

## Region 7A Policy Manual

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**See Region 7A website:**

- Region Committee Members
- Region Sub Committee Members
- Region 7A Calendar of Events
- List of Activity Coordinators
- Fees and Payment Allowances
- Competitive Activities Placement
- Manager's Report Form
- Managers Expense Request
- Tournament Introductions and Medal Ceremony
- Region Committee Minutes
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- Region Policy Manual
- Independent Contractor Forms for Officials/Trainers

## **PREFACE**

This policies and procedures manual is designed to provide tournament managers and schools with the guidelines to be used by Section 7A in the conduct of tournaments under its direction. Much of the material presented is based on the "Official Handbook of the Minnesota State High School League". The Section 7A Committee relies on the contributions and suggestions of all Tournament Managers, Athletic Directors, Coaches, and Administrators, and sincerely appreciates their involvement in League Activities.

Included in this manual are the activities the Section 7A Committee is responsible for administering. In the Fall they are Girls Tennis, Boys and Girls Cross Country, Class AAA, AA, A & Section 5&7 Nine Man Football, Girls Swimming, Boys & Girls Soccer, Girls A & AA Volleyball and Boys and Girls Soccer; in the Winter: One Act Play, Boys and Girls Nordic Skiing, Boys 7A and 2A Hockey, Girls 3A Hockey, Boys and Girls Class A and Class AA Basketball and Section 4A Boys Swimming; in the spring Speech, Music, Boys and Girls Golf, Boys Tennis, Girls A & AA Softball, Boys and Girls Track and Field, Boys A & AA Baseball and Visual Arts.

## **SECTION 7A MINNESOTA STATE HIGH SCHOOL LEAGUE**

The placement of our 43 schools into Section 7A is as follows:

### **Sub-Sec 25**

Aitkin  
Barnum  
Cosby-Ironton  
Cromwell  
Floodwood  
McGregor  
Moose Lake  
South Ridge  
Willow River

### **Sub-Sec 26**

Carlton  
Cook County  
Esko  
Fond du Lac Ojibwe  
Harbor City International  
Lakeview Christian  
Marshall School  
Silver Bay  
Two Harbors  
Wrenshall  
Proctor

### **Sub-Sec 27**

Cherry  
East Range Academy  
Ely  
Eveleth-Gilbert  
International Falls  
Mesabi East  
Northeast Range  
North Woods  
Vermillion Country  
Virginia

### **Sub-Sec 28**

Bigfork  
Chisholm  
Deer River  
Greenway  
Hill City  
Littlefork-Big Falls  
Mountain Iron- Buhl  
Nashwauk-Keewatin  
Cloverdale Christian  
Eagle County Christian  
Northland Remer  
Northern Lights Community  
Victory Christian Academy

**MINNESOTA STATE HIGH SCHOOL LEAGUE  
ORGANIZATION, DUTIES AND POWERS**

**1. ORGANIZATION**

**1.0 Composition**

1.01 This organization shall be composed of those schools designated by the Minnesota State High School League as constituting Section 7A. The Section Committee is identified in the Minnesota State High School League constitution as a geographic organization of schools for administrative purposes. This committee is to be called the governance unit.

**1.1 Purpose and Philosophy**

- 1.11 To stimulate the development of a sound program of interscholastic activities and to plan, control, manage and administer said activities.
- 1.12 To elevate standards of good sportsmanship and to encourage the growth of good citizenship among school children.
- 1.13 To protect member schools and their pupils from exploitation by special interest groups.
- 1.14 The philosophy of the Section is to foster and promote a sound and meaningful activity program for the students and member schools of the Section in compliance with the MSHSL.

The Section Committee will meet as necessary (approximately monthly) to conduct its business, provide the necessary leadership and supervise Section activities to a successful conclusion.

Section Committee members are expected to attend Section and state activities whenever possible as a means of assessing the success and effectiveness of each experience for Section participants. Every effort must be made to provide a superior experience for each participant. It is imperative that at all times league business be conducted in a professional and responsible manner. To this end, all representatives of the league must accept their responsibility to report to league functions prepared to execute their duties on behalf of the member schools.

**1.2 Section Committee**

- 1.21 The Section Committee shall consist of a minimum of twelve (12) members. Only designated school representatives or individuals eligible to be designated school representatives are eligible to be selected to these twelve (12) positions. If the committee does not include a representative of one sex, 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 Section committee. These positions are not limited to designated school representatives.

**1.22 Selection of committee members**

.22.1 Each Class "A" and "Class AA" Section shall be divided into four (4) geographically determined sub-sections. Membership on the Section committee shall include a minimum of two (2) members of board of education or their designee: two (2) superintendents or their designee: two (2) principals or their designee: two (2) athletic directors: two (2) coaches (one (1) representing boys coaches and one (1) representing girls coaches); two (2) fine arts directors one (1) representing music and one representing speech/debate/one act play.

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

**1.23 Terms of Office**

1.231 The term of office of the school administrator shall not exceed four (4) years, and the term of office for coaches and activity directors shall not exceed four (4) years. Committee members serving more than half of one term shall not

be eligible for reelection or appointment to succeed themselves. They may be eligible for further elections or appointments.

1.232 Each of the four (4) geographically divided sub-Sections of that Section shall be numbered 25 through 28. Representation of the Section committee shall be as follows:

<b>Administration</b>	<b>2013-2017</b>	<b>2015-2019</b>	<b>2017-2021</b>	<b>2019-2023</b>
Board of Education	Sub Sec. 25	Sub Sec. 28	Sub Sec. 27	Sub Sec. 26
Superintendent	Sub Sec. 26	Sub Sec. 25	Sub Sec. 28	Sub Sec. 27
Principal	Sub Sec. 27	Sub Sec. 26	Sub Sec. 25	Sub Sec. 28
Athletic Director	Sub Sec. 28	Sub Sec. 27	Sub Sec. 26	Sub Sec. 25
	<b>2021-2025</b>	<b>2023-2027</b>	<b>2025-2029</b>	<b>2027-2031</b>
Board of Education	Sub Sec. 25	Sub Sec. 28	Sub Sec. 27	Sub Sec. 26
Superintendent	Sub Sec. 26	Sub Sec. 25	Sub Sec. 28	Sub Sec. 27
Principal	Sub Sec. 27	Sub Sec. 26	Sub Sec. 25	Sub Sec. 28
Athletic Director	Sub Sec. 28	Sub Sec. 27	Sub Sec. 26	Sub Sec. 25

<b><u>At Large</u></b>	<b>2017-2021</b>	<b>2021-2025</b>	<b>2025-2027</b>	<b>2029-2031</b>
Boys Coaches	<b>2017-2021</b>	<b>2021-2025</b>	<b>2025-2027</b>	<b>2029-2031</b>
Speech/One Act/Visual Arts	<b>2017-2021</b>	<b>2021-2025</b>	<b>2025-2027</b>	<b>2029-2031</b>
Girls Coaches	<b>2019-2023</b>	<b>2023-2027</b>	<b>2027-2031</b>	<b>2031-2035</b>
Music	<b>2019-2023</b>	<b>2023-2027</b>	<b>2027-2031</b>	<b>2031-2035</b>
Student Representative	<b>2018-2020</b>	<b>2020-2022</b>	<b>2022-2024</b>	<b>2024-2026</b>
Elected in Junior Year (optional)				

1.23.3 Elections of members to the Section committee shall be conducted during the spring of the year and will be confirmed by the Section committee at its spring meeting. A complete list of the Section committee members shall be sent to the League Office by August 1 of each year.

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

1.23.5 Replacement for Committee members who retire or can not complete their term for other reasons will be appointed by the Region Committee.

### **1.3 Powers and Duties of the Section Committee**

1.3.1 The Section Committee shall be responsible for the immediate and general supervision of the Section events assigned by the Board of Directors. Power to determine eligibility, to interpret eligibility by laws, 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 Section Committee.

1.32 The Section Committee shall:

1.32.1 elect its own officers and designate their responsibilities

- 1.32.2 when appropriate for each identified tournament, assign schools to a sub-section as determined by the schools in that activity.
- 1.32.3 keep complete minutes on all meetings and of the Section committee;
- 1.32.4 furnish a full report of the proceedings of all Section committee meetings to the schools of the Section and to the League office.
- 1.32.5 select the tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each Sub-Section should have equal representation on the tournament committee. If only a Section 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; determine and send proportionate share/expense claims to the Section 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 Section tournament.
- 1.32.6 maintain a financial balance in accordance with Board of Directors policies;
- 1.32.7 provide for an annual audit of Section funds; (legislature has assigned state auditor to audit MSHSL and Regions.)
- 1.32.8 perform such other duties as may properly come before the committee.32.

#### **1.4 Adoption and Revisions of policies and procedures**

- 1.41 The adoption of policies and/or procedures shall be by majority vote of the Section Seven A Committee's membership in attendance.
- 1.42 All policies and procedures shall become effective immediately upon adoption unless otherwise specified.
- 1.43 A Committee member may submit a proposed new policy or policy change, at any time provided, however, that such proposal shall be submitted in writing and shall be presented for discussion by the full membership of the Section Committee at one of its regular meetings.
- 1.44 These policies and procedures shall be revised annually.
- 1.5 The fiscal year of Section 7A shall be from August 1st until July 31st, both dates inclusive.
- 1.6 The Section Committee will review admission charges, participation and managers fees, judges and official fees for all Section events at least once every two years.
- 1.7 No passes, except those authorized by the Section Committee will be honored at any Section tournament. Section 7A-AA passes honored during the regular season will not be honored at any Section tournament.
- 1.8 Expense reimbursement for committee members, coordinators or tournament managers shall be governed by the MSHSL Policy.

#### **2.0 SECTION POLICIES AND PROGRAMS**

- 2.1 Section reimbursement policy for team travel.
  - 1.1 There will be no mileage reimbursement for team travel.
- 2.1 Solicitations
  - 1.1 Schools within the sub-sections will be allowed to sell commemorative shirts at sub-section tournaments, but Prior approval is required from the Section committee for the sale of commemorative items, memorabilia, caps, etc., by schools or organizations at any section tournament.
- 2.2 Academics, Arts, & Athletics Award.

The program is sponsored by the MSHSL. Each school may enter 2 students, a male and female, in the AAA program. The top 2 finishers in each Section will be invited to attend a special luncheon. At half time of the boys state basketball tournament, the MSHSL will announce the four state winners and present the AAA awards. The nomination criteria is as follows:

  - 1.1 be a high school senior at the time of nomination. Nominations will be limited to two qualifying students per school - one male and one female.
  - 1.2 have a cumulative GPA of 3.0 or higher at date of nomination
  - 1.3 have participated and made contributions to a league sponsored athletic program and fine arts activity.

- 1.4 exhibit citizenship and be respected individuals in their home communities.
- 1.5 exemplify the highest standards of sportsmanship, ethical conduct and moral character.

2.4 Reference for any item not covered is the MSHSL manual for that activity.

2.5 Appropriate medical personnel must be assigned at all events where necessary.

2.6 Appeal Procedure: In the event a ruling must be made concerning a happening in the Region, the following procedure is available to member schools: (1) Appeal to that activity coordinator. If the coordinator cannot resolve the issue or the appellant wishes to pursue the issue further, appeal is made (2) to the region tournament committee consisting of the executive secretary, the president of the Region 7A Committee and representatives from each sub section. If this group cannot resolve the issue or the appellant wishes to pursue the issue further, appeal is made (3) to the Region Committee at the next regular meeting. The decision by the Region Committee will be final.

2.7. If the action or inaction of any member school should cause a financial liability to Region 7A, that school will be assessed an appropriate fee, determined and approved by the Region 7A Committee. (Examples are, but not limited to: failure to appear for, or late withdrawal from, a scheduled tournament; damage caused by a team or school representative to a facility, etc.)

2.8. It shall be the policy of Region 7A to set dates and schedule sites. The Region will use sites as scheduled. However, in the event that a scheduled site is not available for any reason, or parties to the contest feel it necessary to change sites (this is allowed in finals only), both participants must agree on another site and get approval from the Region Committee for that change. If the participant approved site is not approved by the Region Committee or if the participants cannot agree on the alternate site, the scheduled site will be used, or the Region Committee will assign the site. Where necessary, the procedure outlined in 2.6 Appeal Procedure will be used.

When home sites are used admission should be charged as in the fee and payment schedule in this appendix. If admission is not charged, the home team is responsible for game expenses.

2.9. The Region 7A Committee supports and is in agreement with the codes of conduct presented in the MSHSL Official Handbook. If a person or act receives a vote of censure, the censure form will include a description of the situation receiving the censure and a recommendation to school authorities that their option for suspension of the offending individual be initiated.

2.10. The Tournament Committee: When appropriate a tournament committee will be named to sub section and section tournaments. The Tournament Committee:

- (1) will not hear protests against decision of contest officials as outlined in MSHSL Bylaw 407;
- (2) Any dispute, protest or appeal received or discovered by the tournament manager which needs tournament committee action will be heard immediately and a decision made before the start of the next scheduled tournament contest in which the disputed team is scheduled to play. League resource persons may be contacted, if necessary;
- (3) If the tournament committee cannot reach a decision, the Region 7A Appeals Procedure will be in effect (page 6, 2.8 Appeal Procedure Region 7A Policies and Procedures Manual), and the final decision will be made a part of the tournament report;
- (4) Offended persons/schools may request an interpretation of the case regarding application of MSHSL By Laws; however, "the interpretations will not affect the outcome of the contest" as declared in Bylaw 407.

## FALL ACTIVITIES

### I. GIRLS TENNIS

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **II. FOOTBALL**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

**1.4** Region 7A Administers five football sections: 7AAA, 7AA, 7A, Section 5 9Man & Section 7 9 Man. Football Coordinators have been appointed for these sections. They are listed on the Region Coordinators page of the appendix

**1.5** Coordinators: Each division coordinator is responsible for the following:

1.1 Schedule a fall and/or spring meeting to determine seeding procedures, pairings and to provide member schools accurate standing of teams within their section during the football season.

1.2 Selection of officials for the following season at least six months in advance through consultations with coaches, and secure game contracts.

1.3 Work closely with member schools and the Section Secretary in the event of a postponement of a game.

**1.6.** Passes

1.1 There are no passes allowed in Region 7A for playoffs.

**1.7.** Game Times are set by the Region Committee. Games during the week will start at 6:00 or 7:00PM. If lights are not available the competing schools will agree on a start time. If agreement can't be reached the Region Committee will set the time. It is recommended that Saturday games start at 2:00PM unless schools involved mutually agree to an alternate time.

## **III. GIRLS SECTION 7A SWIMMING**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **IV. VOLLEYBALL**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **V. BOYS & GIRLS SOCCER**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## WINTER ACTIVITIES

### VI. ONE ACT PLAY

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.
- 1.2 The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.
- 1.3 Royalties and other expenses of production shall be paid by the school presenting the play. Schools must be able to produce proof that permission has been obtained for the use of the play in the contest, and permission for any changes made in the play. **Non compliance means disqualification.**

### VII. BOYS SWIMMING AND DIVING (Section 6A)

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.
- 1.2 The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### VIII. BOYS AND GIRLS BASKETBALL - Section 7A and 7AA

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.
- 1.2 The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### IX. SECTION 7A BOYS HOCKEY

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.
- 1.2 The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.
- 1.3 Semis and Finals at Amsoil Arena

### X. SECTION 7A GIRLS HOCKEY

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.
- 1.2 The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.
- 1.3 Semis and Finals will rotate North & South annually.

### XI. NORDIC SKI RACING BOYS AND GIRLS

- 1.0 Dates, sites and manager are listed on the Official 7A Calendar see Region Website.
- 1.1 Teams registered for this activity are listed in the competitive sections see Region Website.



**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **SPRING ACTIVITIES**

### **XII. MUSIC**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### **XIII. SPEECH**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### **XIV. BOYS AND GIRLS GOLF**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### **XV. BOYS TENNIS**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

### **XVI. SOFTBALL**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **XVII. BASEBALL**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **XVIII. BOYS AND GIRLS TRACK**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **XIX. VISUAL ARTS**

**1.0** Dates, sites and manager are listed on the Official 7A Calendar see Region Website.

**1.1** Teams registered for this activity are listed in the competitive sections see Region Website.

**1.2** The manager for this activity is listed in this manual. The manager will administer this activity as directed in the Section Manager Guidelines provided by the League office at the Section Managers meeting. Manager's report forms are on the Region Website.

## **MEDIA POLICY**

- I. See MSHSL media policy

## **RECOMMENDED SCHOOL-SPECTATOR VIDEOTAPE PROCEDURES**

- I. See MSHSL videotape procedures