

# REGION 7AA HANDBOOK

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# **REGION 7AA OFFICIAL HANDBOOK**

(Effective beginning August 1, 2021)

## **I. Membership:**

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

## **II. Philosophy:**

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

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

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

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

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

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

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

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

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

The Region Committee shall consist of a minimum of twelve (12) members. Only designated school representatives or individuals eligible to be designated school representatives are eligible to be selected to these twelve (12) positions. If the committee does not include a member of one sex, a representative of that sex shall be appointed by the committee. Appointees who are eligible are individuals who are eligible to be designated school representatives. Additional committee members may be added at the discretion of each region committee. These additional positions are not limited to designated school representatives. No individual member school may have more than two (2) representatives on the Region 7AA Committee.

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

Terms of Office: The term of office of the school administrator shall not exceed four (4) years, and the term of office for coaches and activity directors shall not exceed four (4) years. Committee member serving more than half of one term shall not be eligible for reelection or appointment to succeed themselves. They may be eligible for further elections or appointments.

Each of the four (4) geographically divided sub-regions of that region shall be numbered one (1) through four (4) and representation on the region committee during the school years shall be as follows:

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

	<b>2019-2023</b>	<b>2021-2025</b>	<b>2023-2027</b>	<b>2025-2029</b>
Board of Ed	Sub-Region #2	Sub-Region #1	Sub-Region #4	Sub-Region #1
Superintendent	Sub-Region #3	Sub Region #2	Sub-Region #1	Sub-Region #2
Principal	Sub-Region #4	Sub Region #3	Sub-Region #2	Sub-Region #3
Athletic Director	Sub-Region #1	Sub Region #4	Sub-Region #3	Sub-Region #4

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

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

	<b><u>(4 yr terms)</u></b>	<b><u>(4 yr terms)</u></b>	<b><u>(4 yr terms)</u></b>
Boys Coaches	2017-2021	2021-2025	2025-2029
Fine Arts	2017-2021	2021-2025	2025-2029
Girls' Coaches	2019-2023	2023-2027	2027-2031
Music	2019-2023	2023-2027	2027-2031

Election of members to the region committee shall be conducted during the spring of the year and will be confirmed by the region committee at its summer meeting. A complete list of the region committee members, see Appendix B, shall be sent to the League Office by August 1 of each year.

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

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

- The Region Committee is responsible for the immediate and general supervision of the region events assigned by the Board of Directors. (See Appendix D) Power to determine eligibility, to interpret eligibility bylaws, to penalize schools for bylaw infractions, and/or to present a tournament different from the policy established by the Board of Directors is not and shall not be within the authority of the region committee. At all meetings of the Region Committee, a quorum shall consist of 50% of the total membership.
- The Region Committee shall:
  1. Elect their own officers and designate their responsibilities;
  2. When appropriate for each identified tournament, assign schools to a sub-section as determined by the schools in that activity;
  3. Keep complete minutes on all meetings of the region committee;
  4. Furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office;
  5. Select the tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each sub-region should have equal representation on the tournament committee. If only a region or section tournament is held, membership on the tournament committee shall come from a representative geographic area of the assigned tournament teams; receive all finances from sub-section and section tournaments; pay all bills for sub-section and section tournaments; determine and send proportionate share/expense claims to the Region Committee(s) from which teams are assigned for governance purposes; and, send a report to the League Office relative to the finances and the participation of teams assigned to the region tournament;
  6. Maintain a financial balance in accordance with Board of Directors policies;
  7. Provide for an annual audit of region funds;
  8. Perform such other duties as may properly come before the committee.
- The Region may employ a non-voting executive secretary or an executive secretary/treasurer on an annual basis according to the League's fiscal year. The salary of the executive secretary/treasurer will be reviewed annually.
- Committee members will be reimbursed expenses as per Appendix F.

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

- Each member school is entitled to two votes.
- Regions may conduct organizational meetings either in the spring or fall of the year.
  1. To receive input from the schools assigned to the region and to develop general plans for the conduct of region events assigned by the Board of Directors;
  2. To elect a designated school board representative from each region to serve in the Representative Assembly for a term of two (2) years;
    - a. A delegate is limited to a maximum of two (2) consecutive full two-year terms. Delegates are not eligible for re-election or appointment to succeed themselves following this maximum term.
  3. To fill vacancies on the region committee.
- The names of region committee members and assignments shall be sent to the MSHSL office not later than August 1 of each school year.
  - Special meetings of the Region may be called at the discretion of the Region Committee.

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

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

- Committee members. These delegates are appointed by the Region Committee.
- Selection of delegates will be made during the spring and approved by the Region Committee at its spring meeting. For the initial appointment, Region 7AA will have one delegate for a two year term and two delegates for a three year term.
- Terms of office on the Representative Assembly shall be two (2) years. A delegate is limited to a maximum of two (2) consecutive full two-year terms. Delegates are not eligible for re-election or appointment to succeed themselves following this maximum term.
- Delegates will be reimbursed for expenses as per Appendix F.

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

- The management of the affairs of the Minnesota State High School League shall be vested in a Board of Directors as outlined under Section 45 of Chapter 718, Minnesota Laws 1988.
- One of the directors will represent Region 7AA and Region 8AA and, by agreement between the two committees, these two regions alternate terms on the Board of Directors. Each term on the MSHSL Board of Directors is four (4) years.
- Method of election:
  1. A director shall be elected every fourth year by the member schools of the area. The election shall be conducted between March 1 and May 1. Each member school has two (2) votes to be cast by the designated school representative.
  2. Election rotation: 2020-2024 – 8AA, 2024-2028 – 7AA. 2028-2032 – 8AA
  3. Each member school may nominate one candidate. The candidate shall be an individual who is eligible to be a designated school representative.
  4. The Region Committee of the area (combined regions) shall establish an election committee, establish election procedures and conduct the election.

## **IX. MSHSL Drone Policy**

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

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

- The Region Committee shall be responsible for the conducting of tournaments for their activities as determined by the MSHSL. **(See Appendix D).**
  1. The committee will set the site, date, and manager for all tournaments.
  2. No changes of date, site or manager is done without the approval of the Region Committee.
    - a. Exception: Semifinals & Final -- The two competing schools may change the site if the two teams agree and the change in site is feasible. Committee chairperson may grant final approval of site change after being supplied with information from the Rules & Policies Committee.
    - b. If the two schools involved don't agree on a closer site, each of those two schools shall submit the neutral site of their choice and the Rules & Policies Committee determines which neutral site will be used.
- The Region Athletic Directors shall have three meetings to make recommendations to the Region Committee for the next year's tournaments. Said recommendations are to include site, date and manager for each athletic activity. If the tournament manager is someone other than a member school's athletic/activities director, an athletic/activities director shall be appointed to oversee the management of the tournament. All tournaments conducted will be held within the Region 7AA administrative area if there is a school that has interest to host and there is an acceptable facility.
- Scheduling requirements for Spring Tournaments.
  1. Preliminaries and Finals North/South Site Rotation are used for Boys & Girls Track.
  2. Track & Golf are two-day tournaments with one day held on a non-school day.
  3. Boys Tennis, Softball, and Baseball will play on non-school days as much as possible.
- Fine Arts
  1. Debate/Drama/Speech: The sites, dates and managers for the next year are presented to the Region Committee as a recommendation by the coordinator prior to the April Region Committee meeting.
  2. Music: Contest sites, dates and managers for the next year are presented to the Region Committee by the coordinator prior to the April Region Committee meeting.
  3. One Act Play: There will be 2 preliminaries. In the event an area (North or South) has two or more schools participating in a geographic area as compared to the other area, there will be a draw of those schools for some to be placed in the other preliminary. There will then be an even number of schools within each preliminary round advancing 2 schools to the section finals. If 12 or more schools compete in the section tournament, 3 schools from each preliminary round advance to the finals. A school that is scheduled to host a preliminary event is not included in the rotation to move to another preliminary competition.

## **XI. Tournament Coordinators:**

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

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

- Reserve the site for the scheduled dates.
- Hire and execute contracts with officials, judges.
  1. Stipends follow the Metro Officials Fees Schedules - see **Appendix E** for guidelines.
  2. Mileage reimbursement as per **Appendix F**.
  3. Expenses for meals and lodging (if needed) see Region guideline **Appendix F**.
- Baseball, basketball and volleyball tournament managers are to find out the manufacturer's brand of ball to be used at state tournament and notify member schools that Region 7AA will use that same brand of ball for region tournaments.
- Inspect the facility before the tournament to allow time for any necessary changes.
- Use the MSHSL Meet Manager Manual as a guideline. (Manual sent from the MSHSL.)
- Hire competent and necessary personnel to run a good tournament.
  1. Use local guidelines for determining amounts of pay. For a single tournament contest, \$60 is the maximum that may be requested for a worker. The Host school submits its district's usual & customary percent amount needed to cover its benefits rate. **The maximum amount the Region is 18%.**
  2. Send reminders of position - time - date - site.
- Send information packets to all participating schools, and Executive Secretary.
  1. Date - time - site
  2. Pairings
  3. Locker room assignments
  4. Cheerleader information
  5. Band information
  6. Warm-up time/area, etc.
  7. National anthem procedure
  8. Half-time procedure, if applicable.
  9. Awards procedure
    - a. Trophies and medals awarded shall be designated and authorized by the MSHSL. Any other awards are prohibited.
    - b. Trophies and medals provided by the MSHSL are sent to the tournament coordinator or the final contest site manager.
  10. Supply restaurant and motel/hotel information with addresses and phone numbers.
  11. Supply map of area and tournament site with location directions, if appropriate.
- Print appropriate programs.
  1. Each tournament manager is responsible to promote, consider, approve, and enter into the agreement as the designee of Region 7AA for a program that will contain advertising and if a program will be sold. A report must be provided by the tournament manager to the committee following the tournament. This report will include a copy of the agreement, and all accounting procedures. Considerations for tournament managers include **(1)** equality if tournaments include boys and girls, **(2)** the number of programs to print, **(3)** the levels of play for program distribution, **(4)** the cost of programs if being sold and who receives the profit, **(5)** and the total amount reimbursed to Region 7AA from program printing rights. Suggestions for managers for the rate provided to Region 7AA may include: **(1)** a flat rate, **(2)** a percentage of the net profit, **(3)** base the amount on fans attending the tournament, **(4)** or an amount per program printed.
- Allow no local fund raisers (other than normal concessions and section T-shirt sales) without permission from Region Committee. Raffles or fifty-fifty drawings are not allowed.
- Radio, Webcasts, Live Television, Delayed TV
  - Follow Region MSHSL/7AA Medial Policy (**See Appendix X**)

- Finances:
  1. Expenses - Send requests for expense checks to Executive Secretary/Treasurer. Payments are made following the event when the completed tournament report with gate sale check is submitted.  
**DO NOT PAY EXPENSES OUT OF GATE RECEIPTS!!**
  2. Receipts - Use form in the two-page tournament report for ticket sale accounting. Use your school tickets. Send monies and ticket accounting numbers to Executive Secretary/Treasurer immediately, within one week of the contest.
- If required by policy of Region 7AA Committee, host schools will sell tickets and submit gate sales check. Any host school that chooses not to charge admission will receive no expense compensation from Region 7AA and is responsible for all costs of the event.
- Send the two-page tournament report, Appendix L, **with your signature**, to the Executive Secretary **immediately** following the tournament - required by the State Auditor and the MSHSL.
- Call or send in scores: Local Media - as many as possible plus:
  - Associated Press—1-800-300-8340, apscores@ap.org
  - Duluth News – 218-723-5303 OR 1-800-456-8181, sports@duluthnews.com
  - Minneapolis Star Tribune – 612-673-4447 OR 1-800-752-8120, preps@startribune.com
  - St. Paul Pioneer Press – 651-228-5518, preps@pioneerpress.com
- Tournament managers fees – **(See Appendix K)**

### **XIII. Distribution of Region Monies**

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

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

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

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

- Meetings
  1. Make reservations for the Committee meetings.
  2. Plan with the Committee Chairman an agenda for the meeting.
  3. Send a reminder to Committee members of the next meeting together with pertinent information to be discussed and acted upon.
- Minutes
  1. Keep minutes of all meetings and distribute to member schools, Committee members and the MSHSL.
  2. Keep a file of MSHSL and Region 7AA minutes and keep the Committee members informed of pertinent data in those minutes.
- Finance
  1. At each meeting, present to the Region 7AA Committee an updated financial report of monies received and distributed.
  2. Collect and deposit all monies received by Region 7AA from tournaments and other regions.
  3. Issue all checks to pay Region 7AA obligations for tournaments, meetings and other expenses.
  4. Report to the MSHSL the financial condition of Region 7AA, including detailed reports of receipts and expenditures.



- MSHSL
  1. Inform the MSHSL of Region 7AA tournament sites, dates and managers.
  2. Inform the MSHSL of Region 7AA Committee membership.
  3. Inform the MSHSL of Region 7AA Delegates to the Representative Assembly.
  4. Help the with the election process for the Area 4 (Regions 7AA and 8AA) member to the MSHSL Board of Directors. This position is elected once every four years.
- Region 7AA
  1. Help the Region 7AA Committee to establish and conduct election of Region Committee members according to MSHSL rules.
  2. Help the Region 7AA Committee to establish and conduct election of MSHSL Representative Assembly delegates according to MSHSL rules.
  3. Help the Region 7AA Committee (as directed) to carry out its charge.
- Tournament Direction
  1. Act as liaison to the coordinators, site managers and the Region 7AA Committee.
  2. Assist tournament managers to conduct their tournaments.
- The Executive Secretary/Treasurer position and salary is reviewed and determined annually by the Region 7AA Committee. The stipend is \$41,000.00 for 2021-2022.
- The Executive Secretary-Treasurer of Region 7AA shall be reimbursed according to the guidelines approved by the Region 7AA Committee. Mileage, meals, and lodging for the Executive Secretary-Treasurer shall be paid when the he is taking part in official Region 7AA business, attending meetings as the representative of Region 7AA, attending Region 7AA tournaments, or involved in any other Region 7AA or MSHSL related activities.
- Region 7AA reimburses the Secretary \$365.00 for personal computer use for the operating year. The Secretary owns his own computer, fax, copier, printer, & scanner. The Region pays half of any repairs or upgrades. The Region pays for high speed internet service and data plan. The Region pays for a phone/fax line and its installation.

**XVI. Sexual Harassment Policy:**

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