music Vocal (2) | 100 |  |  |
| Music Instrumental (2) | 100 |  |  |
| Music LG (5) |  | N/A | 200 |
| Music S & E (4) |  | N/A | 200 |
| Music Inst Jazz |  | N/A | 200 |

**(20)**

MINNESOTA STATE HIGH SCHOOL LEAGUE

**SUBSECTION or SECTION TOURNAMENT REPORT**

**REGION 7AA APPENDIX L**

NEW

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Event** | **Activity & Level of Tournament** | **Section #** |

|  |  |
| --- | --- |
| **To: Tournament Manager/Coordinator/Site Manager**  This form must be completed and submitted **IMMEDIATELY (within one week)** following the conclusion of your tournament to: | ***(Region Secretary Name & Address)***  Douglas L. MacIver  Executive Secretary/Treasurer 7AA  2529 Providence Rd., Duluth, MN 55811 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tournament Location & Site Manager:** | | | | | |
| **School Address:** |  | | **City/State/Zip:** |  | |
| **Phone:** |  | **Fax:** |  | **Email:** |  |

**PARTICIPATION REPORT: LIST PARTICIPATING SCHOOLS:**

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**GAME RESULTS**

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|  |  |  |  |  |
| **Team** | **Score** | **VS** | **Team** | **Score** |
|  |  |  |  |  |
| **Team** | **Score** | **VS** | **Team** | **Score** |

# TICKET REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STUDENT | Beginning  Ticket Number | Ending  Ticket Number | Tickets Sold | Price |  | Amount |
|  |  |  |  | @ $ | = | $ |
|  |  |  |  | @ $ | = | $ |
|  |  |  |  | @ $ | = | $ |
|  | **Total Student** | **Receipts** |  | @ $ | = | $ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ADULT | Beginning  Ticket Number | | Ending  Ticket Number | | | Tickets Sold | | Price | |  | | Amount | |
|  |  | |  | | |  | | @ $ | | = | | $ | |
|  |  | |  | | |  | | @ $ | | = | | $ | |
|  |  | |  | | |  | | @ $ | | = | | $ | |
|  | **Total Adult** | | **Receipts** | | |  | | @ $ | | = | | $ | |
| Total student  receipts | |  | | **+** | total adult  receipts | |  | | total game receipts | | = | | $ |

**Remit the total receipts to the Region Secretary. DO NOT make any payments from the game receipts.**

**Summary of event & recommendations for next year’s tournament**

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**(21)**

**EXPENSES: If not enough space here, please use and attach Appendix J (check request form)**

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| **District Employees Workers** | |  |  |
| **Name** | | **Amount** | **Assignment** |
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| **Taxes & Benefits % & Cost** | **%** |  |  |
| **Total Employee Cost requested by Host School** | |  |  |
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| **Non-District Employee Workers** | |  |  |
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| **Total Non-Employee Cost** | |  |  |
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| **Total Worker Payment Request to Host School** | |  |  |
|  | |  |  |
| **Food Allowance Request (See Appendix H, if applicable)** | |  |  |
| Documentation must include; Voucher, Invoice, or Sales Slip | |  |  |
| **Pay To: TOTAL** | |  |  |

**Individual Checks Requests. Documentation Procedures**

* **Officials. Completed Independent Contracts.**
* **Trainers. Completed Independent Contracts or Included on Worker list above.**
* **Police/Rent/Supplies/or other Outside Vendors. Voucher/Invoice/Sales Slips/Bill.**
* **Paychex. Completed Part Time Employment Contract, with W-4 & I-9 forms included if not on file.**
* **Food Allowance. Invoice, Voucher, or Sales Slip**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Tournament Manager/Coordinator or Site Manager

**I received this document, from the Coordinator/Tournament Manager or Site Manager, and I find it to be accurate.**

Region Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(22)**

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| --- | --- | --- | --- | --- | --- |
|  | **MINNESOTA STATE HIGH SCHOOL LEAGUE** | | | |  |
| **REGION 7AA ----- APPENDIX L - SECTION TOURNAMENT REPORT** | | | | |  |
|  |  |  |  |  |  |
| Date of Event |  | Activity |  | Section # |  |
| To: Tournament Coordinator/Site Manager | | | Douglas L. MacIver | |  |
| This form must be completed and submitted: | | | Executive Secretary/Treasurer Region 7AA | | |
| **IMMEDIATELY (within one week)** following the | | | 2529 Providence Rd., Duluth, MN 55811 | | |
| conclusion of your tournament to: | |  |  |  |  |
|  |  |  |  |  |  |
| **Tournament Coordinator or Site Manager:** | |  |  |  |  |
| School Address |  |  | City/State/Zip |  |  |
| Phone/Fax |  |  | email |  |  |
|  |  |  |  |  |  |
| **PARTICIPATION REPORT: Please List Participating Schools** | | | |  |  |
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| **GAME RESULTS** |  |  |  |  |  |
|  |  |  |  |  |  |
| Team | Score |  | Team | Score |  |
|  |  |  |  |  |  |
| Team | Score |  | Team | Score |  |
|  |  | **TICKET REPORT** | |  |  |
| **STUDENT** | **Beginning** | **Ending** | **Tickets** | **Price** | **Total** |
|  | **Ticket Number** | **Ticket Number** | **Sold** |  | **Amount** |
|  |  |  | 0 | $5.00 | $0.00 |
|  |  |  | 0 | $5.00 | $0.00 |
|  |  |  | 0 | $5.00 | $0.00 |
|  | **Total Student** | **Receipts** | 0 |  | $0.00 |
|  |  |  |  |  |  |
| **ADULT** | **Beginning** | **Ending** | **Tickets** | **Price** | **Total** |
|  | **Ticket Number** | **Ticket Number** | **Sold** |  | **Amount** |
|  |  |  | 0 | $8.00 | $0.00 |
|  |  |  | 0 | $8.00 | $0.00 |
|  |  |  | 0 | $8.00 | $0.00 |
|  | **Total Adult** | **Receipts** | 0 |  | $0.00 |
|  |  |  |  |  |  |
| **Total Student** | $0.00 | **Total Adult** | $0.00 | **Total Game** |  |
| **Receipts** | **Receipts** | **Receipts** | **$0.00** |
| **Send the total receipts to the Region 7AA Secretary. DO NOT make payments from the game receipts.** | | | | | |
|  |  |  |  |  |  |
| **Summary of Event & Recommendations for next year's Tournament** | | | | |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **EXPENSES:** |  |  |  |  |  |
| **Host School Employee Workers** |  |  |  |  |  |
| **Name** |  | **Assignment** | **Amount** |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | **Employee** | **Worker Cost** |  |  |  |
| **Taxes, Benefit** | **% & Cost** |  | $0.00 |  |  |
| **Total Employee** | **Cost Request** | **By Host School** |  |  |  |
|  |  |  |  |  |  |
| **Non District Employee Workers** |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | **Non Employee** | **Worker Cost** | $0.00 |  |  |
|  |  |  |  |  |  |
| **TOTAL AMOUNT** | **REQUESTED BY** | **HOST SCHOOL** | $0.00 |  |  |
|  |  |  |  |  |  |
| **Food Allowance Request (See Appendix H if applicable)** |  |  |  |  |  |
| **Documentation must include; Voucher, Invoice, or Sales Slip** |  |  |  |  |  |
| **Pay To:** |  | **Total** |  |  |  |
| **Additional Individual Checks Requests. Documentation Procedures** | | | | |  |
| **Officials. Completed Independent Contracts** | | |  |  |  |
| **Trainers. Completed Independent Contracts or Include on Worker list if employee of school** | | | | |  |
| **Police/Hospitality/Rent/Supplies. Completed Voucher/Invoice/Sales Slip** | | | | |  |
| **Paychex. Completed Part Time Employment Contract, W-4 & I-9 forms included** | | | | |  |
| **Food Allowance. Invoice or Sales Slip AND Special Expense Request Form (See Region 7AA Tab)** | | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Signature of Tournament Coordinator or Site Manager | | |  | Date |  |
|  |  |  |  |  |  |
| **I received this document from the Coordinator or Site Manager and I find it to be accurate** | | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Region Secretary Signature: | |  | Date: |  |  |
|  |  | **(23-24)** |  |  |  |

**APPENDIX M (PAGES 25-28)**

**TOURNAMENT SCHEDULING REGION 7AA MSHSL 2020-2021 (May 26, 2020 Completed)**

**If Region 7AA has an appropriate site to host a tournament, the tournament will be held in our administrative region.**

**FALL SEASON**

**Girls’ Tennis 7AA** (State, October 27-30, 2020) **Latest Section Date** (October 20)

Andover, Blaine, Cambridge-Isanti, Chisago Lakes, Duluth Denfeld, Duluth East, Forest Lake, Hermantown, North Branch, Princeton, St. Francis,

**Cloquet**/Esko/Carlton, **Elk River**/Zimmerman, Chisholm/**Hibbing**, Grand Rapids/**Greenway**

Coordinators: Mike Hennen/Roed Asst. SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Team Play in & Quarters | Home Site | Activities Director | Tue & Thu Oct 6, Oct 8 |
| Individuals Rounds 1 - 3 | Chisago Lakes & Duluth (DISC) | Jodi Otte & Shawn Roed | Mon Oct 12 |
| Team Semis | Home Site | Activities Director | Sat Oct 10 |
| Team Final | Duluth (DISC) | Mike Hennen | Wed Oct 14 |
| Individual Semi & Final | Chisago Lakes or Daytona | Mike Hennen | Tue Oct 20 |

**Boys Soccer 7A** (State, October 27-29 November 2 & 4-5, 2020) **Latest Section Date** (October 23)

**Cloque**t/Esko/Carlton, Chisago Lakes, Duluth Denfeld, Grand Rapids, Hermantown, **Hibbing**/Chisholm, Lakes International, Legacy, **Marshall**/Lakeview, Mesabi East, North Branch, North Lakes, PACT, Princeton, Proctor, Spectrum, St. Francis, Two Harbors, Zimmerman

**Girls Soccer 7A**

Chisago Lakes, **Cloquet**/Carlton, Denfeld, Esko, Grand Rapids, Hermantown, **Hibbing**/Chisholm, Legacy, **Marshall**/Lakeview, Mesabi East, North Branch, North Lakes, Princeton, Proctor, Spectrum, St. Francis, Two Harbors, Zimmerman

Coordinator: Tom Pearson SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Play In #16 vs #17 | Home Site | Activities Director | Mon Oct 12 |
| 1st Round of 16 | Home Site | Activities Director | Tue Oct 13 |
| Quarterfinals | Home Site | Activities Director | Thu Oct 15 |
| Semifinals | Home Site | Activities Director | Mon Oct 19 |
| Final Boys | Chisago Lakes | Jodi Otte | Thu Oct 22 |
| Final Girls | Duluth Denfeld | Tom Pearson | Thu Oct 22 |

**Boys Soccer 7AA** (State, October 27-29 November 2 & 4-5, 2020) **Latest Section Date** (October 23)

Andover, Anoka, Blaine, Cambridge-Isanti, Centennial, Coon Rapids, Duluth East, Forest Lake

**Girls Soccer 7AA**

Andover, Anoka, Blaine, Cambridge-Isanti, Centennial, Coon Rapids, Duluth East, Forest Lake

Coordinator: Eric Lehtola SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Oct 13 |
| Semifinals | Home Site | Activities Director | Mon Oct 19 |
| Final | Home Site | Activities Director | Thu Oct 22 |

**Boys’ & Girls’ Cross Country 7AA** (State, November 7, 2020) **Latest Section Date** (October 31)

Andover, Big Lake, Cambridge-Isanti, Chisago Lakes, Cloquet, Duluth Denfeld, Duluth East, Elk River, Forest Lake, Hermantown, Hibbing, North Branch, Princeton, St. Francis, Coop.Grand Rapids/Bigfork, Zimmerman

Coordinator: Paul Riess SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section Finals | Princeton | Darin Laabs | Thu Oct 29 |

**Football 7AAAA** (State, November 7-9, 14-16, & 29-30, 2019) **Latest Section Date** (October 31)

Chisago Lakes, Cloquet, Duluth Denfeld, Hermantown, Hibbing, North Branch

Coordinator: Tom Lenarz SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Oct 27 |
| Semifinals | Home Site | Activities Director | Sat Oct 31 |
| Final | Duluth | Tom Pearson | Fri Nov 6 |

**Football 7AAAAA** (State, November 7-9, 14-16, & 29-30, 2019) **Latest Section Date** (November 2)

Andover, Cambridge-Isanti, Coon Rapids, Duluth East, St. Francis

Coordinator: Mark Solberg SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Oct 27 |
| Semifinals | Home Site | Activities Director | Sat Oct 31 |
| Final | Home Site | Activities Director | Fri Nov 6 |

**Football 6AAAA** (State, November 7-9, 14-16, & 29-30, 2019) **Latest Section Date** (November 2)

Becker, Big Lake, Delano, Princeton, Zimmerman

Coordinator: Darin Laabs SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Sat Oct 24 |
| Semifinals | Home Site | Activities Director | Fri Oct 30 |
| Final | Monticello | Gary Revenig | Fri Nov 6 |

**Volleyball 7AAA** (State, November 12-14, 2020) **Latest Section Date** (November 7)

Andover, Anoka, Blaine, Cambridge-Isanti, Chisago Lakes, Duluth East, Elk River, Forest Lake, Grand Rapids, Princeton, St. Francis

Coordinator: Chris Lindquist SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Subsection | Home Site | Activities Director | Wed Oct 28 |
| Quarterfinals | Home Site | Activities Director | Fri Oct 30 |
| Semifinals | Home Site | Activities Director | Wed Nov 4 |
| Finals | Cambridge | Mark Solberg | Sat Nov 7 |

**WINTER SEASON**

**Boys Alpine Skiing 7** (State February 10, 2021) **Latest Section Date** (February 4)

Andover, Anoka, Blaine, Cloquet, Cambridge Christian, Centennial, Champlin Park, Chisago Lakes, **Cook County**/Silver Bay, Coon Rapids, Denfeld, East, Forest Lake, **Hermantown**/Proctor, **Hibbing**/Chisholm, Mahtomedi, **Marshall**/Lakeview, Mesabi East, St. Croix Prep, St. Francis, Stillwater, White Bear Lake

**Girls Alpine Skiing 7**

Andover, Anoka, Blaine, Cloquet, Cambridge Christian, Cambridge-Isanti, Centennial, Champlin Park, Chisago Lakes, **Cook County**/SB, Coon Rapids, Denfeld, East, Forest Lake, Hermantown/Proc., **Hibbing**/Chis., Mahtomedi, **Marshall**/Lakeview., Spectrum, St Croix Prep, St. Francis, Stillwater, Virginia Area, White Bear Lake

Coordinator: Meghan Potter SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Giants Ridge | Meghan Potter | Tue Feb 2 |

**Girls’ Hockey 7AA** (State, February 17-20, 2021) **Latest Section Date** (February 12)

Andover, Cambridge-Isanti, Duluth, **Elk River**/Zimmerman, Forest Lake, **Grand Rapids**/Greenway, **Princeton**/Big Lake/Becker, North Wright County (**STMA**)

Coordinator: Tom Pearson SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Thu Feb 4 |
| Semifinals | Home Site | Activities Director | Sat Feb 6 |
| Final | Fogerty Arena | Participating A.D. & Pearson | Thu Feb 11 |

**Dance Team 2AA HK & J** (State, February 12-13, 2021) **Latest Section Date** (February 6)

Benilde, Big Lake, Chis. Lakes, Col. Heights, Denfeld, Fridley, Hermantown, Hill Murray, North Branch, Pine City, Robbinsdale Cooper, St. Francis, St. Paul Academy, Totino-Grace, Zimmerman

Coordinator: Matt Lattimore SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section Finals | Chisago Lakes | Jodi Otte | Sat Feb 6 |

**Dance Team 4AAA HK & J** (State, February 12-13, 2021) **Latest Section Date** (February 6)

Andover, Anoka, Blaine, Brainerd, Champlin Park, Coon Rapids, Duluth East, Elk River, Forest Lake, Moorhead, Rogers, Sauk Rapids, St. Michael-Albertville

Coordinator: Mike Hennen SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section Finals | Forest Lake | Mike Hennen | Sat Jan 30 |

**Girls’ Gymnastics 7A** (State February 19-20, 2021) **Latest Section Date** (February 13)

Becker, Big Lake, Chisago Lakes, Maple Lake, Monticello, North Branch, Princeton, **Rush City**/Pine City/Hinckley-Finlayson

Coordinator: Logan Midthun SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Monticello | Gary Revenig/Logan Midthun | Sat. Feb 13 |

**Girls’ Gymnastics 7AA** (State February 19-20, 2021) **Latest Section Date** (February 13)

Andover, Anoka, Blaine, Cambridge-Isanti, Centennial, Coon Rapids, Forest Lake, St. Francis

Coordinator: Mark Solberg SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section | TBD | TBD | Fri. Feb. 12 |

**Wrestling 7AA** (State Feb/Mar 25-27, 2021) **Latest Section Date** (Team February 13 /Individual February 20)

**Cloquet**/Carlton/Esko, Foley, GNK, Grand Rapids, Hibbing, **Milaca**/Faith Christian, Mora, **Pine City**/Hinckley/Finlayson, Princeton, **Proctor**/Hermantown, Virginia

Coordinator: Anne Campbell SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| North Pre & Quarter | Grand Rapids | Anne Campbell | Thu Feb 11 |
| South Pre & Quarter | Pine City | Bill Christianson | Thu Feb 11 |
| Team Semi & Final | Mora | Kris Osterdyk | Fri Feb 12 |
| Individual | Cloquet | Paul Riess | Fri/Sat Feb 19 & 20 |

**Wrestling 7AAA** (State Feb/Mar 25-27 2021) **Latest Section Date** (Team-February 13 /Individual-February 20)

Andover, Anoka, Blaine, Cambridge-Isanti, Champlin Park, Coon Rapids, Elk River, Forest Lake, St. Francis,

Coordinator: Mike Cunningham SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Team | Champlin Park | Matt Mattson | Fri Feb 12 |
| Individuals | Elk River | Mike Cunningham | Fri/Sat Feb 19 & 20 |

**Boys’ Hockey 5A** (State, March 3-6, 2021) **Latest Section Date** (February 26)

Aitkin, **Becker**/Big Lake, Cambridge-Isanti, Chisago Lakes, Monticello, Moose Lake, **Mora**/Milaca, North Branch, Northern Lakes (**Pequot Lakes**), Pine City, Princeton, Sauk Rapids, St. Francis

Coordinator: Darin Laabs SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Play-In | Home Site | Activities Director | Tue Feb 16 |
| Quarterfinals | Home Site | Activities Director | Thu Feb 18 |
| Semifinals | TBD | TBD | Sat Feb 20 |
| Final | Fogerty Arena | Participating A.D.s & D. Laabs | Thu Feb 25 |

**Boys’ Hockey 7AA** (State, March 3-6, 2021) **Latest Section Date** (February 26)

Andover, Anoka, **Cloquet**/Esko/Carlton, Duluth East, **Elk River**/Zimmerman, Forest Lake, Grand Rapids, Marshall School

Coordinator: Shawn Roed SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue. Feb. 16 |
| Semifinals | Amsoil Arena, Duluth | Shawn Roed | Sat. Feb. 20 |
| Final | Amsoil Arena, Duluth | Shawn Roed | Thu. Feb 25 |

**Girls Basketball 7AAA** (State, March 10-13, 2021) **Latest Section Date** (March 5)

Chisago Lakes, Cloquet, Duluth Denfeld, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton

Coordinator: Beth Clark SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Feb 23 |
| Semifinals | Duluth Denfeld | Tom Pearson | Sat Feb 27 |
| Finals | Duluth Denfeld | Tom Pearson | Thu Mar 4 |

**Girls Basketball 7AAAA** (State, March 10-13, 2021) **Latest Section Date** (March 5)

Andover, Anoka, Blaine, Cambridge-Isanti, Coon Rapids, Duluth East, Forest Lake

Coordinator: Eric Lehtola SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue. Feb 23 |
| Semifinals | North Branch | Matt Lattimore | Fri Feb 26 |
| Finals | North Branch | Matt Lattimore | Thu. Mar 4 |

**Boys’ Basketball** 7AAA (State, March 17-20, 2021) **Latest Section Date** (March 12)

Chisago Lakes, Cloquet, Duluth Denfeld, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton

Coordinator: Tom Pearson SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Mar 2 |
| Semifinals | Duluth East | Tom Pearson | Fri Mar 5 |
| Finals | Duluth East | Tom Pearson | Thu Mar 11 |

**Boys’ Basketball** 7AAAA (State, March 17-20, 2021) **Latest Section Date** (March 12)

Andover, Anoka, Blaine, Cambridge-Isanti, Coon Rapids, Duluth East, Forest Lake

Coordinator: Eric Lehtola SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Quarterfinals | Home Site | Activities Director | Tue Mar 2 |
| Semifinals | North Branch | Matt Lattimore | Fri Mar 5 |
| Finals | North Branch | Matt Lattimore | Thu Mar 11 |

**SPRING SEASON**

**Boys’ & Girls’ Golf 7AAA** (State June 15-16, 2021) **Latest Section Date** (June 8)

Andover, Anoka, Big Lake, Cambridge-Isanti, Chisago Lakes, Duluth East, Elk River, Forest Lake, Grand Rapids, Princeton, St. Francis, STMA

Coordinator: Darin Laabs SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section Preliminaries | Grand National, Hinckley | Darin Laabs | Thu May 27 |
| Section Final | Grand National, Hinckley | Darin Laabs | Sat May 29 (Rain Date May 31) |

**Boys’ Tennis 7AA** (State June 1-4, 2021) **Latest Section Date** (May 25)

Andover, Anoka, Blaine, Cambridge-Isanti, Chisago Lakes, Coon Rapids, Duluth East, Elk River, Forest Lake, Grand Rapids/**Greenway**, Princeton, St. Francis

Coordinator: Mike Hennen SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Team Play In | Home Site | Activities Director | Thu May 13 |
| Team Quarter | Home Site | Activities Director | Tue May18 |
| Individual Singles & Doubles | TBD | Mike Hennen | Sat May 15 |
| Individual Semis & Final | TBD | Mike Hennen | Thu May 20 |
| Team Semis & Final | TBD | Mike Hennen | Tue May 25 |

**Softball 7AAA** (State June 3-4, 2021) **Latest Section Date** (May 29)

Chisago Lakes, Cloquet, Duluth Denfeld, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton

Coordinator: Anne Campbell SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Final 8 1st round | High Seed | Activities Director | Wed May 19 |
| Final 8 2nd round Quarters | Braun Park, Cloquet | Anne Campbell | Sat May 22 |
| Final 4 Semifinals | Grand Rapids | Anne Campbell | Tue May 25 |
| Final 4 Finals | Grand Rapids | Anne Campbell | Thu May 27 |

**Softball 7AAAA** (State June 3-4, 2021) **Latest Section Date** (May 29)

Andover, Anoka, Blaine, Cambridge-Isanti, Coon Rapids, Duluth East, Forest Lake, St. Francis

Coordinator: Chris Lindquist SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Final 8 1st round | High Seed | Activities Director | Wed May 19 |
| Final 4 2nd round | Andover | Chris Lindquist | Sat May 22 |
| Final 4 | St. Francis | Chris Lindquist | Tue May 25 |
| Final 4 | St. Francis | Chris Lindquist | Thu May 27 |

**Boys’ & Girls’ Track** **7AA** (State June 4-5, 2021) **Latest Section Date** (May 29)

Andover, Big Lake, Cambridge-Isanti, Chisago Lakes, Cloquet, Duluth Denfeld, Duluth East, Elk River, Forest Lake, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton, St. Francis, Zimmerman

Coordinator: Paul Riess SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Preliminaries | Cloquet | Paul Riess | Wed May 26 |
| Finals | Cloquet | Paul Riess | Sat May 29 |

**Baseball 7AAA** (State, June 10-11, 2021 **Latest Section Date** (June 5)

Chisago Lakes, Cloquet, Duluth Denfeld, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton

Coordinator: Jodi Otte SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Final 8 1st Round | High Seed | Activities Director | Tue May 25 |
| Final 8 2nd Round | High Seed | Activities Director | Thu May 27 |
| Final 4 (if 2020 cancelled) | Wade Stadium | Tom Pearson | Sat May 29 |
| Final 4 (if 2020 cancelled) | Wade Stadium | Tom Pearson | Tue June 1 |
| Final 4 (if 2020 cancelled) | Wade Stadium | Tom Pearson | Wed June 2 (if rain, June 3) |

**Baseball 7AAAA** (State, June 10-11, 2020) **Latest Section Date** (June 5)

Andover, Anoka, Blaine, Cambridge-Isanti, Centennial, Coon Rapids, Duluth East, Forest Lake

Coordinator: Mark Solberg SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Final 8 | High Seed | Activities Director | Wed May 26 |
| Final 8 | High Seed | Activities Director | Thu May 27 |
| Final 4 | Castle Field, Anoka | Lance Wicks | Sat May 29 |
| Final 4 | Castle Field, Anoka | Lance Wicks | Mon May 31 |
| Final 4 | Castle Field, Anoka | Lance Wicks | Tue June 1 |
| Final 4 | Castle Field, Anoka | Lance Wicks | Wed June 2 (if rain, June 3) |

**FINE ARTS**

**One Act Play 7AA** (State February 11-12, 2021) **Latest Section Date** (February 6)

Big Lake, Cambridge-Isanti, Chisago Lakes, Cloquet, Duluth Denfeld, Duluth East, Elk River, Grand Rapids/Greenway, Hermantown, Hibbing, North Branch, Princeton, St. Francis, Zimmerman

Coordinator: Thor Mattick SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| North Preliminaries | Duluth Denfeld | Tom Pearson | Sat Jan 30 |
| South Preliminaries | Big Lake | Logan Midthun | Sat Jan 30 |
| Finals | Cloquet | Paul Riess | Sat Feb 6 |

**Speech 7AA** (State April 23-24, 2021) **Latest Section Date** (April 10)

Becker, Cambridge, Chisago Lakes, Denfeld, East, Elk River, Foley, Grand Rapids, Hermantown, Hibbing, North Branch, Princeton, St. Francis, Zimmerman

Coordinator: Thor Mattick SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section Final | Elk River | Allison Harmer& Cunningham | Sat Apr 10 |

**Instrumental Music 7AA** **(No dates or sites changes, requests are submitted to and approved by Region 7AA Committee)**

North Coordinator: Dale Gunderson

South Coordinator: Jim Baxter SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| North Solo & Ensemble | Duluth East | Blake Peterson | Tue Mar 2 |
| South Solo & Ensemble | TBD | TBD | Thu Apr 8 |
| South Jazz | Princeton | Jim Baxter | Thu Mar 25 |
| North Large Group | Grand Rapids | Dale Gunderson | Thu Mar 25 |
| South Large Group Category I | Forest Lake | Barry Zumwalde | Thu Feb 18 |
| South Large Group Category II | Elk River | John Rosner | Thu Apr 29 |

**Vocal Music 7AA** **(No dates or sites changes, requests are submitted to and approved by Region 7AA Committee)**

North Coordinator: Jerry Upton

South Coordinator: Melanie Kjellberg SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| North Solo & Ensemble | Duluth East | Jerry Upton | Tue Mar 2 |
| South Solo & Ensemble | Andover | Melanie Kjellberg | Tue Feb 23 |
| North Large Group | Hibbing | Will Seykora | Tue Mar 9 |
| South Large Group | Princeton | Charlie Moe | Wed Apr 21 |

**Visual Arts 7AA**

Andover, Big lake, Cambridge-Isanti, Chisago Lakes, Cloquet, Elk River, Forest Lake, Hibbing, Princeton, St. Francis

Coordinator: Mike Hennen SITE MANAGER DATES

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Forest Lake | Mike Hennen & Maria Kaiser | Fri Apr 16 |

**Appendix N**

**Region 7AA**

**Activities/Athletic Directors – Updated September 16, 2019**

|  |  |
| --- | --- |
| **Region 7AA Secretary**  Name: Doug MacIver  Phone: 218-727-1407  Fax: 218-727-1407 | Address: 2529 Providence Rd. Duluth, MN 55811  Email: reg7aamac@charter.net |
| **Andover**  Name: Eric Lehtola  Phone: 763-506-8420 Fax: 763-506-8403  Email: eric.lehtola@ahschools.us  Address: 2115 Andover Blvd, Andover 55304 | **Big Lake**  Name: Logan Midthun  Phone: 763-262-5114 Fax: 763-262-1308  Email: l.midthun@biglakeschools.org  Address: 501 Minnesota Ave. Big Lake, MN 55309 |
| **Cambridge-Isanti**  Name: Mark Solberg  Phone: 763-689-6011 Fax: 763-689-6060  Email: msolberg@c-ischools.org  Address: 430 8th Ave. NW, Cambridge, MN 55008 | **Chisago Lakes**  Name: Jodi Otte  Phone: 651-213-2526 Fax: 651-213-2527  Email: jotte@isd2144.org  Address: 29400 Olinda Trail, Lindstrom 55045 |
| **Cloquet**  Name: Paul Riess  Phone: 218-879-3393 x1202 Fax: 218-879-6494  Email: priess@isd94.org  Address: 1000 18th St. Cloquet, MN 55720 | **Duluth Denfeld**  Name: Tom Pearson  Phone: 218-336-3380 ext:1948 Fax: 218-336-8842  Email: Tom.Pearson@isd709.org  Address: 401 N. 44th Ave. W Duluth, MN 55807 |
| **Duluth East**  Name: Shawn Roed  Phone: 218-336-8845 ext. 2151 Fax: 218-336-8956  Email: Shawn.Roed@isd709.org  Address: 301 N. 40th Ave. E Duluth, MN 55804 | **Elk River**  Name: Mike Cunningham  Phone: 763-241-3429 Fax: 763-241-3421  Email: michael.cunningham@isd728.org  Address: 900 School St., Elk River 55330 |
| **Forest Lake**  Name: Mike Hennen  Phone: 651-982-8411 Fax: 651-982-8412  Email: mhennen@flaschools.org  Address: 6101 Scandia Trail N Forest Lake, MN 55025 | **Grand Rapids**  Name: Anne Campbell  Phone: 218-327-5766 Fax: 218-327-5778  Email: acampbell@isd318.org  Address: 800 Conifer Drive Grand Rapids, MN 55744 |
| **Hermantown**  Name: Beth Clark  Phone: 218-626-6018 Fax: 218-729-0180  Email: bclark@isd700.org  Address: 4335 Hawk Circle Drive, 55811 | **Hibbing**  Name: Meghan Potter  Phone: 218-208-0851 Fax: 218-208-0864  Email: Meghan.potter@isd701.org  Address: 800 E. 21st St. Hibbing, MN 55746 |
| **North Branch**  Name: Andrea Schmidt  Phone: 651-674-1512 Fax: 651-674-1510  Email:  Address: 38175 Grand Ave North Branch, MN 55056 | **Princeton**  Name: Darin Laabs  Phone: 763-389-6047 Fax: 763-389-5816  Email: darin.laabs@isd477.org  Address: 807 S. 8th Ave. Princeton, MN 55371 |
| **St. Francis**  Name: Chris Lindquist  Phone: 763-213-1504 Fax: 763-213-1710  Email: Chris.Lindquist@isd15.org  Address: 3325 Bridge St. St. Francis, MN 55070 | **Zimmerman**  Name: Jaime Hilyar  Phone: 763-241-3508 Fax: 763-241-3506  Email: Jaime.hilyar@isd728.org  Address: 25900 4th St. W. Zimmerman, MN 55398 |

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**Appendix O**

**Region 7AA**

**Policy on Public Comments for Region 7AA Meetings**

(April 21, 2004)

The business of Region 7AA shall be conducted at meetings of the Region 7AA Committee. Meetings of the Region 7AA Committee are open to the public. Persons interested in speaking to an agenda item must contact the Region 7AA Executive Secretary prior to the meeting and indicate the topic they wish to address. The Executive Secretary and Region 7AA Committee Chairperson shall determine whether the public comment is relevant to the agenda. The public comment section will be at the beginning of the agenda for each meeting. Public speakers will be called upon during this section of the agenda.

**Guidelines for Public Comments at Board Meetings**

* Each topic is allowed five minutes for a presentation.
* When there are many topics to be heard, the time limit may be shortened.
* Undue interruption or other interference with the orderly conduct of Region 7AA business will not be allowed.
* Defamatory, abusive or demeaning remarks are out of order.
* Committee members may question a speaker or comment in response to the speaker’s remarks.

**Rationale:**

Because it is in the best interest of the Region 7AA Committee to conduct business in an efficient manner, the Committee wants to provide a procedure for people who may choose to comment on agenda items under consideration during the scheduled Region 7AA Committee meeting.

The above policy is consistent with the Open Meeting Law, meets the needs of the public, and allows Region 7AA to conduct their business in a timely manner.

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**Appendix P**

**Tournament Manager Responsibility Checklist**

**April 21, 2010**

The following information is a part of the Official Region 7AA Handbook to cover all activities and tournaments administered by Region 7AA. Tournament Managers are to review the items listed below to ensure the well-organized management of each tournament.

**GENERAL ITEMS:**

|  |  |
| --- | --- |
| **1.** | Region 7AA Committee members and Region 7AA Athletic Directors have been issued passes for all Section events administered by Region 7AA following guidelines of Appendix G, Tournament Passes in Region Handbook |
| **2.** | It is a violation of MSHSL and Region 7AA policy for a member school or a representative of a member school to establish, distribute or accept any award not provided by the MSHSL for Region, Section or State Tournaments.  Trophies and medals will be sent to you prior to each Tournament if you are the manager. Please inspect them to be sure you have received all of them and there is no damage. The number of awards for each activity is listed in the MSHSL Athletic Rules and Policies Manual. |
| **3.** | Solicitations for funds for any purpose at any League sponsored Tournament shall not be permitted except for items as explained in Appendix H of the Region 7AA Handbook. |

**BEFORE THE TOURNAMENT:**

|  |  |  |
| --- | --- | --- |
|  | **Completed** |  |
| **1.** |  | Managers must reserve the facility for the dates of the Tournament. Place the Tournament on your school calendar as early as possible to avoid conflicts. |
| **2.** |  | Prepare a list of things to be completed prior to the event. These should be arranged in sequential order according to the date they should be initiated. The Manager should be prepared to act on all matters in his/her jurisdiction. If you have any questions, contact the Region 7AA Executive Secretary. |
| **3.** |  | Managers are responsible to select capable workers. Prepare a duty roster for all Tournament officials. Notify them of their position, starting time, and other information pertinent to their job. |
| **4.** |  | Appoint a rules committee in advance of a Tournament or Contest when the rules so indicate. |
| **5.** |  | Send an information letter to all participating schools pertaining to:  a. Date-time-place of games (include the time the gates open to the public).  b. Include pairings and color of jersey to be worn (if necessary).  c. Locker room assignments.  d. Furnish of towels information.  e. Cheerleader location and room assignments.  f. Band location, national anthem, and room assignments.  g. Care of valuables.  h. Warm-up areas if needed.  i. Send a copy of the Responsibility for Spectator Conduct to each participating school.  j. Any other information that the manager feels is specific to the site. |
| **6.** |  | Check to be sure that all teams have sent their team registrations to the MSHSL or that you have all the forms on hand. Contact each school in advance of the game or contest. |
| **7.** |  | For those activities that require: be sure all individual entry cards, individual entry forms, team entry sheets, team entry cards, etc., are completed and in your hands. |
| **8.** |  | Managers should read the Region 7AA Handbook sections pertaining to policies and the activity you manage. |
| **9.** |  | Managers must read and follow the MSHSL Athletic Rules and Policies Manual for the activity being held. They must also read the guidelines for each Tournament sent out by the MSHSL. |
| **10.** |  | Provide information to referees, umpires, and judges as to site, date, time etc. Prepare a private dressing room and adult security for the game officials. Provide each official with an Independent Contractor Form and have the form completed with all information requested. Include the ICFs with the Appendix L, Tournament Report. Executive Secretary will mail the checks directly to each official. |
| **11.** |  | All Managers will notify the news media in their area with information for pretournament publicity. The following media should also be called - **Minneapolis Tribune (1-800-829-8742 ext** **4447); St Paul Pioneer Press (1-800-950-9080); Associated Press (1-800-726-7327)** |
| **12.** |  | Tournament Managers must make arrangements to have a trainer on duty. |
| **13.** |  | Arrange for an AED to be available and be knowledgeable of the protocol of use at each site. |
| **14.** |  | Host schools are responsible for programs. If advertising is sold, the manager is to see that MSHSL and Region 7AA guidelines found in Appendix H are followed. |
| **15.** |  | Reserve special equipment needed for your events. |
| **16.** |  | Reserve an area for the news media. All media people should request passes prior to the Tournament. The Region 7AA Executive Secretary will email the name of radio stations that have requested and been approved by the MSHSL for space. They must have prior approval and must take the responsibility of installing their own lines. |
| **17.** |  | The tournament manager conducts seed meetings prior to the tournament if needed. |
| **18.** |  | Have all the brackets printed. Provide copies to Region Secretary, Section school participants, and press. |
| **19.** |  | Prepare locker room facilities for visiting teams. Have someone ready to show to their room. |
| **20.** |  | Have a host to meet and help each team. |
| **21.** |  | Provide parking for all officials and school buses. |
| **22.** |  | Make plans for the seating of teams, coaches, and players not participating in a game or event. |
| **23.** |  | Assign fan seating locations. Do not locate fans directly behind an opponents' bench area. |
| **24.** |  | Arrange for a concessions area. All profits go to the host school or the group they arrange to run the concession. |
| **25.** |  | Make arrangements for the award presentation, which will take place at the end of the Tournament. Enlist participation from a representative from each of the participating schools. One person, only a coach of a team, a school Administrator, an Activities Director or a school designee, is allowed to present awards to team members at any Section Tournament. Fans, spectators and parents are not allowed on the playing surface until the awards presentation has been completed. |

**DURING THE TOURNAMENT:**

|  |  |  |
| --- | --- | --- |
| **1.** |  | After each contest, the Manager will notify all needed outlets with results and highlights including  **Minneapolis Tribune (1-800-829-8742 ext 4447); St Paul Pioneer Press (1-800-950-9080); Associated Press (1-800-726-7327) (1-800-SCORE AP), and Region 7AA Secretary via email, text, or phone.** |
| **2.** |  | Post the pairings and results for Tournaments when necessary. Update the tournament bracket on the Region 7AA tab of the MSHSL website. |
| **3.** |  | Postponement of games or tournaments will be the decision of the Tournament Manager after consulting with the Region 7AA Executive Secretary, who will consult with the Region 7AA Committee chairperson. The game or games will be made up the following day if possible. Availability of sites may also play a role in rescheduling of games. If needed, MSHSL Executive Director is included in the process to reschedule. |
| **4.** |  | Tournament managers will arrange with the public announcer to read the following statement concerning Sportsmanship just prior to the start of all Section 7AA Tournament games or events. |
|  |  | **Good sportsmanship is strived for in all Section 7AA events. Good Sportsmanship is the responsibility of players - coaches- faculties -cheerleaders - students - adult spectators - officials and media. The Region 7AA Committee and member schools invite all students and adult spectators to join with the 7AA teams in displaying good sportsmanship throughout the tournament.** |

**AFTER THE TOURNAMENT:**

|  |  |  |
| --- | --- | --- |
|  | **Completed** |  |
| **1.** |  | Provide the championship team with all the information provided from the MSHSL concerning the State Tournament. |
| **2.** |  | Section Tournament Managers will **immediately** provide results of tournaments to the Region 7AA Executive Secretary via email or phone, and to the MSHSL (612-560-2262, fax 612-569-0499). |
| **3.** |  | After each Tournament contest is completed, the Manager submits a complete report using Appendix L in the Region 7AA Handbook. **Completed forms and gate sales checks are due to the Region 7AA Secretary within one week after the tournament contest is completed.** All receipts are sent to the Region 7AA Secretary. No expenses are to be paid out of the game receipts. |
| **4.** |  | Furnish an evaluation and list of recommendations (space provided on Appendix L, Tournament Report) that might improve the Tournament. |
| **5.** |  | The Tournament Coordinator has a coaches’ meeting following the tournament to provide an opportunity for coaches to make suggestions concerning tournament format, dates, sites or other information they deem important. These meetings are to be held at least each two years. Be sure the minutes of that meeting are sent to the Region 7AA Executive Secretary. |

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**Appendix Q -- Region/Section Consistency – Forfeiture/Seeding/Rentals**

**REVISED – April 29, 2019**

**Forfeiture Policy - Before Seeding/After Seeding**

The QRF system may be used when there are forfeits, unless there are two or more forfeits in football; or three or more forfeits in other sports. When either of those occur, the seeding for the section tournament must be done as described below. There are four possible scenarios which would have an impact.

***Note: When possible seeding should be based on tournament team strength***

1.       A team forfeits regular season games before seeding takes place.

2.       A team forfeits regular season games after seeding takes place.

3.       A team forfeits the right to participate after seeding takes place; or a team is added to the tournament after seeding.

4. A team is added to the tournament after seeding takes place.

5.       A significant number of players are declared ineligible for the tournament after seeding takes place.

**#1** - If seeding is on a point basis, a meeting of the head coaches is required to rate teams based on tournament team strength. This meeting could be face to face or done via a conference call or web meeting.

**#2** - No change in seeds due to game planning factors such as dates; locations; transportation; officials; film exchange.

**#3** - The tournament manager will assign new seeds by deleting the team that forfeits and adjusting other seeds accordingly. i.e. #1 will receive a bye in an 8-team tournament and teams move up.

**#4** – The tournament manager will assign the new team to a seed based on point system (if used) or the Team’s season record in comparison to the other teams if there is not a point system. The other seeds are adjusted accordingly and the schedule and sites are changed based on the new seeding.

**#5** - No change in seeds since this situation is similar to teams with many injured and/or ill players. The team will play according to their original seed.

**Seeding Policy**

When seeding for section tournaments at the discretion of the Region Committee the Section must adopt one of the following seeding systems. Either Face to face or Electronic, should have criteria established by which coaches are to rank the teams.

**Face to face**: Coaches meet at one location, share information and vote on the placement. This meeting may be used when schools are located in close proximity to each other. When voting, one high score and one low score for each team is not counted, unless there are seven or less voting. If there is a tie, the first tie breaker is head to head competition. If that does not break the tie, the ranking that the tied schools gave each other is dropped. If the tie is not broken, a coin flip is used to break the tie. All rankings are shared so that all coaches can see how each school seeded each of the other schools. Note: if there is a tie, head to head competition cannot be used as a tie breaker if the winner of that game was determined by a forfeit.

**Electronic:** Coaches conduct a meeting via conference call or email, share information -- or that information is shared electronically. Coaches then vote electronically by using the same system as used by the MSHSL for State Tournaments. Each coach ranks all of the schools in the section or sub-section, except their own. One high score and one low score is not counted, unless there are seven or less voting. Points are totaled and the lowest point total is the high seed, etc. If there is a tie, the first tie breaker is Head to Head competition. If that does not break the tie, the ranking that the tied schools gave each other is dropped. If the tie is not broken a coin flip is used to break the tie. All rankings are shared so that all coaches can see how each school seeded each of the other schools. Note: If there is a tie, head to head competition cannot be used as a tie breaker if the winner of that game was determined by a forfeit.

**Point System/QRF (Quality Results Formula):** All seeding shall be conducted by the MSHSL point system. This point system gives a school points for victories based on the size of school of the opponent and the season record of the opponent using the QRF.

**If there is a tie:**

1. The first tie breaker is head to head competition follow by:
2. Ranking based on either Conference/Sub-District winning percentage or C/SD point total based on the rules of that C/SD.
3. Overall Winning Percentage
4. Section winning percentage (if at least 25% of the teams’ competitions are against section opponents.)
5. QRF Points.
6. If still tied, a coin flip is used to break the tie.

To be seeded using QRF, a team must play a minimum of 70% of the allowable number of games for that sport. If not, they are seeded last. If more than one team falls into this category, they are placed at the bottom, in the order of QRF scores. The number of contests that must be played by sport: Football 6; Basketball, Hockey & Volleyball 18; Baseball & Softball 14; Lacrosse 9.

**Appendix Q -- Continued**

**MSHSL/Region 7AA Rental Fee Policy When Hosting Section Events**

1. No rental fee can be charged for a school owned facility and that team is participating.

* Custodial fees may be paid to cover the expense of overtime. No custodial fee for home site high seed.
* Reimbursements allowed for materials and supplies:
  + Football and Soccer - *$100* or actual cost (whichever is higher)
  + Baseball and Softball - *$50* or actual cost (whichever is higher)

1. A rental fee of up to *$200* may be charged if the facility is a neutral site (the team who uses this as their home site is not participating). The fees listed above may also be reimbursed.
2. Actual rental other fee and expenses may be paid to non-school owned facilities for semi/final hockey or swimming. Region 7AA policy allows a maximum of $600 reimbursement for home site high seed hockey rental.
3. Other documented expenses may be approved at the discretion of the Region Committee.

**Region 7AA Imbalance Adjustment Procedure for split section tournaments.**

1. One School move. The 2nd lowest seed from the area with more teams is moved and is seeded in the other area according to the established seeding procedure.
2. Two School move. The 2nd and 4th lowest seeds are moved and seeded in the other area per established procedures.

**Face to Face Seed Meetings.**

1. Seed meetings will be held outside of the normal school day. No loss of school time by coaches is permitted.

**Practices at Tournament Neutral Sites.**

1. In sports whose Section Tournament games are held at neutral sites, teams will not be allowed to practice at these facilities after that school’s last regular season game.  Further, teams will not occupy locker rooms at those facilities in advance of the day their team plays at that site.

**Comments & Clarifications from Bob Madison concerning these revisions. August 2017**

According to MSHSL Board Policy and Guidelines, the only options for seeding are the ones identified in this document. Tournament Coordinators must be aware. This policy is in effect so that there is consistency between sections, which is important since the make-up of the sections can change every two years.

Other seeding methods are not allowed, including the use of a combination of any in the Region/Section Consistency Policy. For example, using a combination of QRF and coaches vote, modifying the tie breaker, etc., is not acceptable. QRF can be used as a reference when seeding electronically or face to face.

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**Region 7AA Appendix R**

**Independent Contractor Form for Officials, Judges, Police, & Trainers**

Minnesota State High School League -- Region 7AA

Douglas L. MacIver, Executive Secretary Treasurer, 2529 Providence Road, Duluth, MN 55811

Phone: 218-727-1407 Fax: 218-727-1407 email: [reg7aamac@charter.net](mailto:reg7aamac@charter.net)

**WHEREAS**, an independent contractor is a person who agrees to perform a service for an individual/entity, but the individual/entity has no right to control the means and manner of performance of said service;

**WHEREAS**, the undersigned individual (hereinafter “Independent Contractor”) is specifically an independent contractor of the Minnesota State High School League (hereinafter the “MSHSL”) and not an employee;

**NOW THEREFORE**, the MSHSL and the Independent Contractor hereby agree as follows:

**CONTRACT FOR SERVICES BETWEEN THE MSHSL/REGION 7AA AND;**

|  |  |
| --- | --- |
| **NAME (Print Clearly)** |  |
| **ADDRESS** |  |
| **CITY, STATE, ZIP** |  |
| **PHONE & EMAIL** |  |
| **SOCIAL SECURITY #** |  |
| **SIGNATURE** |  |

**Independent Contractor shall perform all duties and responsibilities of the following services to satisfactory completion:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **SITE** | **ASSIGNMENT** | **SET FEE** | **CHECK #** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Independent contractor shall be liable to MSHSL for failure to complete the job;
2. The MSHSL shall have right to control the means and manner of Independent Contractor’s performance of the above-mentioned services;
3. Independent Contractor shall be free to accept or reject assignments from the MSHSL;
4. Independent Contractor shall not be limited to providing similar services exclusively to the MSHSL;
5. If accepted, Independent Contractor shall report directly to the Site;
6. Independent Contractor shall receive the set fee listed above upon completion of the assignment;
7. Independent Contractor shall be responsible for incidental business or travel expenses;
8. Independent Contractor is responsible for payment of Federal, FICA, and Minnesota State income taxes, and the MSHSL shall not withhold such taxes;
9. The MSHSL shall provide form 1099 is provided if remittances paid to Independent Contractor for any calendar year meet or exceed the Federal reporting requirement. Form 1099 shall be provided to Independent Contractor by January 31 of the year following the year in which remittances were made;
10. Independent Contractor shall not be covered under Minnesota Unemployment Compensation Rules and agrees not to claim such benefits;
11. Independent Contractor is not eligible for, and specifically elects to reject, workers compensation coverage and agrees not to claim such benefits;
12. Independent Contractor shall act in a manner consistent with MSHSL rules, principles, and policies.

|  |
| --- |
| **Form must be sent to Region 7AA Executive Secretary to receive payment.**  **It must have the tournament/site manager signature.** |

|  |  |
| --- | --- |
| **Tournament/Site Manager Signature** |  |
| **Region 7AA Secretary Signature** |  |

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**Appendix S -- Rules & Policies Committee**

**(July 21, 2010)**

**FOR CONCERNS OF ACTIVITIES NOT GOVERNED BY MINNESOTA STATE HIGH SCHOOL LEAGUE OR NATIONAL FEDERATION RULES AND REGULATIONS.**

* Concerns must be made to the Executive Secretary of Region 7AA. If the Secretary is not available, the complaint must be made to the Region Committee Chairperson.
* The Executive Secretary or Region Chairperson will notify the Tournament Manager to contact all parties involved in the protest.
* The Tournament Manager will provide a summary of the concern to the Region Chairperson and the Executive Secretary.
* If needed, the MSHSL Executive Director or Associate Director responsible for conducting the section & state tournament for that particular activity will be included in the discussion.
* The Region Committee Chairperson, Executive Secretary, and the Tournament Manager are the three members on the Rules & Policies Committee.
* The decision of the Region Rules & Policies Committee will be final.

**Possible reasons for the Committee**

* Last minute venue/time changes when weather or other unforeseen changes cause postponements.
* Seeding/rankings that do not appear professional
* Dispute in policy of Region Handbook or Section Tournament information.
* Any dispute that the competing schools and meet/game manager are not in agreement.
* The schools involved are not part of the decision, but are allowed to identify their case. The committee makes the final decision in a timely manner to end dispute.

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**Region 7AA**

**Appendix T -- Coaches/Advisors proposal to the Region 7AA Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity:** |  | **Date:** |  |

**Persons Submitting Proposal:**

|  |
| --- |
|  |

**Describe the present procedure/policy**:

|  |
| --- |
|  |

**Identify the proposed change to the procedure/policy**:

|  |
| --- |
|  |

**Define your rationale for the proposed change**:

|  |
| --- |
|  |

**Describe the impact that this change would have on**: (1) The event administration. (2) The time needed to accommodate the change. (3) The number of participants. (4) The facilities or equipment needs. (5) The number of awards and cost changes. (6) Any other items that need to be considered.

|  |
| --- |
|  |

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**Process Steps:**

Representatives from activity submit proposal to coordinator/tournament manager.

Coordinator submits request to the Region 7AA Executive Secretary.

Secretary puts request on agenda for Administrative Region 7AA Activities Directors.

Region 7AA Activities Directors submit a recommendation to the Region 7AA Committee.

Region 7AA Committee discusses and makes the decision on the proposal.

**APPENDIX U -- EVENT PAYMENT PROCEDURE**

**September 28, 2017**

**Region Facilities Use Agreement**

The document must be completed, signed, and returned to the Region 7AA Secretary for your school to be eligible to host a tournament event. This can be found at the bottom of the right-hand column on the Region 7AA tab of the MSHSL.org website.

**Game Workers**

Payment for necessary workers is made by one check to your school. You use the Region 7AA Tournament Report (Appendix L) to make your request. As indicated on the report form, you must list each worker & mark if an employee or non-employee, the assignment, and the amount paid to each worker. The total amount including the allowable percent for taxes/benefits/fringes if requested and as indicated on the report form will be paid. Payment to workers is to be the usual & customary amount paid by the Host school during the regular season. The Host school is to submit its usual & customary percent amount needed to cover its benefit rate payments. **Region 7AA allows up to a maximum of 18 % for this employee benefit payment.**

**Registered Officials/Judges, Trainers (unless employees of your school), & Police.**

These individuals must complete an **Independent Contractor Form**, Appendix R, each time they work at a tournament site and will be paid their stipend directly by Region 7AA. Their forms are to be included with the **Tournament Report**, (Appendix L) which must be completed including the check for the gate sales if applicable **within one week** following the tournament contest you manage. **Your signature as the site manager must be on the tournament report.**

**Reimbursements to Host Schools**

Requested reimbursements will only be sent when the complete tournament report is received. This information is required by the IRS and our auditors. Its completion is mandatory. Please make extra copies of the Independent Contractor Form, Appendix R, and the Tournament Report, Appendix L, for your future use. The Independent Contractor form for any registered official or judge, the Tournament Report, other Region 7AA appendices, and various forms can be found on the region 7AA tab of the MSHSL website. All Independent Contractor requests, the tournament report form, (Appendix L), and your ticket numbers and totals need to be checked for accuracy.

**Do not pay any expenses out of gate receipts. If you choose to accept checks for any event that you host, those checks are to be made out to the Host School, not to Region 7AA. Beginning and ending ticket numbers are needed on the report.**

**Paychex Requests**

Activities Directors & others who act as Coordinators, Site Managers, or Supervisors may put your request to be paid by your school district or request payment through Paychex. The Paychex procedure and requirements are as follows. You must complete a W-4 form and an I-9 form. The I-9 form must also include the required documentation that is identified on the form. The most common is a copy of a passport. Those are sent to Region Secretary to keep on file. Unless something changes on either document, it is only a one time necessity. When you submit a request to be paid, you send a completed **Part-Time Employment Contract**. Each of these documents can be found under the Region 7AA tab on the MSHSL.org website.

**The site manager will send a ticket report and check for gate tickets sold to:**

Region 7AA Secretary/Treasurer

Doug MacIver

2529 Providence Rd., Duluth, MN 55811

[reg7aamac@charter.net](mailto:reg7aamac@charter.net)

1-218-727-1407

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**APPENDIX V --Region 7AA - Part-time Employment Contract**

Minnesota State High School League – Region 7AA

Douglas L. MacIver, Executive Secretary/Treasurer, 2529 Providence Rd, Duluth, MN 55811

Phone: 218-727-1407 Fax: 218-727-1407 email: reg7aamac@charter.net

|  |  |
| --- | --- |
| Date |  |
| Name |  |
| Address |  |
| City, State, Zip |  |

As a result of a recent Internal Revenue Service rule interpretation, effective January 1, 2014, your position must be considered a temporary, part-time employee of the Minnesota State High School League/Region 7AA for purposes of FICA, State and Federal tax withholdings. Formerly, as an independent contractor, you were subject to 15.3 percent FICA taxes plus applicable Federal and State income taxes when you reported that income. Now, the MSHSL/Region 7AA will be withholding the FICA taxes at only 7.65 percent plus applicable Federal and State income taxes.

The MSHSL/Region 7AA is very pleased to extend and offer of employment as a temporary, part-time position. There are no other benefits. The duties and responsibilities for you as the employee are identified below.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **ASSIGNMENT** | **SET FEE** |
|  |  |  |  |
|  |  |  |  |

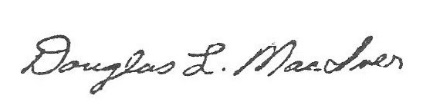
As a temporary, part-time employee, you will not be eligible to participate in any fringe benefit or retirement plans.

Your employment is contingent upon receipt of proof of your employment authorization to work in the U.S. This can be met by sending a copy of: one document from List A of accepted documents; or one document from List B and one document from List C (see enclosed lists). Federal law requires the MSHSL/Region 7AA to examine this documentation and complete the I-9 form. Go to www.uscis.gov/i-9 for complete instructions.

Also enclosed is a federal W-4 form. Failure to provide a properly completed W-4 form will cause withholdings to be made at the maximum level. Please return the completed I-9 and W-4 documents to the MSHSL/Region 7AA address at the top of this document, to the attention of Douglas L. MacIver, Executive Secretary Region 7AA.

Your temporary, part-time employment with MSHSL/Region 7AA is “at will” which means that either you or the MSHSL/Region 7AA may terminate the relationship at any time, with or without cause or notice. Your employment is for no definite term, regardless of any other oral or written statement by any MSHSL/Region 7AA representative.

We welcome you and anticipate you will be a great contributor to the success of the event.

Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Douglas L. MacIver, Executive Secretary, Region 7AA

Your acceptance of this offer is confirmed by your signature and the return of this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |  |
| --- | --- |
|  | (Check if applicable) I-9, W-4, and copies of the required documents for I-9 have been previously submitted to Region 7AA |

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**Appendix W -- Region 7AA Facilities Use Agreement – 2020-2021**

This Agreement is entered into on \_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_ (Date) by and between Minnesota State High School League and Region \_\_7AA\_\_, and \_\_\_\_\_ \_\_\_\_\_ (Host School).

**The term of this agreement is August 1, 2020 through July 31, 2021.**

WHEREAS, Region conducts playoff contests in various interscholastic athletic and arts activities and Host wishes to conduct and administer such contests.

NOW, THEREFORE, in consideration for the promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. When applicable, Host agrees to provide reasonable and necessary facilities (the “Facilities”) to conduct Region contests at a date, time, and location to be determined once sub-section/section contest sites are determined. A specific contest facilities agreement shall be executed as soon as reasonably possible after sub-section/section contests sites are determined based on the usual and customary practice regarding fees, including but not limited to information from the Region 7AA \_Tournament Report Form. Host is responsible to comply with all federal, state, and local laws and regulations, including those relating to public health, safety, and welfare.
2. Host understands and acknowledges that during Region contests the Facilities are to be used exclusively for Region contests and are not to be shared with other events. Host agrees to comply with all MSHSL and Region bylaws, policies, and guidelines, including but not limited to those relating to media credentials, ticket pricing, passes, program/merchandise sales, televising, videotaping, audiotaping, web streaming, and any other electronic recording. MSHSL and Region reserves and retains the exclusive rights to any and all advertising, copyright, broadcast and other similar or related rights to the contests.
3. When applicable, Region shall be responsible for obtaining and compensating game officials and the tournament director/manager for the contest.
4. Subject to Paragraph 3, Host shall provide, manage, pay, and supervise all other personnel reasonably necessary to safely and properly conduct the contest, including for illustrative purposes only, ticket sellers/takers, announcers, concession workers, statisticians, time-clock/scoreboard operators, security personnel, custodial workers, and others deemed necessary to safely and properly conduct the contest. Host shall be solely responsible for compliance with all laws and regulations regarding payment for the labor and/or services of individuals hired by Host as part of its management responsibilities, including without limitation, compliance with IRS and Minnesota Department of Revenue regulations regarding income tax, FICA and other withholdings, the issuance of tax reports, and any and all other applicable federal, state, and local laws and regulations.
5. This Agreement cannot be transferred or assigned by Host to any other party without the express written consent of the Region.
6. Host agrees to indemnify, defend and hold harmless Region and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Region or its agents. Region agrees to indemnify, defend and hold harmless Host and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Host or its agents.
7. Region may terminate this agreement immediately at any time it reasonably determines the Facilities are not adequate, safe, or otherwise suitable for the contests. Region may terminate this agreement by written notice if Host materially breaches this Agreement and such breach has not been cured within five (5) days of written notification.
8. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements or discussions. No changes to this Agreement will be valid or enforceable unless in writing and signed by all parties. The undersigned warrants and represents that he/she is authorized to enter into this agreement for and on behalf of Host.
9. The parties understand and agree that the invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder of it, and the remainder shall remain in full force and effect.This Agreement is to be interpreted and enforced in accordance with the laws of the State of Minnesota.

10. This agreement will terminate on July 31, 2021.

This agreement is signed by the member school designee acting on the authority of the local school board.

School Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSHSL Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7AA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signer Name\_\_\_\_\_\_\_ Douglas L. MacIver \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Secretary/Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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