



# REGION 2AA

Executive Secretary  
[region2aa@gmail.com](mailto:region2aa@gmail.com)

---

# 2020-21 MSHSL Region 2AA Handbook

# APPROVED JUNE 11, 2020

## PREFACE

The Region Committee has compiled this activity handbook as a source of reference for the administrative schools of Region 2AA. This is an attempt to outline the policies, regulations and procedures to be followed in the planning and managing of all Region activities. Much of the material presented is based on the “Officials Handbook of the Minnesota State High School League.”

The Committee is indebted to the Administration, Athletic/Activity Directors, Tournament Managers and Coaches for their contributions to this handbook. It is hoped that it will prove helpful to those directly involved in the management and conducting of various activities for Region 2AA.

Only the activities that are administered by Region 2AA are included in this handbook

## Table of Contents

ADMINISTRATIVE REGION 2AA	4
REGION 2AA COMMITTEES	4
REGION 2AA POLICIES AND PROCEDURES	5
1.0 Organization	5
1.1 Composition	5
1.2 Purpose	5
1.3 The Region Committee	5
1.4 Region Executive Secretary – Treasurer Job Description	7
2.0 Finances	8
2.0 All Region 2M monies generated from entry fees, admission, and interest will be processed through the Executive Secretary. The bank of choice will be selected by the Executive Secretary with the approval of the Region Committee	8
2.1 Tournament Earnings. (Executive Secretary responsibility following the activity.)	8
2.2 End of year earnings. (Responsibility of the Executive Secretary)	8
2.3 Admissions – Passes	9
2.4 Scholarship or Scholarship Funds	9
2.5 Payment of bills	10
2.6 Fees	10
2.7 Conflict of Interest Policy	10
2.8 Expenditure Guidelines for Region travel and meals	10
3.0 General Policies	11
3.1 Advertising in Tournament Programs	11
3.2 All Tournament Teams	11
3.3 Audit	11
3.4 Awards	11
3.5 Coaches Expenses	11
3.6 Entry Fees	11
3.7 Expense Policy for Team Travel, Meals, etc.	11
3.8 Holding Harmless Agreement – (contracts for leasing of sites)	11
3.9 Moneys to Region Secretary from Section events	11
REGION 2AA TOURNAMENT POLICIES	12
T1. Tickets	13
T2. Passes	13
T3. Supervision	13
T4. Concessions	14
T5. Merchandise Sales	14
T6. Reporting Game Results	14
T7. Programs	14
T8. Payment of Officials and Workers	14

T9.	Police/Security -----	14
T10.	Public Address Announcer -----	14
T11.	Tournament/Contest Sites -----	15
T12.	Postponement, Rescheduling, or Cancelling Scheduled Contests -----	15
T13.	Unplayable Facilities -----	15
T14.	Trainer-----	15
T15.	Officials/Judges -----	15
T16.	Cell Phones -----	15
T17.	Band, Cheerleaders and Performance Groups -----	15
T18.	Awards -----	16
T19.	Banners, Signs, etc. -----	16
T20.	Fund Raising -----	16
T21.	Spectator Conduct -----	16
T22.	Media Charges -----	17
T23.	Hiring Officials/Judicators -----	17
T24.	Official/Judge Mileage-----	17
T24.	Tournament Pay & Expense Schedules-----	18

ADDITIONAL MSHSL POLICIES FOR REFERENCE -----	20
M1. Administrative Region Committees-----	20
M2. Administrative Region Information -----	20
M3. Advertising Guidelines-----	20
M4. Americans with Disabilities Act-----	21
M5. Awards -----	21
M6. Conflict of Interest-----	21
M7. Credit Cards -----	21
M8. General -----	21
M9. Finance Policies for Administrative Regions -----	21
M10. Audit-----	21
M11. Checking Accounts for Sections-----	21
M12. Coaching Expenses-----	21
M13. Division of Receipts-----	22
M14. Division of Profit and Loss-----	22
M15. Expense Policy for Team Travel, Meals, Etc. -----	22
M16. Money to Region Secretaries from Section -----	22
M17. Programs Sold at Region Contests -----	22
M18. Region Committee Fund Balance -----	22
M19. Seeding-----	23
M20. Rental Fee Policy When Holding an Event -----	23
M21. Sexual, Racial and Religious Harassment and Violence -----	24
M22. Television and Radio-----	24
M23. Tournament Administration -----	25

## ADMINISTRATIVE REGION 2AA 2020-21

Buffalo	Delano	Marshall	Shakopee
Chanhasen	Hutchinson	Mound Westonka	Waconia
Chaska	Mankato East	New Ulm	Waseca
Dassel-Cokato	Mankato West	Orono	Worthington

### SUB REGIONS FOR SELECTING REGION COMMITTEE MEMBERS

<u>SUB REGION 1</u>	<u>SUB REGION 2</u>	<u>SUB REGION 3</u>	<u>SUB REGION 4</u>
Dassel-Cokato	Mankato East	Hutchinson	Buffalo
Delano	Mankato West	Marshall	Chanhasen
New Ulm	Mound Westonka	Waconia	Chaska
Orono	Shakopee	Worthington	Waseca

### SUB REGIONS FOR SELECTING REPRESENTATIVE ASSEMBLY MEMBERS

<u>SUB REGION A</u>	<u>SUB REGION B</u>	<u>SUB REGION C</u>
Mankato East	Buffalo	Delano
Mankato West	Dassel-Cokato	Chanhasen
Marshall	Hutchinson	Chaska
New Ulm	Mound Westonka	Orono
Waconia	Shakopee	Waseca
Worthington		

### 2019-21 REGION 2AA COMMITTEES

<b>Sub Region 1</b>	<b>Term</b>	<b>School</b>	<b>Position</b>
Troy Guentzel	(2017-2021)	New Ulm	Activities Director
Christie Dewanz	(2019-2023)	New Ulm	Board Member
<b>Sub Region 2</b>	<b>Term</b>	<b>School</b>	<b>Position</b>
Mike Redmond	(2019-2023)	Shakopee	Superintendent
Ann Hendricks	(2017-2021)	Mankato Schools	School Board
<b>Sub Region 3</b>	<b>Term</b>	<b>School</b>	<b>Position</b>
Pat Hayes	(2017-2021)	Waconia	Coach Boy's Sport Rep
Katie Keogh	(2019-2023)	Waconia	Coach Girl's Sport Rep
Daron Vanderheiden	(2020-2021)	Hutchinson	Superintendent
Rick Purrington	(2019-2023)	Marshall	Fine Arts Rep
Robert Danneker	(2019-2023)	Hutchinson	Principal
<b>Sub Region 4</b>	<b>Term</b>	<b>School</b>	<b>Position</b>
Tim Beckler	(2017-2021)	Chaska	Music Director Rep
Jason Miller	(2017-2021)	Waseca	Principal
Jon Summer	(2019-2023)	Chaska	Activities Director

### REPRESENTATIVE ASSEMBLY MEMBERS

<b>Sub Region A</b>	<b>Sub Region B</b>	<b>Sub Region C</b>
Bruce Remme (2019-21) Activity Director Marshall	Tom Bauman (2019-21) Activity Director Buffalo	Bucky Mieras (2020-22) Activity Director Orono

# REGION 2AA TOURNAMENT COMMITTEE

## SUB REGION 1

2020-21

Perry Thinesen - DC

## SUB REGION 2

2019-21

Todd Waterbury - ME

## SUB REGION 3

2018-20

Bruce Remme - Marsh

## SUB REGION 4

2019-21

Tom Bauman - Buffalo

## REGION 2AA ORGANIZATION AND OPERATING POLICIES

### 1.0 Organization

#### 1.1 Composition

1.1.1 This organization shall be composed of those schools so designated by the Minnesota State High School League as constituting REGION 2AA. The Region Committee is identified in the MSHSL Constitution as a geographic organization of schools for administrative purposes. It is to be called the governance unit.

#### 1.2 Purpose

1.2.1 To provide, promote, extend, manage and administer a program of activities for youth of the member schools of the Region in the field of athletics, speech, music and dramatics on a competitive basis, as well as such other co-curricular activities as may from time be sponsored by the member schools of Region 2AA.

1.2.2 To establish uniform and equitable rules for youth in interscholastic activities.

1.2.3 To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among students, member schools and their personnel.

1.2.4 To protect youth, member schools and their personnel from exploitation by special interest groups.

1.2.5 To serve the best interest of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a regional basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improving program.

1.2.6 To review and evaluate periodically the effectiveness of its program.

#### 1.3 The Region Committee

1.3.1 The Region Committee shall consist of a minimum of twelve (12) members, Only designated school representatives or individuals eligible to be designated school representatives are eligible to be selected to these twelve (12) positions. If the committee does not include a representation 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 positions are not limited to designated school representatives.

#### 1.3.2 Selection of Committee members

1.3.2.1 Each "Class AA" Regions shall be divided into four (4) geographically determined sub regions.

1.3.2.2 Membership on the Region 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

One (1) representing girls coaches

- Two (2) fines arts directors
  - One (1) representing music
  - One (1) representing speech/debate/one act play/visual arts
- 1.3.2.3 No member school shall have more than two (2) representatives on the Region Committee.
- 1.3.3 Terms of office
  - 1.3.3.1 The term of office for school administrators shall be four (4) years.
  - 1.3.3.2 The term of office for coaches/activity directors shall be four (4) years.
  - 1.3.3.3 Terms may 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 future elections or appointments.
  - 1.3.3.4 Each of the four (4) geographically divided sub-regions of the region shall be numbered (1) through (4).

**As a term finishes, the rotation for subsection representation shall move from the bottom up.**

**School Administration**

	<b><u>2017-2021</u></b>	<b><u>2019-2023</u></b>	<b><u>2021-2025</u></b>
Board of Education	Sub-Region 2	Sub-Region 1	Sub-Region 4
Superintendent	Sub-Region 3	Sub-Region 2	Sub-Region 1
Principal	Sub-Region 4	Sub-Region 3	Sub-Region 2
Athletic Director	Sub-Region 1	Sub-Region 4	Sub-Region 3

**Coach/Fine Arts Director (four year term at large): Boys Coach, Fine Arts, Girls Coaches and Music**

	<b><u>2017-2021</u></b>	<b><u>2019-2023</u></b>	<b><u>2021-2025</u></b>
<b>Coaches of Girls Sports</b>		<b>X</b>	
<b>Coaches of Boys Sports</b>	<b>X</b>		<b>X</b>
<b>Fine Arts</b>		<b>X</b>	
<b>Music</b>	<b>X</b>		<b>X</b>

- 1.3.3.5 Elections of members to the Region Committee shall be conducted during the spring of the year and will be confirmed by the Region committee at its spring meeting. A complete list of the Region Committee members shall be sent to the League Office by August 1 of each year
- 1.3.4 Officers elected by the Region 2AA Committee for one year.
  - 1.3.4.1 Chairperson elected at the fall meeting of the Committee. He/She will be the lead officer of the committee.
  - 1.3.4.2 Executive Secretary/Treasurer is appointed in April.
- 1.3.5 Powers and Duties of the Region Governance Committee
  - 1.3.5.1 The region committee shall be responsible for the immediate and general supervision of the region affairs, planning, controlling and managing all of the interscholastic activities of the region. However, the power to determine eligibility, to interpret eligibility rules and/or penalize schools for rules infractions is not and shall not be within the authority of the region committee.
  - 1.3.5.2 The Region Committee shall
    - 1.3.5.2.1 Elect its' own officers and designate their responsibilities.
    - 1.3.5.2.2 Notify the sub-region concerned of vacancies occurring prior to the expiration of a regular term of office.

- 1.3.5.2.3 Conduct elections, and keep complete minutes of the region and of the region committee, fill vacancies for the Board of Directors as directed in the provisions of the State League Official Handbook.
  - 1.3.5.2.4 Request advice from the MSHSL Board of Directors on matters pertaining to interscholastic activities within the region, on which it desires assistance or over which it does not exercise jurisdiction.
  - 1.3.5.2.5 Keep accurate records of receipts and disbursements of regional funds and report annually the status of such funds to the member schools of the region and the League office.
  - 1.3.5.2.6 Provide for an annual audit of regional funds.
  - 1.3.5.2.7 Perform such other duties as may properly come before the committee.
  - 1.3.5.2.8 A quorum shall consist of a simple majority of all members.
  - 1.3.5.2.9 A majority vote of those present, assuming a quorum, shall be sufficient for approval.
- 1.3.6 Adoption and Revisions of policies and/or provisions
- 1.3.6.1 The adoption of policies and/or procedures shall be by majority vote of the Region 2AA Committee.
  - 1.3.6.2 All policies and procedures shall become effective immediately upon adoption unless otherwise specified.
  - 1.3.6.3 A committee member may submit a proposed new policy or policy change at any time provided, however, that such proposals shall be submitted in writing and shall be presented for discussion by the membership of the Region Committee at one of its regular meetings.
  - 1.3.6.4 These policies and procedures shall be reviewed annually.
- 1.3.7 The fiscal year of Region 2AA shall be from August 1<sup>st</sup> until July 31<sup>st</sup>, both dates inclusive.
- 1.3.8 Committees or Groups
- 1.3.8.1 Permanent committees or groups may be set up under the Region Committee organization as needed.
  - 1.3.8.2 Committees, groups, or individuals wishing an audience with the Region 2AA Committee should contact a committee member or Executive Secretary so that he/she may be placed on a meeting agenda.
  - 1.3.8.3 All Region 2AA events are presented under the authority of the Minnesota State High School League. All rights to the event and presentation thereof are reserved by Region 2AA of the Minnesota State High School League.
- 1.3.9 Annual meetings will be held in the fall. The Region Committee will meet three additional times during the year to develop general plans for conducting section events.
- 1.4 Region Executive Secretary – Treasurer Job Description
- 1.4.1 The Executive Secretary shall be appointed by the Region Committee annually at an annual salary determined by the Committee. The Executive Secretary is a non-voting member of the Committee.
  - 1.4.2 Qualifications

- 1.4.2.1 Educational Administrative experience in the management and leadership of co-curricular activities.
- 1.4.2.2 Organization, budgeting, and Communications Skills
- 1.4.2.3 An understanding of the MSHSL philosophy and operation.
- 1.4.3 The Secretary will:
  - 1.4.3.1 Prepare agendas for the regular and special meeting of the Regional Committee and send notification of the meetings to the members of the Committee at least five (5) days before the meeting.
  - 1.4.3.2 Keep the minutes of the Committee meetings. Duplicate and distribute copies to all member schools and a copy to the League Office and MSHSL members that represent Region 2AA.
  - 1.4.3.3 Maintain the financial records of the Region. Endorse for deposit all checks and negotiable instruments. Pay all bills when due with proper documentation of vendor, amounts, etc.
  - 1.4.3.4 Prepare a financial report for all regular Regional Committee meetings for acceptance.
  - 1.4.3.5 Prepare financial reports for all events and present them to the Committee for acceptance. A copy of these reports to be mailed to all member schools.
  - 1.4.3.6 Make a full and complete report of the financial status of the Region at the end of the fiscal year. The report shall contain a list of individual checks written. Shall arrange for an audit of Region financial records. Provide a copy of the audit for each member school and send one copy to the League Office
  - 1.4.3.7 Order all trophies and awards for Region contests using the official MSHSL trophies, as established by the Region Committee.
  - 1.4.3.8 Contract for officials and judges when so designated.
  - 1.4.3.9 Be responsible for annually updating and revising the Region policy manual. All additions and corrections should be mailed to the member schools. Updates will be dated with the committee meeting date of approved change.
  - 1.4.3.10 Attend all MSHSL meetings and hearings that pertain to Region 2AA business. The Secretary is to regularly keep the Committee members informed about information and business relative to Region 2AA.
  - 1.4.3.11 Perform such duties as assigned by the Committee.

## **2.0 Finances**

- 2.0 All Region 2AA monies generated from entry fees, admission, and interest will be processed through the Executive Secretary. The bank of choice will be selected by the Executive Secretary with the approval of the Region Committee
  - 2.0.1 Schools leaving Region 2AA for realignment will be paid their fair share for the last year of participation.
- 2.1 Tournament Earnings. (Executive Secretary responsibility following the activity.)
  - 2.1.1 Determine the total tournament receipts.
  - 2.1.2 Pay all tournament expenses.
  - 2.1.3 Determine the profit/loss for that tournament.



- 2.1.4 Divide the number of contests in the tournament series into the profit/loss for the tournament to determine the “share per contest” for each team when other Regions are involved.
- 2.1.5 Multiply the number of games each team played in the tournament series times the “share per contest.”
- 2.1.6 Send the above amount of money or billing to the Region(s) to which each team has “been assigned nom.”
- 2.1.7 Deposit all tournament earnings in the Region bank of choice.
- 2.2 End of year earnings. (Responsibility of the Executive Secretary)
  - 2.2.1 Determine the total amount of expenses incurred for the conduct of the year’s tournaments and Region expenses.
  - 2.2.2 Multiply the above amount by 20%.
  - 2.2.3 Maintain a maximum balance of 20% in the Region financial balance for the upcoming tournament year.
  - 2.2.4 Subtract the 20% dollar figure from the end-of-the-year financial balance of the Region.
  - 2.2.5 Subtract the determined dollar figure from the end of the year financial balance of Region 2AA.
  - 2.2.6 Distribute these monies to the member schools under Region 2AA governance.
  - 2.2.7 The method of distribution of excess funds will be determined by the Region 2AA committee when the audit is approved.
  - 2.2.8 Maintain a financial balance in accordance with the MSHSL policies
  - 2.2.9 Additional Financial Duties/Responsibility of Executive Secretary
    - 2.2.9.1 At each meeting, present to the Region 2AA Committee an updated financial report of monies received and distributed.
    - 2.2.9.2 Collect and deposit all monies received by the Region from tournaments, other regions and other sources.
    - 2.2.9.3 Issue all checks to pay Region obligations for tournaments, meetings and other operating expenses.
    - 2.2.9.4 Report to the MSHSL the financial status of the Region, including detailed reports of receipts and expenditures.
    - 2.2.9.5 Submit audit conducted by a CPA firm on forms supplied by the MSHSL.
- 2.3 Admission – Passes
  - 2.3.1 The Region Committee shall establish admission prices for Region 2AA events annually.
  - 2.3.2 Current admission prices are Adults \$8.00, Students (K – Grade 12) \$5.00.
  - 2.3.3 Admission refunds: NO refunds for tickets purchased in advance (Boys/Girls Basketball) will be approved. Exception to students whose mode of travel was to be a school bus and it was necessary to cancel the bus.
  - 2.3.4 Region 2AA will provide only a limited number of passes for contests as approved by the Region Committee each year. Official squad roster will be allowed entrance to the specific level of tournament by using the program roster names only. Band/Cheerleaders will be allowed admission when coming as a group and in official uniform.

- 2.3.5 Advance sale tickets will be available when it is deemed necessary by the Region Committee or its designee.
- 2.3.6 NO ADMISSION will be charged for cross country, tennis, one act play, music, debate, speech, visual arts and golf.
- 2.4 Scholarship or Scholarship Funds
  - 2.4.1 No scholarships shall be provided from Region funds.
- 2.5 Payment of bills.
  - 2.5.1 THERE WILL BE NO PAYMENTS FROM GATE RECEIPTS
  - 2.5.2 All payments will be made through the Executive Secretary.
  - 2.5.3 Site managers should pay all bills through their school district accounts and the Secretary will reimburse with one check for all expenses or individual checks for all personnel and services, as soon as they are submitted and reports are completed satisfactorily.
- 2.6 Fees
  - 2.5.4 Officials/Judges will be hired by the Coordinators, Site Manager, and/or Executive Secretary using the fee schedule that was approved by the Region Committee. (Appendix A) Officials May be hired from the list supplied by the coaches/directors at the conclusion of a tournament.
  - 2.5.5 Site Manager – Managers will be paid by separate check at the conclusion of the activity and when the report work is completed. (Appendix A)
  - 2.5.6 Facility Rental. Payment for site rental will be paid at the conclusion of the activity using the fee schedule adopted by the Region Committee (Appendix A). One check from the Executive Secretary will be sent to cover all expenses. DO NOT PAY FROM GATE RECEIPTS.
  - 2.5.7 Support help – Payment for support help will be paid by the host school. The school will be reimbursed after the tournament report has been submitted to the Executive Secretary. DO NOT MAKE PAYMENT FROM GATE RECEIPTS.
  - 2.5.8 Coordinators – Payment will be made by the Executive Secretary at the Conclusion of the activity (Appendix A).
  - 2.5.9 Executive Secretary – Salary will be paid by the MSHSL every other Friday. The Region will reimburse the MSHSL quarterly.
    - 2.5.9.1 Necessary expenses will be paid on a monthly basis
    - 2.5.9.2 Yearly salary of the Secretary will be determined by the Region Committee.
- 2.6 Conflict of Interest Policy
  - 2.6.1 Any representative of the MSHSL who has the authority to sell, purchase, or lease goods and/or services shall not have a personal, financial, or professional interest in or gain, or benefit from the sale, purchase, or lease of any goods or services.
  - 2.6.2 League employees and officers shall not offer or accept gifts or gratuities, contributions, political favors or other such incentives, which may conflict with the interest of the League or compromise the safeguarding of League assets.
  - 2.6.3 League Representatives shall not direct or influence the sale, purchase or lease of any goods or services where a conflict of interest exists.
  - 2.6.4 **Sale of T-shirts and paraphernalia, etc. must have approval of the Region Committee.**
  - 2.6.5 Concession profits belong to the site management or designee.

- 2.7 Expenditure Guidelines for Region travel and meals.
  - 2.7.1 Region 2AA will pay at the approved rate per mile for approved travel.
  - 2.7.2 Region 2AA will follow the same expenditure guidelines as established for the MSHSL employees for travel and meal allowances for individuals serving duties of Region 2AA.

### **3.0 General Policies**

- 3.1 Advertising in Tournament Programs
  - 3.1.1 If there is advertising in the program it should be appropriate with the philosophy of the MSHSL.
- 3.2 All Tournament Teams
  - 3.2.1 All-tournament teams will not be named in any section tournaments.
- 3.3 Audit
  - 3.3.1 The annual financial summary located in your Region Secretary's Manual should be prepared and submitted to the League office by October 15. This report should be accompanied by an audit prepared by a C.P.A. firm. It may be computer generated.
- 3.4 Awards
  - 3.4.1 Only section awards should be presented at section tournaments
- 3.5 Coaches Expenses
  - 3.5.1 Expenses for coaches attending state coaches' association meetings shall not be paid from Region funds.
- 3.6 Entry Fees
  - 3.6.1 Entry fees will only be charged when the Region Committee deems it reasonable for revenue to be generated to allow for additional opportunities for certain activities.
- 3.7 Expenses for team, travel, meals, etc.
  - 3.7.1 No team expenses for meals, mileage, etc. will be paid for any activity until the end of the year. The number of miles driven by the Competing school should be computed by multiplying the amount per mile reimbursed by the region times the number of miles driven.
- 3.8 Hold Harmless Agreement – (contracts for leasing of sites)
  - 3.8.1 It is the intent of this Agreement to save harmless and indemnify owner from results of Lessee negligent and damage caused by Lessee participants, agents and invitees. Lessee does not agree to save harmless nor indemnify owner's or third party's negligence/nor property damage due to negligence of owner of third parties not Less participants agents or invitees. Lessee specifically does not agree to save harmless or indemnify owner from allegations of injury or damage due to negligence of owner in performing those duties reserved to owner, including but not limited to acceptance of design, construction and other completed operations maintenance, or functions of operation during Lessee occupancy functionally reserved to owner by this contract for which Lessee merely reimburses owners' expenses.
- 3.9 Moneys to region Secretary from Section events.
  - 3.9.1 Profits or losses from section tournaments should be returned to Region Secretary with explanation as to the number of teams participating and how the finances were distributed.

# REGION 2AA TOURNAMENT POLICIES AND PROCEDURES 2020-21

- T1. Tickets
- T2. Passes
- T3. Supervision
- T4. Concessions
- T5. Merchandise Sales
- T6. Reporting Game Results
- T7. Programs
- T8. Payment of Officials and Workers
- T9. Police/Security
- T10. Public Address Announcer
- T11. Tournament/Contest Sites
- T12. Postponement, Rescheduling, or Cancelling Scheduled Contests
- T13. Unplayable Facilities
- T14. Trainer
- T15. Officials/Judges
- T16. Cell Phones
- T17. Band, Cheerleaders and Performance Groups
- T18. Awards
- T19. Banners, Signs, etc.
- T20. Fund Raising
- T21. Spectator Conduct
- T22. Media Charges
- T23. Hiring Officials/Judicators
- T24. Tournament Fee Expense

## **T1. TICKETS**

- A. All tickets will be sold at the game site unless the Tournament Manager approves pre-sale.
- B. Prices for all rounds: Students \$5 Adults \$8. An adjusted higher price may be required at certain neutral sites.
- C. Tickets are to be sold at least halfway through the final half (3/4 of the game) of the last game/contest of the night. It is the site manager's prerogative to sell tickets until the game/contest has been completed.
- D. Admission Requirements
  - I. Region Requirements for Admission Charges to Region Events
    - a. All schools hosting a Section 2AA event must charge admission to the event when the event is one for which the Region Committee has established that admission will be charged. The host school is also required to charge the appropriate ticket prices as specified by the Region Committee. It is the Regions responsibility to properly inform the host school of the requirement for charging admission and the appropriate ticket prices.
  - II. Penalty for Failing to Charge Admission or Failing to Charge the Specified Ticket Prices
    - a. A school hosting a Section 2AA event and failing to charge admission when required to do so shall be assessed a financial penalty. The amount shall be the average gate receipt for all like Section 2AA events held during the previous three years. "Like" events are defined as the same sport for the same sex at the same level (i.e. boy's basketball, 1<sup>st</sup> round).
    - b. A school hosting a Section event and not charging the correct ticket prices as specified by the Region Committee, shall be assessed a financial penalty equal to the actual loss in revenue collected compared to what would have been collected if the correct price had been charged.
  - III. Method of Financial Penalty Payment
    - a. Any school assessed a financial penalty as described in number 25.1 may select either method of payment described below:
      - 1. Direct payment of the penalty to the Region from the School District.
      - 2. A deduction of the penalty from the year-end mileage reimbursement to the District from the Region. If the penalty exceeds the reimbursement amount, the District will be required to pay the difference to the Region.

#### IV. Waiver and Appeal Process

##### a. Request for Waiver

1. A school hosting a Section event for which the site is not determined by seeding and for which tickets are to be sold, may request a waiver of the requirement to sell tickets. The waiver request must be from the school principal to the Region Committee, and must specify, in writing, the reasons for the request. The waiver must be received by the Region Committee 90 days prior to the event, or within 10 days of the notification to a school of their selection as the host site, if such selection is less than 90 days prior to the event. The Region Committee will notify the host school of its response to the waiver request in writing as soon as possible after receipt of the request Appeal Financial Penalty Assessment.

##### b. Appeal of a Financial Penalty Assessment

A host school assessed a financial penalty for not charging admission for an event, or not charging the correct ticket prices, may appeal the assessed penalty. The appeal shall be in writing from the school principal to the Region Committee. It shall describe the circumstances that lead to the admission problem, along with any other pertinent information. The Region Committee after reviewing the appeal, may waive the penalty, reduce the penalty, or adhere to the original penalty assessed.

### **T2. PASSES**

- A. Official team members whose name appears on the MSHSL OFFICIAL roster will be admitted without a pass. Picture ID may be required for admittance.
- B. Only Region 2AA issued passes and certain MSHSL Passes are honored for free admission. Participating schools can call the Host AD/Site Manager before noon the day of the contest to request up to 5 names and a guest to be placed on the Pass List at the entrance for free admission. Conference passes-State Coaches' Passes-Student Activity Cards or similar are not honored. No other passes are accepted.
- C. Media personnel will be admitted upon approval of the tournament manager and/or presentation of proper credentials.

### **T3. SUPERVISION**

Supervision shall be the responsibility of each competing school. Upon the request of the Site Manager and/or tournament coordinator, Athletic Administrators from participating schools will provide a list of supervisors who will be on duty at the event.

Region 2AA will pay a "visiting" school at high seed games and both schools at neutral site games up to \$100.00 for supervision. There must be a minimum of two people in attendance for a school to receive the \$100.00 for supervision. The most that any one person can receive is \$50.00. It is the responsibility of each school to determine how many supervisors are needed at a contest and as to how the money is to be divided. The visiting school will pay their supervisors following the parameters set out in this section. The Region will reimburse the visiting school for its supervision costs up to \$100 based on the information on the host's Tournament/Contest Report.

#### 1. Contests played at high seed sites.

- a. Host schools will pay their supervisors in the same manner as regular season games.
- b. Visiting school will provide supervision for their fans based on degree of need.
- c. The visiting school will inform the host school as to who their supervisors will be.
- d. The visiting supervisors are to report to the host school game manager prior to the game to let that person know who they are and where they will be located during the game to supervise their fans.
- e. The site manager must list the school, names and number of supervisors on the Tournament Report Form.

#### 2. Contests played at neutral sites.

- a. At neutral sites both schools will be reimbursed for supervision up to the \$100.00 limit following the same procedure as described above.
- b. Tournament managers are to be notified in advance of who the supervisors are by both competing schools.
- c. The supervisors are to report to the game manager prior to the game to let that person know who they are and where they will be located during the game to supervise their fans.
- d. The site manager must list the school, names and number of visiting supervisors on the Tournament Report Form.

#### **T4. CONCESSIONS**

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

#### **T5. MERCHANDISE SALES**

**Merchandise sales must have approval of the Region Committee or their designee prior to the event.**

#### **T6. REPORTING GAME RESULTS**

The site manager is responsible for reporting results to the Tournament Coordinator. This should be the first call and placed as soon as possible after the game. It will be placed on the MSHSL website making it available to all media.

#### **T7. PROGRAMS**

A simple program listing the players/coaches/etc. will be the responsibility of the host site for none neutral site contests. Neutral site program reimbursements must be pre-approved by the Region Committee's Secretary or designee. The Region Secretary can provide an electronic sample program cover to the host sites for soccer, football, volleyball, hockey, basketball and baseball. School/site published programs must be free of all advertising that does not meet the standards of the MSHSL and include similar information/data for participating schools.

Rosters: \*\* Rosters for programs will be downloaded from the MSHSL website. It is the responsibility of the school administrator/coach to ensure that the OFFICIAL squad only is listed on the MSHSL website.

#### **T8. PAYMENT OF OFFICIALS AND WORKERS**

A. All expenses associated with a Region tournament/contest are to be paid by the Region Secretary. No checking account other than the Region Secretary's may exist. No workers or any other expenses are to be paid out of gate receipts. The Region Secretary will issue a lump sum reimbursement check to the host school for its expenses, including payment of workers, based on allowable expenses that are reported on the Tournament/Contest Report Form. Beginning with 2014-15, Region 2AA will include a stipend for the Employer Share of FICA Taxes in its reimbursement check. **If a host needs to have Region 2AA pay a vendor directly, they must make the request and receive permission from the region 2AA secretary before the contest and clearly note that on their contest report.**

B. Pay Scale for Contest Personnel.

Region 2AA will reimburse the host school for pay amounts for your workers at the same rate as they were paid for regular season games.

Individuals may be paid for a single duty or for a combination of duties but not two different duties.

You are urged to combine duties, i.e. ticket seller/taker whenever possible and to hire only the personnel needed to conduct the event.

#### **T9. POLICE/SECURITY**

Region 2AA will reimburse the host for costs to a maximum of:

Four (4) police for football games with the approval of the tournament coordinator or Region Secretary.

Two (2) police for all other activities with the approval of the tournament coordinator or Region Secretary.

**If unusual and extenuating circumstances exist, site managers may appeal in writing to the tournament coordinator and the executive secretary for additional security before the contest/game is held. The region secretary has the final authority on whether to approve additional security. Schools exceeding the approved "cap" for security shall bear the financial responsibility.**

#### **T10. PUBLIC ADDRESS ANNOUNCER**

This is an important position, vital to the successful administration of each game. The announcer should be familiar with the Sport terminology, rules, tie-breaking procedures, suspended game policy, and an evacuation policy. All announcing shall be in an unbiased mode.

## **T11. TOURNAMENT/CONTEST SITES**

Tournament/contest sites must be in accordance with Region 2AA policy/guidelines.

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

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

## **T12. POSTPONEMENT, RESCHEDULING OR CANCELING SCHEDULED CONTESTS**

The decision to postpone and reschedule a contest for any reason is the responsibility of the Tournament Coordinator/Region Secretary/Region Committee Chairperson, in consultation with the participating school's Administration.

## **T13. UNPLAYABLE FACILITY POLICY**

The decision to postpone and reschedule a contest due to any unplayable facility condition is the responsibility of the Region Secretary and Tournament Coordinator in consultation with the participating school's administration(s).

If unplayable conditions are known at least 24 hours in advance, the host school may move the contest, at their expense, to a neutral site on the same day or play at the opponent's site. If a site is not available at the scheduled time or date and it is within 24 hours of playing time, the tournament coordinator will determine to move the contest to the next sequential date (Monday-Saturday, not Sundays) in the following order:

1. At the home site
2. At a neutral site at the hosts expense (Additional costs)
3. At the opponent's site

## **T14. TRAINER**

The Region will provide training services for all neutral site activities. Host schools are responsible for providing trainers for contests that they are hosting. The Region will reimburse for this service.

## **T15. OFFICIALS/JUDGES**

Who hires, and who pays officials/judges, will vary with activities. A table follows that describes the responsibility for officials and will be communicated by the Tournament Coordinator or Region Secretary. **The Region will pay all officials/judges unless the Host requests to pay the Officials/Judges before the contest and be reimbursed by the Region.**

## **T16. CELL PHONES & SIMILAR DEVICES WITH CAMERA CAPABILITY**

Cell phones and similar devices with camera capability are prohibited in any dressing room being used for an activity that is administered by Region 2AA. It is the responsibility of the school administration/activities director/director/coach to inform students about the restriction prior to the competition and to direct students to leave their cell phones outside any dressing room facility.

## **T17. BAND, CHEERLEADERS & PERFORMANCE GROUPS**

- A. Participating schools are to inform the tournament and site manager if their band will be playing (the region reserves the right to limit the number of band members at some sites).
- B. Band members shall be prohibited from using their instruments as noisemakers during the game.
- C. Cheerleaders/mascot in uniform will be admitted to the game.
- D. Performance groups, approved by the tournament manager, may perform at halftime of the games. The group must be accompanied by the advisor(s).

## **T18. AWARDS**

Trophies and medals will be awarded in accordance with the MSHSL rules. No additional awards may be presented to a team or individual from the beginning of warm up to the completion of the award ceremony.

## **T19. BANNERS, SIGNS, ETC.**

Hand-held signs in good taste and promoting one's own team are permitted. Inappropriate signs will be confiscated and may not be returned. No signs are to be hung at neutral site facilities.

## **T20. FUND RAISING**

Fund raising activities are not allowed at section contests.

## **T21. SPECTATOR CONDUCT**

In order to elevate standards of sportsmanship and encourage the growth of responsible citizenship among the students, member schools, fans and school personnel, the MSHSL held a Sportsmanship Summit and asked student participants to identify behavior expectations they felt should be in place at every school event.

These minimum behavior expectations provide a foundation upon which member schools, conferences, administrative regions and the League's Board of Directors can build specific guidelines for activities under their control.

MSHSL Bylaw 409, **RESPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS**, speaks to this issue, directly, and Bylaw 409-2 specifically states that, **"School officials shall be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held."**

In all MSHSL activities, each participating school shall designate a person or persons from that school to serve as crowd control supervisors or chaperones. MSHSL 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 ushers and other security personnel. This will help to coordinate crowd control between school supervisors and tournament site personnel.

### **MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POST-SEASON TOURNAMENT COMPETITIONS**

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed.
- Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.

**THANK YOU** for supporting your student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.



**T22. Media Charges**

**MSHSL POLICY**

“All proposed arrangements made by Region Committees for television and radio programming shall be submitted to the Board of Directors for approval. Said approval shall be granted unless the proposed arrangements conflict with a television or radio contract signed by the Minnesota State High School League for programming MSHSL activities.”

<b>Media</b>	<b>All</b>
Radio-MBA Agreement Change to League Partner	NC
Radio-All Others	\$100
Webcasting-Live (Text, photos, audio only)	\$100
Webcasting-Delayed (Text, photos, audio only)	NC
Webcasting-Live (Audio and Video)	Negotiated
Webcasting-Delayed (Audio and Video)	\$150
Television-Delayed (Un-sponsored or school-based)	NC
Television-Delayed (Sponsored)	\$150
Television-Live (Un-sponsored or school-based)	Negotiated
Television-Live (Sponsored)	Negotiated

**T23. HIRING OFFICIALS/JUDGES**

**Officials/Judges will be hired by the Activity Coordinator or Site Manager using the Region Independent Contract.**

By the beginning of a game/contest the Official/Referee/Judge Contractor Form must be fully filled out and signed to be delivered to the region secretary. **If an assigner/association is providing officials/judges an assigning contract must be signed and completed, and approved by the Region Secretary. Payments will not be made until fully executed and signed contracts are received by the region secretary.** The region will pay all officials/judges directly or to an association, unless the Host Site requests to pay the officials/judges ahead of the Game/contest with the Region reimbursing the Host for that expense.

The Region will pay officials according to the Tournament Pay Schedule below or in certain situations by the Metro Pay Schedule or a negotiated rate with an association. Mileage may be paid, if allowed by the region mileage policy, is pre-approved by the Region Secretary and the official is paid according to the following Tournament Pay Schedule.

**T24. MILEAGE**

For some activities (determined by the Region Committee), Region 2AA pays mileage based on the one way distance that a judge/official will drive from their residence to the site that they are working at using google maps. Where there are multiple officials for athletic contests, mileage is paid for one car only. Mileage will not be paid to officials who work for the metro pay amount or an amount other than the amounts listed above in the Region Schedule unless they are part of a separately negotiated contract.

0 - 10 miles	No mileage	51 - 75 miles	\$37.50
11 - 25 miles	\$10.00	76 - 100 miles	\$50.00
26 - 50 miles	\$25.00	101 miles and above	\$75.00

**T25. Tournament Pay Schedules (Officials if not using the Metro Pay Schedule or a negotiated amount)**

<b>BASEBALL:</b>	Tournament Coordinator		\$675
	Site Manager	One Game	\$ 75
		Multiple Games	\$120
	Umpire	Per Game	\$ 82
	If a "rain out" occurs the umpire and site manger will receive ½ fee if at site and game is postponed; 2/3 of the fee if a game is suspended.		
<b>BASKETBALL:</b>	Tournament Coordinator		\$550
	Site Manager		\$ 75
	Officials		\$ 82
<b>CROSS COUNTRY:</b>	Tournament Coordinator	(Total Boys & Girls)	\$450
	Site Manager		\$100
	Referee		\$ 60
<b>DANCE:</b>	Tournament Coordinator		\$475
	Site Manager		\$125
	Superior Judge		\$120
	Judge		\$100
	Tabulator		\$ 75
	Kick Counter		\$ 30
<b>FOOTBALL:</b>	Tournament Coordinator		\$600
	Site Manager		\$125
	Officials		\$ 90
<b>GOLF:</b>	Tournament Coordinator	(Total Boys & Girls)	\$775
	Site Manager		\$ 50
<b>GYMNASTICS:</b>	Tournament Coordinator		\$500
	Site Manager		\$125
	Meet Referee		\$145
	Judge		\$125
<b>HOCKEY:</b>	Tournament Coordinator		\$700
	Site Manager		\$ 75
	Officials (3)		\$ 87 Ref, \$68 Linesman
	Goal Judge (Semifinal & Final)		\$ 35 to 40
<b>LACROSSE:</b>	Tournament Coordinator		\$450
	Site Manager	One Game	\$ 75
		Multiple games	\$120
	Officials		\$ 83
<b>MUSIC:</b>	Large Group Manager	(includes hiring judges)	\$200
	Solo/Ensemble Manager	(includes hiring judges)	\$450
	Judge		\$130
<b>ONE ACT PLAY:</b>	Site Manager		\$200
	Judge		\$130
<b>SOCCER:</b>	Tournament Coordinator		\$500
	Site Manager	One Game	\$ 75
		Multiple games	\$120
	Officials		\$ 77

<b>SOFTBALL:</b>	Tournament Coordinator		\$675
	Site Manager	One Game	\$75
		Multiple Games	\$120
	Umpire (2)	Per Game	\$ 74
	If a "rain out" occurs the umpire and site manger will receive ½ fee if at site and game is postponed; 2/3 of the fee if a game is suspended.		
<b>SPEECH:</b>	Sub Section Manager		\$325
	Section Manager		\$400
	Judge Coordinator		\$300
	Judge		\$130
<b>SWIM/DIVE:</b>	Tournament Coordinator		\$500
	Site Manager	Day 1	\$100
		Day 2	\$160
	Referee		\$335
	Starter		\$335
	Stroke/Turn (2)		\$155
	Diving Referee		\$ 80
<b>TENNIS:</b>	Tournament Coordinator		\$500
	Team (Semi & Final) & Individual Site Manager		\$ 50
<b>TRACK:</b>	Tournament Coordinator		\$700
	Site Manager	Per Day	\$50
	Starter		\$400
	Recall Starter	Per Day	\$ 75
	Running Referee		\$350
	Field Referee		\$350
	Clerk of Course	Per Day	\$ 75
	Field Events	Per Day	\$ 60
<b>VISUAL ARTS:</b>	Coordinator		\$300
	Site Manager		\$100
	Judge		\$130
<b>VOLLEYBALL:</b>	Tournament Coordinator		\$550
	Site Manager		\$ 75
	Official		\$ 75
	Line Judge		\$ 35
<b>WRESTLING:</b>	Tournament Coordinator (Team)		\$450
	Tournament Coordinator (Individual)		\$450
	Site Manager (Team)	Day 1	\$ 75
		Day 2	\$100
	Site Manager (Individual)	Day 1	\$100
		Day 2	\$160
	Officials (Team)	Per Match	\$ 75
	Official (Individual)	2 Days	\$350

## **ADDITIONAL MSHSL POLICIES FOR REFERENCE**

### **M1. ADMINISTRATIVE REGION COMMITTEES**

The term, “Administrative Region”, is used to denote a geographic organization of schools for administrative purposes, i.e., select Region Committee members, select Representative Assembly members, select Board of Directors representatives and administer tournaments assigned by the Board of Directors.

The Region Committee is identified by constitution to perform the administrative and tournament management functions required for the member schools assigned to geographic areas of the state.

The Region Committee shall be responsible for the immediate and general supervision of the region events assigned by the Board of Directors. Power to determine eligibility, to interpret eligibility bylaws, to penalize schools for bylaw infractions, and/or to present a tournament different from the policy established by the Board of Directors is not and shall not be within the authority of the Region Committee (Constitution 209.00).

Specific responsibilities of the Region Committee include:

- Appoints a region/section tournament management committee for each activity to administer tournaments as assigned by the Board of Directors.
- Receives input from section/region advisory committees regarding tournament formats.
- Other advisory duties set forth in the Constitution and/or assigned by the Board of Directors.

### **M2. ADMINISTRATIVE REGION INFORMATION**

#### **Relationship to the Minnesota State High School League**

Administrative Regions and all other sub-division of the League are an extension of the MSHSL and subject to the provisions of the constitution, bylaws, policies and decisions of the MSHSL Board of Directors.

#### **Target Coordinator**

Each region may establish a fee for the Target coordinator. The fee will be determined by each individual region.

#### **Voting of Section Committees – (when crossing section lines)**

Where there is a crossing of administrative region lines for section activities each school participating in that section is entitled to a vote and must be invited to the activity meeting conducted by the administrative region that has the largest number of member schools in that activity.

### **M3. ADVERTISING GUIDELINES**

For the purpose of selling advertising space in sub-section/section tournament programs the following guidelines are recommended:

1. The Region must approve all advertising before it is printed in any sub-section or section tournament program.
2. Any and all advertisement or advertising contents that’s deemed as discriminatory or inconsistent with MSHSL principles shall be rejected.
3. The editorial/advertisement ratio for any and all tournament programs shall be a maximum of 70 percent editorial copy and 30 percent paid advertisement.
4. The Region shall approve the advertising rates prior to the production of the rate card and/or media kit. The Region should also approve any changes in the rate structure.
5. Advertising space shall not be sold to:
  - Companies that sell, produce, or distribute alcoholic beverages
  - Tobacco companies
  - Sellers or producers of drug paraphernalia
  - Gambling organizations, establishments, or lottery games
  - Sellers of products or services competitive to the League
  - Companies that will use the MSHSL name or log with patent medicines, political parties/issues, religion/religious societies or groups
  - Colleges and universities
6. If advertising space is sold to a company whose products or services are used by participants, the advertisement must include the following statement: “This ad prepared and paid for by Company X”.

7. Combination businesses, such as restaurants, hotels, which dispense alcoholic beverages in a capacity to secondary to its primary purpose, may advertise in tournament programs, however, no part of the advertising message may refer to the sale of alcoholic beverages, or to a bar, cocktail lounge or other facility dispensing alcoholic beverages.
8. Advertisements having the appearance of editorial material must have the word "advertisement" printed above the copy.

Other Points of Information

- Cover positions should be sold at a premium price.
- Establish a system to process claims for adjustments due to errors or omissions of an advertisement (e.g. re-run advertisement; refund, etc.).
- Establish publication specifications and a process for submitting advertising copy/art.
- Require the use of an advertising contract, which will serve as a record of sales and payments.

**M4. AMERICANS WITH DISABILITIES ACT (1/20/93)**

The League has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. ADA Coordinator: Executive Director, David Stead.

**M5. AWARDS**

It will be a violation of League policy for a Region, member school or a representative of a member school to establish, distribute or accept any awards not provided by the MSHSL for region or state tournaments. (11/3/77)

**M6. CONFLICT OF INTEREST**

Any Board member or representative of the MSHSL who has the authority to sell, purchase or lease goods and/or services shall not have a personal, financial or professional interest in, or gain, or benefit from the sale, purchase or lease of any goods or services.

League Board members and representatives shall not direct or influence the sale, purchase or lease of any goods or services where a conflict of interest exists. "League Board members and representatives of the League shall disclose any potential conflict of interest regarding the sale, purchase, or lease of any goods or services. League Board members and executive staff shall annually complete the economic disclosure statement required under Minnesota statutes."

League representative may not conduct negotiations, make contacts or inquiries or state positions on behalf of the League unless specifically empowered to do so by the Board of Directors. (6/8/98)

**M7. CREDIT CARDS**

The League cannot have credit cards and/or debit cards.

**M8. GENERAL**

The Board of Directors may authorize payment of travel and other expenses and reimbursement of special expenses for employees and interns in accord with the provisions of this Chapter and Administrative Procedure 4.4 for the effective conduct of the League's business. Such authorization must be granted prior to incurring the actual expenses.

**M9. FINANCIAL POLICIES FOR ADMINISTRATIVE REGIONS**

**Assessment of Fees**

- A. Region Committees may not assess a charge, fee, levy or other assessment to any school or district moved from one section/region or class to another, region or class by action of the MSHSL Board of Directors.
- B. Fees may be assessed to all Region member schools when the fund balance/reserve falls below the mandated 20% maximum. (See 2.8c.)
- C. Fees may be assessed to schools for participating in a fine arts activity i.e. music, speech, etc.

**M10. AUDIT (7/5/05)**

The annual financial report shall be prepared by a Certified Public Accountant.

**M11. CHECKING ACCOUNTS FOR SECTIONS**

Sections will not be allowed to have separate checking accounts. All moneys must be receipted and disbursed through the administrative region responsible for conducting the section activity.

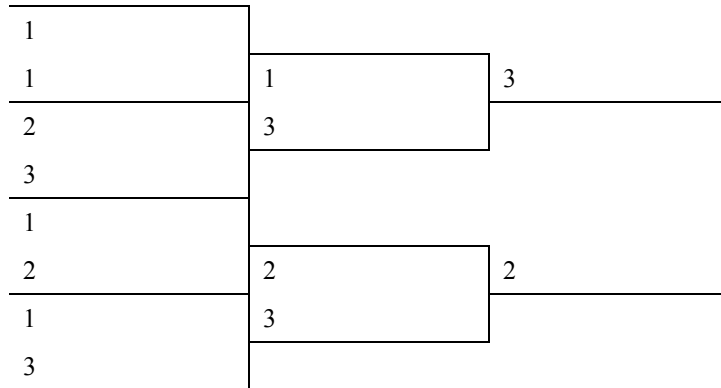
**M12. COACHES EXPENSES**

Expenses for coaches or directors who attend state coaches' association meetings shall not be paid from Region funds.

**M13. DIVISION OF RECEIPTS BETWEEN REGION SECRETARIES FOR SECTION ACTIVITIES THAT CROSS ADMINISTRATIVE REGION LINES**

Following is an example of how funds should be divided using schools representing 3 administrative regions, with 14 shares within the tournament.

8 Teams, 7 Games, 14 Shares



1=5/14 5 shares \$5,000

2=4/14 4 shares \$4,000

3=5/14 5 shares \$5,000

Net Receipts are \$14,000

**M14. DIVISION OF PROFIT OR LOSS FOR COOPERATIVELY SPONSORED TEAMS FROM MORE THAN ONE ADMINISTRATIVE REGION**

For teams from more than one administrative region, the profit or loss will be determined on a percentage basis based on the number of students on the official squad for that activity or tournament team.

**M15. EXPENSE POLICY FOR TEAM TRAVEL, MEALS, ETC.**

No team expenses for meals, mileage, etc. will be paid for any activity until the end of the year. The number of miles driven by the competing school should be computed by multiplying the amount per mile reimbursed by the region times the number of miles driven.

**M16. MONEYS TO REGION SECRETARIES FROM SECTION**

Within 60 days after the completion of a tournament, profits or losses from section tournaments should be returned to Region Secretaries with explanation as to the number of teams participating and how the profit or loss was calculated. The League office will provide a reporting form.

**M17. PROGRAMS – SOLD AT REGION CONTESTS**

Region committees shall receive moneys or percentage of receipts from the sale of Tournament Souvenirs and Programs prepared by outside vendors or agencies. Region Committees should establish policies for souvenirs and program sales and have written agreements with proposed vendors in advance of the tournament activity.

**M18. REGION COMMITTEE FUND BALANCE FOR THE BEGINNING OF EACH FISCAL YEAR**

- A. Each region Committee will maintain a 20% balance of the annual budget as the maximum fund balance to begin each fiscal year for the maintenance of cash flow needs and to meet uncertainties of income from tournament receipts.
- B. If more than 20% of an annual budget exists at the end of a fiscal year, prior to the distribution of any expenses to member schools of the Region, the Region Committee will determine how said excess funds are to be distributed to the schools who participated in said administration region during the year in which the excess funds were generated. If a Region Committee votes to establish a Reserve Account for future expenditures rather than send a reimbursement check to the member schools of the Region, the Committee shall make such a request in writing to the League’s Board of Directors.
- C. If less than 20% of an annual budget exists at the end of a fiscal year, prior to the distribution of any funds to member schools of the Region, the Region Committee will determine the fee for each school that participated in the Region during the year in which the expenses were incurred in order to increase the fund balance to 20% of the annual budget for the new fiscal year. (i.e. annual budget = \$300,000; fund balance = \$50,000; number of schools in Administration Region)=12; therefore, \$60,000 (20% of annual budget) - \$50,000 (fund balance) = \$10,000 / 12 (number of schools in the Administrative Region) = \$833.00 to be paid by each school to the Region to reach 20% of the annual budget in order to maintain cash flow needed and the uncertainties of income from tournament receipts.

## **M19. SEEDING**

### **Seeding Meeting for Activities**

Guidelines and procedures must be established by the Region Committee for seeding of activities prior to the beginning of the season. Input from sub-section coaches should be received for planning of tournaments. The final determination for seeding and the resolution of conflicts for section tournament shall be the responsibility of the Region Committee as directed by the League Board of Directors.

### **Forfeiture Policy – Before Seeding/After Seeding**

When a team has to forfeit one or more games 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

A team forfeits regular season games before seeding takes place.

A team forfeits regular season games after seeding takes place.

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

A team is added to the tournament after seeding takes place

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

#1 – If seeding is a point basic, 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, etc.

#3 – The tournament manger 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 seedings.

#5 – No change in seeds since this situation could be very 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. With either Face to Face or Electronic, there should be 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 may be used when schools are located in close proximity to each other. When seeding face to face it is highly recommended that if the coaches vote, the high and the low is thrown out. 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.

Electronic: Coaches contact a meeting via conference call where they share information about their teams – 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 thrown out. 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 tied schools gave each other is dropped. If the tie is not broken 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.

Point System: All seeding may be conducted by the MSHSL point system. This point system will give a school points for victories based on the size of school, of the opponent and the season record of the opponent – actual point system to be established. If there is a tie, the fist tie breaker is head to head competition. If still tied, the next tie breaker is section winning percentage; followed by overall winning percentage. If still tied, a coin flip is used to break the tie.

## **M20. RENTAL FEE POLICY WHEN HOSTING SECTION EVENTS**

- A. No rental fee can be charged for a school owned facility and that team is participating.
  - Custodial fee may be paid to cover the expense of overtime
  - 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)
- B. 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.
- C. The actual rental fee and other expenses may be paid to non-school owned facilities such as hockey arenas or swimming facilities.
- D. Other documented expenses may be approved at the discretion of the Region Committee.

**M21. SEXUAL, RACIAL AND RELIGIOUS HARASSMENT, AND VIOLENCE AND HAZING POLICY FOR STUDENT PARTICIPANTS IN MSHSL SPONSORED ACTIVITIES**

The MSHSL believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual, racial or religious harassment and sexual violence and hazing. It shall be a violation of this policy for a student participant in League activities to participating in hazing and/or to harass a person through conduct or communication that is determined to be of a sexual nature or regarding race or religion as defined by this policy.

The MSHSL and each member school will provide a written brochure which explains the sexual harassment and sexual violence and hazing policy, rules and penalties for student participants in League-sponsored athletic and fine arts activities.

If shall be a violation of this policy for a student participant in League activities to inflict, threaten to inflict, or attempt to illicit religious, racial or sexual violence from another person. Each student and parent/guardian shall annually sign the brochure provided by the League, and it shall be kept on file in the member school.

NOTE: Any allegation of sexual, racial or religious harassment or violence and/or hazing may also constitute a violation of the Student Code of Responsibilities, Bylaw 207 – General Eligibility. (11117194)

**M22. TELEVISION AND RADIO BROADCAST RIGHTS FOR SECTION TOURNAMENTS**

The Board of Directors of the MSHSL has established the following policy regarding arrangements made by Region Committees for television and radio programming of MSHSL tournaments.

*“All proposed arrangements made by Region Committees for television and radio programming shall be submitted to the Board of Directors for approval. Said approval shall be granted unless the proposed arrangements conflict with a television or radio contract signed by the MSHSL for programming MSHSL activities.”*

The purpose of the above policy is to provide official approval by the Board of Directors regarding the arrangements made by Region Committees for the television or radio production of section events. Approval will be granted by the Board unless the television or radio broadcasts conflict with events being conducted simultaneously by other sections or with television or radio contracts signed by the MSHSL for programming MSHSL activities. The rights fees, if any, for the television or radio broadcast of a section event would belong to the respective section or subsection schools.

Through the process of written approval, the Board of Directors, which represents the MSHSL as a corporation and is the only entity under the Statute that has contract authority under the Articles of Incorporation, would protect and support an agreement entered into by a region.

The policy, therefore, protects sections and regions under the current insurance coverage as well as in other areas of negligent happenings.

**Radio Broadcasts.**

Currently the Board has made arrangements to waive the radio broadcast rights fees for any station participating in the MSHSL/Minnesota Broadcasters Association agreement. The MBA will provide a list of participating stations for us to forward to you. Written approval is not necessary for these stations. Therefore, the radio rights fees would be applicable only to those radio stations not included on the attached list.

**Television Broadcasts (Commercial and Cable)**

All arrangements for television at the subsection or section levels must be submitted in writing to the Board of Directors for approval in advance of the proposed coverage. The rights fees for commercial or cable coverage are at the discretion of the region committees.

It is understood that this places another step in the process for the management of subsection and section events. However, it becomes necessary if regions and sections are to function under the Articles of Incorporation and the Constitution of the Minnesota State High School League.

PLEASE NOTE THE FOLLOWING POLICY ADOPTED BY THE BOARD OF DIRECTORS ON AUGUST 10, 1993.

**Language for the Media Policy Manual**

Television, radio, print and/or other media may not use or allow to be used, during the live presentation of the activity, rebroadcast thereof, or any printed accounts of the activity, any commercial nor may any of the broadcasters, or writers refer to or use words that imply a sponsorship of any tournament under the jurisdiction and control of the Minnesota State High School League without the expressed written consent of the MSHSL.



**Board Policy**

The terms “sponsor,” “sponsorship,” or other like terms that imply or refer to the presentation and support, of the activities under the jurisdiction and control of the Minnesota State High School League shall not be used unless expressly approved, in writing, by the MSHSL Board of Directors.

**Board Policy**

Media advertisers shall be limited to presenting their message during paid commercial time only. Any use of an advertiser’s message outside of paid commercial time shall be strictly prohibited.

**M23. TOURNAMENT ADMINISTRATION****Advertising in Tournament Programs**

If there is a Wells Fargo Bank in the community it shall be given the first opportunity to advertise in all Region programs. Other banks may be given an opportunity to also advertise but only with permission of the League office.

**All-Tournament Teams**

All-Tournament Teams will not be named in any sub-section or section tournaments.

**Hold Harmless Agreement Which Must Be included in Written Contracts – (contracts for leasing of sites)**

It is the intent of this Agreement to save harmless and indemnify owner from results of Lessee negligent and damage caused by Lessee participants, agents and invitees. Lessee does not agree to save harmless nor indemnify owner’s or third party’s negligence/nor property damage due to negligence of owner or third parties not Lessee participants, agents or invitees. Lessee specifically does not agree to save harmless or indemnify owner from allegations of injury or damage due to negligence of owner in performing those duties reserved to maintenance, or functions of operation during Lessee occupancy functionally reserved to owner/by this contract for which Lessee merely reimburses owner’s expenses.