

# REGION 5AA

2022\*\*\*5AA Handbook\*\*\*2023



EXECUTIVE SECRETARY – Ray Kirch

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# PREFACE

The Region 5AA Committee has compiled this handbook to provide school personnel and others with the policies and regulations used to govern region-sponsored activities. Much of the content is based on rules and regulations governing regional activities as found in the official handbook of the Minnesota State High School League. It is intended that this handbook will serve as a guide and be helpful to those directly involved with the activities of Region 5AA. Please review the monthly minutes of Region 5AA for all additions/changes/corrections in the operation of Region 5AA activities and the Minnesota State High School League website [www.mshsl.org](http://www.mshsl.org) to view policies, scheduled events, history and past champions.

## REGION 5AA SCHOOLS

SUB REGION 1	SUB REGION 2	SUB REGION 3	SUB REGION 4
Maple Grove	Anoka	Centennial	Columbia Heights
Osseo	Blaine	Irondale	Fridley
Rogers	Champlin Park	Mounds View	Park Center
St. Michael-Albertville	Coon Rapids	Spring Lake Park	Totino-Grace



# MINNESOTA STATE HIGH SCHOOL LEAGUE REGION 5AA COMMITTEE MEMBERSHIP 2021-2022

NAME	REPRESENTING	POSITON/SCHOOL	TERM	PHONE	EMAIL
Jason Paurus	Sub Region 1	Principal Rogers High School	2025	763-497-6519	<a href="mailto:Jason.paurus@isd728.org">Jason.paurus@isd728.org</a>
Keith Cornell	Sub Region 1	Activities Director STMA	2023	763-497-6519	<a href="mailto:keithc@mystma.org">keithc@mystma.org</a>
Matt Mattson	Sub Region 2	Activities Director Champlin Park	2025	763-506-6821	<a href="mailto:matt.mattson@ahschools.us">matt.mattson@ahschools.us</a>
Shannon Gerrety	Sub Region 2	SB Designee Blaine High School	2023	763-506-6258	<a href="mailto:shannon.gerrety@ahschools.us">shannon.gerrety@ahschools.us</a>
Mike Schwartz	Sub Region 3	Board of Education designee Mounds View	2025	651-621-7124	<a href="mailto:michael.schwartz@moundsvIEWSschools.org">michael.schwartz@moundsvIEWSschools.org</a>
Will Wackman	Sub Region 3	Superintendent Designee Spring Lk Pk High School	2023	763-600-5150	<a href="mailto:wwackm@district16.org">wwackm@district16.org</a>
Patty Hand	Sub Region 4	Principal Fridley High School	2023	763-502-5601	<a href="mailto:Patty.hand@fridley.k12.mn.us">Patty.hand@fridley.k12.mn.us</a>
Cory McIntyre	Sub Region 4	Superintendent Osseo Schools	2025	651-328-4072	<a href="mailto:McIntyreC@district279.org">McIntyreC@district279.org</a>
Justin Reese	Boys' Coaches	Fridley High School	2025	832-528-6371	<a href="mailto:Justin.reese@fridley.k12.mn.us">Justin.reese@fridley.k12.mn.us</a>
Kate Kallevig	Fine Arts	Park Center High School	2025	763-569-7632	<a href="mailto:kallevigk@district279.org">kallevigk@district279.org</a>
Kristen Gagnon	Girls' Coaches	Totino-Grace	2023	763-226-4001	<a href="mailto:egalcoach@msn.com">egalcoach@msn.com</a>
Adam Sroka	Music	St. Michael-Albertville	2023	763-497-2192	<a href="mailto:adams@mystma.org">adams@mystma.org</a>

## MSHSL BOARD OF DIRECTORS REPRESENTATIVE

Troy Stein	5AA/6AA	Edina	2023	952-848-3817	<a href="mailto:troy.stein@edinaschools.org">troy.stein@edinaschools.org</a>
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## MSHSL REPRESENTATIVE ASSEMBLY DELEGATES

Sub Region 1	Dan Ohlgren	Rogers	2024	763-274-3144	<a href="mailto:Daniel.ohlgren@isd729.org">Daniel.ohlgren@isd729.org</a>
Sub Region 2	OPEN				
Sub Region 3	Will Wackman	Spring Lake Park	2024	763-600-5150	<a href="mailto:wwackm@district16.org">wwackm@district16.org</a>
Sub Region 4	Jake Henderson	Columbia Heights	2024	763-528-4509	<a href="mailto:HedersJ@colheights.k12.mn.us">HedersJ@colheights.k12.mn.us</a>



# **MSHSL Region 5AA Policy on Public Comments for Region Meetings**

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

## **Guidelines for Public Comments at Region 5AA Meetings**

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

### **Rationale:**

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

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



**2021-2022**  
**REGION 5AA SCHOOL DIRECTORY**  
**ATHLETIC ADMINISTRATORS**

HIGH SCHOOL	ADDRESS	OFFICE/CELL	ATHLETIC ADMINISTRATOR
Anoka	3939 7 <sup>th</sup> Ave N Anoka MN 55303	763-506-6223 763-360-0211	Lance Wicks <a href="mailto:Lance.wicks@ahschools.us">Lance.wicks@ahschools.us</a>
Blaine	12555 University Ave Blaine MN 55434	763-506-6528 763-458-2215	Shannon Gerrety <a href="mailto:shannon.gerrety@ahschools.us">shannon.gerrety@ahschools.us</a>
Centennial	4707 North Road Circle Pines MN 55014	763-792-5017 612-703-0117	Matt St. Martin <a href="mailto:Mstmartin@isd12.org">Mstmartin@isd12.org</a>
Champlin Park	6025 109 <sup>th</sup> Ave N Champlin MN 55316	763-506-6821 612-247-6834	Matt Mattson <a href="mailto:mathew.mattson@ahschools.us">mathew.mattson@ahschools.us</a>
Columbia Heights	1400 49 <sup>th</sup> Ave NE Columbia Heights MN 55421	763-528-4509	Jake Henderson <a href="mailto:hendersonj@colheights.k12.mn.us">hendersonj@colheights.k12.mn.us</a>
Coon Rapids	2340 Northdale Blvd Coon Rapids MN 55433	763-506-7125 952-465-6300	Curt Wallrath <a href="mailto:curtis.wallrath@ahschools.us">curtis.wallrath@ahschools.us</a>
Fridley	6000 W Moore Lake Dr Fridley MN 55432	763-502-5605 832-528-6371	Justin Reese <a href="mailto:Justin.reese@fridley.k12.mn.us">Justin.reese@fridley.k12.mn.us</a>
Irondale	2425 Long Lake Road New Brighton MN 55112	651-621-6821 763-639-0276	Chris Fink <a href="mailto:chris.fink@moundsviewschools.org">chris.fink@moundsviewschools.org</a>
Maple Grove	9800 Fernbrook Lane Maple Grove MN 55369	763-391-8730 612-644-1530	Ricardo Jones <a href="mailto:jonesr@district279.org">jonesr@district279.org</a>
Mounds View	1900 Lake Valentine Rd Arden Hills MN 55112	651-621-7121 612-242-6201	Jim Galvin <a href="mailto:james.galvin@moundsviewschools.org">james.galvin@moundsviewschools.org</a>
Osseo	317 2 <sup>nd</sup> Ave NW Osseo MN 55369	763-391-8602 612-599-3871	Bill Quan <a href="mailto:quanb@district279.org">quanb@district279.org</a>
Park Center	7300 Brooklyn Blvd Brooklyn Park MN 55443	763-569-7655 952-270-1168	John Hedstrom <a href="mailto:hedstromjohn@district279.org">hedstromjohn@district279.org</a>
Rogers	21000 141 <sup>st</sup> Ave Rogers MN 55374	763-274-3144 763-670-6065	Dan Ohlgren <a href="mailto:daniel.ohlgren@isd729.org">daniel.ohlgren@isd729.org</a>
St Michael-Albertville	5800 Jamison Ave NE St Michael MN 55376	763-497-6519 763-464-6112	Keith Cornell <a href="mailto:keithc@stma.k12.mn.us">keithc@stma.k12.mn.us</a>
Spring Lake Park	Hwy 65 NE Spring Lake Park MN 55432	763-600-5150 763-228-9117	Will Wackman <a href="mailto:wwackm@distric16.org">wwackm@distric16.org</a>
Totino-Grace	1350 Gardena Ave NE Fridley, MN 55432	612-719-7815	Mike Smith <a href="mailto:Mike.smith@totinograce.org">Mike.smith@totinograce.org</a>



**2021-2022**  
**REGION 5AA SCHOOL DIRECTORY - PRINCIPALS**

HIGH SCHOOL	ADDRESS	TELEPHONE/FAX	PRINCIPAL
Anoka	3939 7 <sup>th</sup> Ave N Anoka MN 55303	763-506-6201 763-506-6203	Mike Farley <a href="mailto:mike.farley@ahschools.us">mike.farley@ahschools.us</a>
Blaine	12555 University Ave Blaine MN 55434	763-506-6501 763-506-6503	Jason Paske <a href="mailto:jason.paske@ahschools.us">jason.paske@ahschools.us</a>
Centennial	4707 North Road Circle Pines MN 55014	763-792-5002 763-792-5039	Tom Breuning <a href="mailto:tbreuning@isd12.org">tbreuning@isd12.org</a>
Champlin Park	6025 109 <sup>th</sup> Ave N Champlin MN 55316	763-506-6801 763-506-7003	Mike George <a href="mailto:mike.george@ahschools.us">mike.george@ahschools.us</a>
Columbia Heights	1400 49 <sup>th</sup> Ave NE Columbia Heights MN 55421	763-528-4605	Todd Wynnet <a href="mailto:wynnet@colheights.k12.mn.us">wynnet@colheights.k12.mn.us</a>
Coon Rapids	2340 Northdale Blvd Coon Rapids MN 55433	763-506-7101 763-506-7203	John Pena <a href="mailto:John.Pena@ahschools.us">John.Pena@ahschools.us</a>
Fridley	6000 W Moore Lake Dr Fridley MN 55432	763-502-5601 612-545-6415	Patty Hand <a href="mailto:patty.hand@fridley.k12.mn.us">patty.hand@fridley.k12.mn.us</a>
Irondale	2425 Long Lake Road New Brighton MN 55112	651-621-6803 612-616-2570	Vichai Saefong <a href="mailto:Vichai.saefong@moundsviewschools.org">Vichai.saefong@moundsviewschools.org</a>
Maple Grove	9800 Fernbrook Lane Maple Grove MN 55369	763-391-8702 763-391-8701	Bart Becker <a href="mailto:beckerb@district279.org">beckerb@district279.org</a>
Mounds View	1900 Lake Valentine Rd Arden Hills MN 55112	651-621-7101 651-621-7287	Rob Reetz <a href="mailto:robert.reetz@moundsviewschools.org">robert.reetz@moundsviewschools.org</a>
Osseo	317 2 <sup>nd</sup> Ave NW Osseo MN 55369	763-391-8500 763-391-8537	Sarah Vernig <a href="mailto:VernigS@district279.org">VernigS@district279.org</a>
Park Center	7300 Brooklyn Blvd Brooklyn Park MN 55443	763-569-7601	Heather Miller-Cink <a href="mailto:miller-cinkh@district279.org">miller-cinkh@district279.org</a>
Rogers	21000 141 <sup>st</sup> Ave Rogers MN 55374	763-274-3400 763-274-3141	Roman Pierskalla <a href="mailto:roman.pierskalla@isd728.org">roman.pierskalla@isd728.org</a>
St Michael-Albertville	5800 Jamison Ave NE St Michael MN 55376	763-497-2192 763-497-6586	John Reeves <a href="mailto:johnr@stma.k12.mn.us">johnr@stma.k12.mn.us</a>
Spring Lake Park	8000 Hwy 65 NE SLP MN 55432	763-600-5150	Matt Boucher <a href="mailto:mbouch@district16.org">mbouch@district16.org</a>
Totino-Grace	1350 Gardena Ave NE Fridley, MN 55343	763-586-6334	Cheri Broadhead <a href="mailto:cheri.broadhead@totinograce.org">cheri.broadhead@totinograce.org</a>

**MINNESOTA STATE HIGH SCHOOL LEAGUE CONSTITUTION**



## 209.00 CLASS "A" AND "AA" REGION COMMITTEES: GOVERNANCE AND REPRESENTATION

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 representative of one sex, the committee shall appoint a representative of that sex. 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.

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

### 2. Selection of Committee Members

Each Class "A" and Class "AA" Region shall be divided into four (4) geographically determined sub regions.

- 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 (one (1) representing boys coaches and one (1) representing girls coaches); two (2) fine arts directors (one (1) representing music and one (1) representing speech/debate/one act play).
- B. No member school may have more than two (2) representatives on the region committee.
- C. The term of office for school administrators shall be four (4) years.
- D. The term of office for coaches/activity directors shall be four (4) years.

### 3. Terms of Office

- A. The term of the school administrator shall not exceed four (4) years and the term of office for coaches and activity directors shall not exceed four (4) years. Committee members serving more than half of one term shall not be eligible for reelection or appointment to succeed themselves. They may be eligible for further election or appointments.
- B. Each of the four (4) geographically divided sub-regions of that region shall be number one (1) through four (4). Representation on the region committee during the year shall be as follows:

<u>School Administration</u>	<u>2017-2021</u>	<u>2019-2023</u>	<u>2021-2025</u>	<u>2023-2027</u>
Board of Education	Sub Region 1	Sub Region 2	Sub Region 3	Sub Region 4
Superintendent	Sub Region 2	Sub Region 3	Sub Region 4	Sub Region 1
Principal	Sub Region 3	Sub Region 4	Sub Region 1	Sub Region 2
Athletic Director	Sub Region 4	Sub Region 1	Sub Region 2	Sub Region 3
Girls' Coaches		***		***
Music		***		***
Boys' Coaches	***		***	
Speech/1-Act/Debate	***		***	

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



## 209.02 Powers and Duties of the Region Committee

1. The Region Committee shall be responsible for the immediate and general supervision of the region events assigned ne the Board of Directors. Power to determine eligibility, to interpret 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.
2. The Region Committee shall:
  - A. Elect its own officer and designee their responsibilities;
  - B. When appropriate for each identified tournament, assign schools to a sub region as determined by the schools in that activity.
  - C. Keep complete minutes on all meetings and of the region committee.
  - D. Furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office.
  - E. 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; pay all bills for sub-region and region/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.
  - F. Maintain a financial balance in accordance with Board of Directors policies.
  - G. Provide for an annual audit of region funds.
  - H. Perform such duties as may properly come before the committee.
3. 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.

## 209.03 Region Meetings

Each member school is entitles to two (2) votes.

1. Regions may conduct organizational meetings either in the spring or the fall of the year.
  - A. 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.
  - B. To elect a designated school board representative from each Region to serve in the Representative Assembly for a term of two (2) years.
    - i. Elections in even numbered Regions will be held in the even-numbered years and elections in odd numbered Regions will be held in the odd-numbered years.
    - ii. A delegate is limited to a maximum of two (2) full year terms. Delegates are not eligible for re-election or appointment to succeed themselves following the maximum term.
  - C. To fill vacancies on the Region Committee.
2. The names of Region Committee members and assignments and the name of the governing board representative to represent the Region in the Representative Assembly shall be sent to the League Office no later than August 1 of each year.
3. Special meetings of the members of the Region may be called at the discretion of the Region Committee.



# MINNESOTA STATE HIGH SCHOOL LEAGUE

## REGION 5AA POLICIES

### I. REGION COMMITTEE MEMBERSHIP SHALL INCLUDE:

1. Two representatives from Sub Region I
2. Two representatives from Sub Region II
3. Two representatives from Sub Region III
4. Two representatives from Sub Region IV
5. A representative from Girls Coaches
6. A representative from Boys Coaches
7. A representative from Speech/1-Act/Debate
8. A representative from Music
9. An Ex-Official Member, MSHSL Board of Directors representing Regions 5AA and 6AA.

2018-2020	2020-2022	2022-2024	2024-2026
Sub Region 1	Sub Region 1(open)	Sub Region 1	Sub Region 1
Sub Region 2	Sub Region 2	Sub Region 2(open)	Sub Region 2
Sub Region 3	Sub Region 3	Sub Region 3	Sub Region 3 (open)
Sub Region 4 (open)	Sub Region 4	Sub Region 4	Sub Region 4

### II. COMMITTEE MEETINGS

### REGION

Meetings will usually be held at 8:30 at the MSHSL office on the second Tuesday September – June. Special meetings may be called at the discretion of the Region Committee. All other Region meetings are held in compliance with Section 3, Article VI of the MSHSL Handbook.

### ANNUAL MEETING

- A. The Annual Meeting shall be held at the May meeting.
- B. Voting Procedures
  - A. Each member school is entitled to two (2) votes. The Designated School Representatives are entitles to one (1) vote each at all section meetings, or until mail ballots where member schools are called upon to vote. One of the Designate School 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 school.
  - B. In school districts with multiple schools, the Designated Representative from the schools district's governing board may represent more than one school and is entitles to one (1) vote for each school he/she represents.
  - C. A quorum shall consist of a simple majority of all members.
  - D. A majority vote of those present, assuming a quorum, shall be sufficient for approval.
  - E. Election for Spring of 2021
    - Sub-Region 1 – Activities Director
    - Sub-Region 2 – Board of Education or Designee
    - Sub-Region 3 – Superintendent or Designee
    - Sub-Region 4 – Principal or Designee
    - Boys Representative
    - Fine Arts representative
  - F. Representative Assembly Elections-held in spring of even numbered years.

### I. FINANCE



The Region shall comply with the guidelines established by the MSHSL. The Region will conduct an independent review of the finances on an annual basis.

## II. ADMISSION PRICES

*Events scheduled at facilities outside 5AA schools may incur a surcharge.*

	STUDENT/SENIORS	ADULT
Baseball	\$5.00	\$10.00
Basketball	\$5.00	\$10.00
Football	\$5.00	\$10.00
Gymnastics (All day event)	\$5.00	\$10.00
Lacrosse	\$5.00	\$10.00
One Act Play	\$3.00	\$5.00
Soccer	\$5.00	\$10.00
Softball	\$5.00	\$10.00
Track	\$5.00	\$10.00
Swimming	\$5.00	\$10.00
Volleyball	\$5.00	\$10.00
Wrestling (All day event)	\$5.00	\$10.00
Hockey	\$6.00	\$10.00
<b>ALL GATES ARE \$5/\$10</b>		

Tickets are to be sold at least halfway through the final half (¾ of the game) of the last game/contest of the day/evening. It is the site manager's prerogative to sell tickets until the event has been completed **Football tickets are to be sold to the end of the game.** Site manager's financial report should have the first ticket and the next ticket after the final sale stapled to it.

**Admission checks should be made out to the host site. No personal or individual checks to 5AA.** Site manager checks should be made out to Region 5AA.

## III. ASSESSMENT FEE AND FEE FOR NO-SHOW TO PERFORMING ARTS CONTESTS

### A. ASSESSMENT FEE AND NO-SHOW FOR MUSIC ACTIVITIES

Participating schools shall be assessed 50% of the cost based on a point system for number/type of entries. *No shows are to be included as participants and assessed at the 50% pro rata*

**Large Group –** Participating schools pay according to the number of entries.

**S&E –** Participating schools pay based on the following point system:

Solo/Ensemble = 1 point                      Ensembles (Chamber/Pop/Jazz) = 3 points

### B. ASSESSMENT FEE FOR NO-SHOWS TO:

Speech (per pupil)                      \$10.00

1-Act Play                                      \$35.00

### C. \*FEE FOR LIVE RADIO BROADCAST - \$100.00 PER GAME

*Fees waived for MN Broadcaster's Association*

### D. \*FEE FOR CABLE DELAYED BROADCAST - \$150.00 PER GAME if advertising sold

*Fees waived for MN Broadcasters Association and school based educational TV*

### E. \*FEE FOR WEBCASTING –

\$100 Live Text

\$100 Delayed Audio

\$150 Delayed Video



*Negotiate Live Video*

\*All requests for broadcasts must be approved by the Region Committee with fees paid at least 48 hours before the event.

#### IV. FEE SCHEDULES

##### ACTIVITY MANAGERS

GROUP I		GROUP II	
Football	\$600	Baseball	\$600
Hockey	\$600	Basketball	\$500
Track B/G	\$600/1,200	Lacrosse B/G	\$600/1,200
		Soccer B/G	\$600/1,200
		Softball	\$600
GROUP III		Volleyball	\$500
Cross Country	\$500		
Dance	\$500		
Golf	\$500	GROUP IV	
Gymnastics	\$500	Speech	\$400
Nordic Ski B/G	\$500/1,000	1-Act	\$400
Swimming	\$500	Debate	\$400
Tennis	\$450	Visual Arts	\$500
Wrestling (team)	\$500		
Wrestling (individual)	\$500		

##### PERFORMING ARTS/FINE ARTS

Music Coordinator	*\$5000		
<u>Site Managers</u>	<u>Solo Ensemble</u>	<u>Large Group</u>	<u>Adjudicators Pay*</u>
Vocal	\$250	\$150	\$130
Instrumental	\$250	\$150	\$130
Jazz Ensemble		\$150	\$130

**\*Music Adjudicators \$130 for 5½ hours, \$15 per hour for each additional hour.**

51-75(\$37.50), 76-100(\$50), 100+(\$75)

Speech (site manager)			\$130
1-Act (site manager)	\$75		\$140
Debate (site manager)	\$75		\$120 (All day event)
Visual Arts			\$125

**\*\*Lunches/hospitality for adjudicators: In activities where such provisions are appropriate; the Region will provide financial support limited to \$10.00 per adjudicator.**

**Maximum for hospitality room is \$50.00 per contest.**



## Section Officials Rate of Pay

All officials will receive \$5.00 more than the Metro Fee Schedule.

### SITE MANAGERS

Site managers will receive \$75.00 single, \$125.00 doubleheader, football game \$150.00. Site manager for tennis will receive \$45.00.

### SECRETARY

When a secretary is necessary, this amount should be requested of the Executive Secretary of the Region. Must be someone other than you.

**ATHLETIC TRAINER:** \$75.00 for a single game, \$110.00 for doubleheader, \$135.00 for all day events, Gymnastics, Track, and Wrestling. Athletic trainers are not provided for Nordic/Alpine Ski, Swimming, Tennis, and Golf. The official Region 5AA athletic trainer has jurisdiction over all other team trainers at an event.

**Custodial:** Region 5AA schools could be reimbursed a maximum of \$50.00 for custodial expenses on Saturdays after 4:00pm for contests not involving the host school if the cost is an unreimbursed expense.

## VIII REIMBURSEMENTS 5AA Schools

### 1. MILEAGE

- A. Persons conducting official business for the Region are to be reimbursed at the Federal reimbursement rate.

### 2. TRANSPORTATION REIMBURSEMENT FOR TEAMS

Region 5AA member teams are to be reimbursed for travel as follows:

- A. \$100 for travel 100 miles or less one-way for semifinal and final Section games for baseball, basketball, hockey, lacrosse, soccer, volleyball, and softball
- B. \$200 for travel 100 miles or less one-way for semifinal and final Section games for football.
- C. \$200 for travel with five (5) or more athletes for any semifinal/final section contest in excess of 100 miles one-way.

Region 5AA member bands are to be reimbursed for travel as follows:

- A. \$100 for travel 100 miles or less one-way for semifinal and final Section games for basketball, football, hockey, soccer, and volleyball.
- B. \$200 for semifinal and final Section games for any trip in excess of 100 miles one-way.

The burden for requesting mileage reimbursement shall be the responsibility of the Activity/Athletic Director of the school. Mileage will be determined by the use of Mapquest.com or its equivalent and the form to request reimbursement ([www.mshsl.org](http://www.mshsl.org)) must be received by the executive secretary no later than the following dates:

**Fall Sports – December 1**

**Winter Sports – April 1**

**Spring Sports – July 1**

\*Schools are to inform the site manager if their band intends to play at these contests.

## VIII PASSES

- Ten sport specific passes per school, excluding official team members, for all activities sponsored by the Region
- Members of the Official roster listed on the MSHSL website will be admitted without a pass.
- The Region Secretary shall be responsible for provide such passes to member schools.
-



## **IX TOURNAMENT SITES**

Tournament sites must be in accordance with Region 5AA Policy/Guidelines.

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

If a potential host school does not meet the criteria, the school will be permitted to move, at their expense, the contest to an alternate site that meets the criteria and is approved by the Executive Secretary. The alternate site could be the opponent's site. It shall be the responsibility of the tournament manager to secure approved tournament sites and provide sport specific criteria and information.

## **X POSTPONEMENT/RESCHEDULING CONTESTS**

The decision to postpone and reschedule a contest due to any unplayable facility condition is the responsibility of the Tournament Manager in consultation with the host school's Principal/designee. As much advance notice as possible should be given the visiting school.

### **MSHSL Adverse Weather/School Closing/Delays Policy**

In the event that adverse weather conditions and school closings or delays affect section or state tournament competitions, the following protocol shall be followed:

#### **Section Contests:**

The section site manager(s) or tournament manager(s) shall contact the Region Secretary responsible for the management of the contest who will, in turn, contact the school administration(s) of each participating school to review the weather conditions that exist at the home of the contest or that are forecast to exist when the tournament is scheduled to be played. The Region Secretary will discuss the tournament schedule with each affected school in order to facilitate the smooth flow of the tournament.

If both school objects to the tournament schedule and if the issue cannot be resolved at the Region level, the Region Secretary shall contact the League's Associate Director responsible to further discuss the tournament schedule and provide direction to the Region Secretary regarding the affected tournament. When the League's Executive Director has made the final decision, the Board of Directors will be contacted regarding the final decision.

### **Other Unplayable Conditions**

If unplayable conditions are known at least 24 hours in advance, the host school will be permitted to move the contest to a neutral site at the host school's expense or to the opponent's site on the same date at the originally scheduled time. If neither site is available at the scheduled time or date, the tournament manager will determine to move the contest to the next sequential date (Monday-Saturday) at the originally scheduled time in the following order:

1. At the home site
2. At a neutral site
3. At the opponent's site

## **XI FORFEITURE/STRIKE POLICY**

The committee approved the following resolution as it considered the potential forfeiture of Region or Section contest due to school district strikes/work stoppages. (5/23/07)



RESOLVE: In Region and Section Tournaments, a school forfeiting a contest, for whatever reason, will be assessed a fair portion of costs incurred for that activity.

## **XII FORFEITURE BEFORE SEEDING/AFTER SEEDING**

The Region Committee adopted the following Forfeiture Policy based on 5 scenarios: 03/09/2010

**(Note: All seeding should be based on tournament team strength.)**

1. A team forfeits regular season games before seeding takes place.
  2. A team forfeits regular season games after seeding takes place.
  3. A team forfeits the right to participate in the tournament after seeding takes place.
  4. A team is added to the tournament after seeding takes place.
  5. A significant number of players are declared ineligible for the tournament after seeding takes place.
- 
1. If seeding is on a point basis, a head-to-head meeting to rate teams based on tournament team strength.
  2. No change in seeds due to game planning factors such as dates, locations, transportation, officials, film exchange, etc.
  3. The tournament manager will assign new seeds by deleting the team that forfeited and adjusting other seeds accordingly, i.e. #1 will receive a bye in an 8-team tournament and the other teams move up.
  4. The tournament manager will assign the new teams to a seed based on point system or season record. The other seeds area adjusted accordingly with schedule/site based on the new seeding.
  5. No change in seeds since this situation could be very similar to teams with many injured and/or ill players.

## **XIII 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 must 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, 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 except their own. One high score and one low score is thrown out. Points are totaled and the lowest total is the seed, etc. If there is a tie, the first tie breaker is Head to Head competition. If that does not break the tie, 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.

**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 – the point system automatically seeds the teams and will be found on the following website: [minnestoa-scores.net](http://minnestoa-scores.net). If there is a tie, the first 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.

## **XIV CONCESSIONS/MERCHANDISE**

- The tournament manager shall be responsible to determine concessions/merchandise arrangements with the host site.



- All merchandise other than school approved food, beverage, and merchandise normally sold in the concessions stands for sale at Regions 5AA Section events must be approved by the Region Committee/Tournament Manager and must meet MSHSL sportsmanship and code of conduct guidelines (see complete policy on the MSHSL website)

## **XV CELL PHONES & SIMILAR DEVICES WITH CAMERA CAPABILITY**

Cell phones and similar devices with camera capability are prohibited in any MSHSL dressing room. It is the responsibility of the school administration/activity director/director/coach to inform students about the restriction prior to the competition and to direct students to leave their cell phone outside any dressing room facility.

## **XVI SECURITY CHECK**

All purses, bags, and brief cases are subject to search at all Region 5AA events.

## **XVII POLICY ON PUBLIC COMMENTS AT REGION COMMITTEE MEETINGS**

The business of Region 5AA of the Minnesota State High School League shall be conducted at meetings of the Region 5AA Executive Committee. Meetings of the Executive Committee are open to the public. The public is invited to attend and may give input at the discretion of the Committee. The Committee's agenda may include time for public comment. Public comment, when allowed, shall be limited to topics relevant to the agenda under consideration. Interested persons must contact the Chairperson or the Executive Secretary of the Committee prior to the meeting and indicate the topic to be commented on. The Committee Chairperson, or their member acting in the capacity of Chair, should determine whether public comment is relevant to the agenda.

### **The following guidelines have been established for comments at Region meetings:**

- People may speak during the "Public Comment" portion of the meeting agenda by contacting the Chairperson or Executive Secretary of the Committee prior to the meeting. Comments must be limited to topics that re relevant to the agenda.
- Each speaker will be allowed no more than five (5) minutes for his/her presentation unless the time limit is waived by a majority of the committee members present.
- The Committee may shorten the time limit if there are additional speakers to be heard.
- Undue interruption or other interference with the orderly conduct of Committee business shall not be allowed. Defamatory, abusive, or demeaning remarks are always out of order.
- The Chair may terminate the speaker's privilege of address if, after being called to order, improper conduct or remarks persist.
- Questions or requests for information should be directed to the Committee in writing and will be responded to at a later date.

## **XVII STATE TOURNAMENT TICKETS**

The Region will purchase state AA Boys' Hockey tournament tickets for committee members. Members are to reimburse the Region for the cost of the tickets.



# REGION 5AA MUSIC COORDINATOR

## JOB DESCRIPTION AND RESPONSIBILITIES

### JUDGES

- Find and assign judges for all music contests in Region 5AA, large group and solo/ensembles, vocal and instrumental
- Make out contracts and send to all judges
- Mail schedules and maps to judges for solo/ensemble contests
- Request payments for all judges from Region secretary
- Deliver checks to judges of solo/ensemble contests
- Have Region secretary mail checks to host site for judges of large group contests

### SITE MANAGERS

Obtain from each site manager four (4) weeks prior to contest:

- Map and directions to the school
- Map of the school interior
- Homeroom assignments
- Performance sites
- Identify a lounge/refreshment area for judges and directors

Advise site manager to arrange for:

- Volunteers to serve as "runners" to bring rating sheets to the contest headquarters (tabulation site), and stuff envelopes
- Adult volunteers to assist at the contest headquarters
- Provide coffee and rolls for judges and directors (*Expenses are limited – maximum \$50 per contest*)
- Provide meals for judges (*Expenses are limited–maximum \$10 per judge*)
- Request rating sheet from MSHSL
- Prepare rating sheets for judges (in order)
- Provide large envelopes (one per participating school)
- Request and make sure that each site manager makes out a manager's report (3 copies) listing all of the excellent and superior ratings; and sends to MSHSL, Region secretary and contest manager.

### MUSIC COORDINATOR

- Send initial letter and registration forms to all 5AA high school directors participating in the solo/ensemble contests, vocal, instrumental and string
- Get returns four weeks prior to contest, record all entries and plan the schedule
- Copy all materials received from the site manager plus the schedule and mail all to the directors two weeks prior to the contest

### GENERAL RESPONSIBILITIES

- Represent Region 5AA at fall music meetings
- Be on site and administer all solo/ensemble contests
- Field many telephone calls such as:
  - Rule definition/interpretations
  - Schedule changes
  - Special request
- Find last minute judge replacements due to emergency cancellations
- Obtain extra judges when extra entries are submitted, when additional schools petition into the regional contest, or when schools within the Region decide to perform at a different site
- Obtain and bring medals for superior and excellent ratings to the contests
- Distribute rating sheets and appropriate medals and certificates to each director at the end of each contest
- Keep accurate records of expenses incurred and submit Final Report for each contest to the Region secretary

### HOSPITALITY ROOM/LUNCHESES

- Maximum for hospitality room - \$50 per contest
- Maximum for adjudicator' lunches - \$10 per judge



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- Maximum for hospitality room - \$50 per contest
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# DUTIES OF MEET MANAGER FOR REGION AND SECTIONAL ACTIVITIES

*Directly responsible for the operation of the Tournament.*

1. Attend the Annual Activities Meeting of the Region (second Wednesday in September).
  - A. Meet with coaches of your activity.
  - B. Determine date(s), time(s), and site(s) format for your activity.
  - C. Report attendance and summary of this meeting to the Executive Secretary.
2. Prepare and distribute copies of an official tournament information packet to the head coach and the Athletic/Activity Director at all competing schools.
3. Make arrangements for and secure all tournament sites. *Note: No site rental pay for school sites.*
4. Arrange for all contest workers: officials, judges, ticket sellers/takers, supervisors, public address announcer, scorers, crowd control, police, or others as necessary.
5. Prepare pairings and determine seeding of participants.
6. Submit to the Executive Secretary a list of names of workers and their assignment so that checks can be written and available on the day of the contest or shortly after the conclusion of the event.
7. Arrange for the presentation of awards at the conclusion of the competition.
8. Complete and return all result forms, **including independent contractor**, requested by the MSHSL.
9. Complete and return the MSHSL Final report to the Region Executive Secretary. This report must include:
  - A. Listings and receipts of all expenditures and list of participating schools.
  - B. Accounting of all ticket sales using numbered tickets, program sales, television and radio purchase rights, others
  - C. Recommendations and tournament evaluation.
10. Report on the inventory, condition and location of Region owned equipment, if any.
11. Tournament forms are available on the MSHSL website. Click on Region 5AA and scroll down.
12. Enter the Tournament Brackets on the MSHSL website – under heading Region 5AA
  - A. Go to [www.mshsl.org](http://www.mshsl.org)
  - B. Click on Administration
  - C. Login ID = your first initial and last name, (i.e. tsmith) Password = First name, (tom)
  - D. Select activity from “My Tournaments”
  - E. Click “Brackets”
  - F. Follow prompts

**\*\*If you have any questions, call Chris at the League office at 763-560-2262 or Ray at 763-567-9250.**











## LATEST POSSIBLE DATES FOR COMPLETING 2020-2021 SECTION TOURNAMENTS

*The following dates are listed to assist Region Secretaries in securing facilities, scheduling events and establishing calendars.*

### FALL - 2020

GIRLS TENNIS.....	Tuesday	October	15
SOCCER, Boys and Girls .....	Friday	October	18
FOOTBALL.....	Saturday	November	2
CROSS COUNTRY RUNNING, Boys & Girls .....	Saturday	October	26
GIRLS VOLLEYBALL .....	Saturday	November	2
ADAPTED SOCCER, Boys and Girls.....	Wednesday	November	16
GIRLS SWIMMING AND DIVING .....	Saturday	November	9

### WINTER – 2020-2021

DEBATE .....	TBD	January	<b>TBD</b>
ALPINE SKIING, Boys and Girls.....	Thursday	February	6
NORDIC SKI RACING, Boys and Girls .....	Thursday	February	6
ONE ACT PLAY* .....	Saturday	February	<b>TBD</b>
DANCE TEAM* .....	Saturday	February	<b>TBD</b>
GIRLS HOCKEY* .....	Friday	February	<b>TBD</b>
GIRLS GYMNASTICS* .....	Saturday	February	<b>TBD</b>
WRESTLING*			
TEAM.....	Saturday	February	<b>TBD</b>
INDIVIDUAL.....	Saturday	February	<b>TBD</b>
BOYS HOCKEY* .....	Friday	March	<b>TBD</b>
BOYS SWIMMING AND DIVING* .....	Saturday	February	<b>TBD</b>
BOYS BASKETBALL* .....	Saturday	March	<b>TBD</b>
ADAPTED FLOOR HOCKEY, Boys and Girls.....	Sunday??	March	8??
GIRLS BASKETBALL* .....	Saturday	March	<b>TBD</b>

### SPRING - 2021

SPEECH.....	Saturday	April	?
ADAPTED SOFTBALL, Boys and Girls* .....	Saturday	May	<b>TBD</b>
BOYS TENNIS* .....	Tuesday	May	<b>TBD</b>
GIRLS SOFTBALL* .....	Saturday	June	<b>TBD</b>
TRACK AND FIELD, Boys and Girls .....	Saturday	June	<b>TBD</b>
GOLF, Boys and Girls.....	Tuesday	June	2
LACROSSE, BOYS AND GIRLS* .....	Thursday	June	<b>TBD</b>
BASEBALL* .....	Friday	June	<b>TB</b>



## Classification Policy

1. Every 2 years we reclassify and resection teams for post-season play.
2. Schools submit enrollment and free and reduced lunch data to the MDE on October 1.
3. Schools who believe they meet the 50% Free and Reduced Lunch threshold can appeal to be lowered a class in one or more team activities.
  - a. The AD Advisory Committee listens to these schools and reviews documentation submitted by each school and decides on each request separately.
  - b. The MSHSL Board of Directors has the ultimate approval/denial on each request.
4. Schools have the option to play a higher classification (opt-up) and we asked them to tell us specifically what class they would like to play in.
5. The MDE releases a report in early February with enrollment and FRL data for every school.
6. Enrollments and FRL data is calculated for every school and that result is the school's enrollment figure for classification.
  - a. 200 on free and reduced lunch, your total is 920.
7. Using the method to determine classification for each activity schools are ranked in order of enrollment and cut-offs are drawn. (Opt-up) and Lower Classification requests are included.
8. Dots are placed on the map to draw sections
  - a. Teams not changing class start in their previous section
  - b. We place schools new to that class and figure out where they best fit geographically.
  - c. We look to numerically balance the sections but moving those on the edges to other sections.
  - d. We move as few teams as possible
  - e. Direct lines between schools in a section should cross through another section.
9. Once sections are released, only those schools initiating a change (new coop, dissolving a coop, adding a sport, dropping a sport) will be moved. At this point no schools will be moved to balance the sections.
10. Every 4 cycles we start from scratch to tighten up the sections as best we can.
  - a. 2015-16, 2016-17 will be a "start from scratch" classification



# REGION 5AA

## EXECUTIVE COMMITTEE MEETING SCHEDULE

### 2019-2020

The Region 5AA Executive Committee calendar dates are established at the June meeting. The meetings are held at the MSHSL Office at 2100 Freeway Boulevard in Brooklyn Center.

Meetings are scheduled to begin at 9:00 a.m.

#### REGION 5AA EXECUTIVE COMMITTEE 2019-2020 MEETING DATES

September	11	2019	Wednesday
October	8	2019	Tuesday
November	13	2019	Wednesday
December	11	2019	Wednesday
January			NO MEETING
February	12	2020	Wednesday
March			NO MEETING
April	9	2020	Tuesday
May	13	2020	Wednesday – <i>Annual Meeting</i>
	3	2020	Wednesday – <i>Tentative</i>



Region	CC, B	CC, G	FB	SC, B	SC, G	SWIM, G	TEN, G	VB
1A	1A	1A	19Man, 1A, 1AA, 1AAA	1A	1A		1A	1A, 1AA
2A	2A	2A	29Man, 2A, 2AA, 3AAA				2A	2A, 2AA
3A	3A	3A	39Man, 3A, 3AA, 5A, 5AA				3A	3A, 3AA
4A	4A	4A	2AAA, 4AAA	3A, 4A, 5A	3A, 4A, 5A		4A	4A, 4AA
5A	5A	5A	4A, 4AA, 5AAA, 6AAA			6A	5A	5A, 5AA, 6AA
6A	6A, 8A	6A, 8A	49Man, 6A, 6AA, 8AA				6A	6A, 8AA
7A	7A	7A	59Man, 79Man, 7A, 7AA, 7AAA			7A	7A	7A, 7AA
8A			69Man, 89Man, 8A, 8AAA			8A	8A	8A
1AA	1AA	1AA	1AAAA, 1AAAAA	1AA	1AA	1A, 1AA	1AA	1AAA
2AA	2AA	2AA	2AAAA, 2AAAAA, 5AAAA	2A, 6A	2A, 6A	3A	2AA	2AAA
3AA	3AA	3AA	3AAAA, 3AAAAA, 3AAAAA, 5AAAAA	2AA, 3AA	2AA, 3AA	2AA, 3AA	3AA	3AAA
4AA	4AA	4AA	4AAAA, 4AAAAA	4AA	4AA	4A, 4AA	4AA	4AAA
5AA	5AA	5AA	4AAAAA, 5AAAAA, 6AAAAA	5AA	5AA	2A, 5AA, 7AA	5AA	5AAA
6AA	6AA	6AA	6AAAA, 6AAAAA	6AA	6AA	6AA	6AA	6AAA
7AA	7AA	7AA	7AAAA, 7AAAAA	7A, 7AA	7A, 7AA	5A	7AA	7AAA
8AA	8AA	8AA	8AAAA, 8AAAAA	8A, 8AA	8A, 8AA	8AA	8AA	8AAA

**The most current information may be found on your Administrative Webpage under “Region Responsibilities”.**











# MINNESOTA STATE HIGH SCHOOL LEAGUE

## ACTIVITY ADVISORY COMMITTEE PROCESS

Seasonally, the Activity Advisory Committee for each coaches/fine arts association submits their recommendations to the League office.

Fall Activities – November 1

Winter Activities – March 1

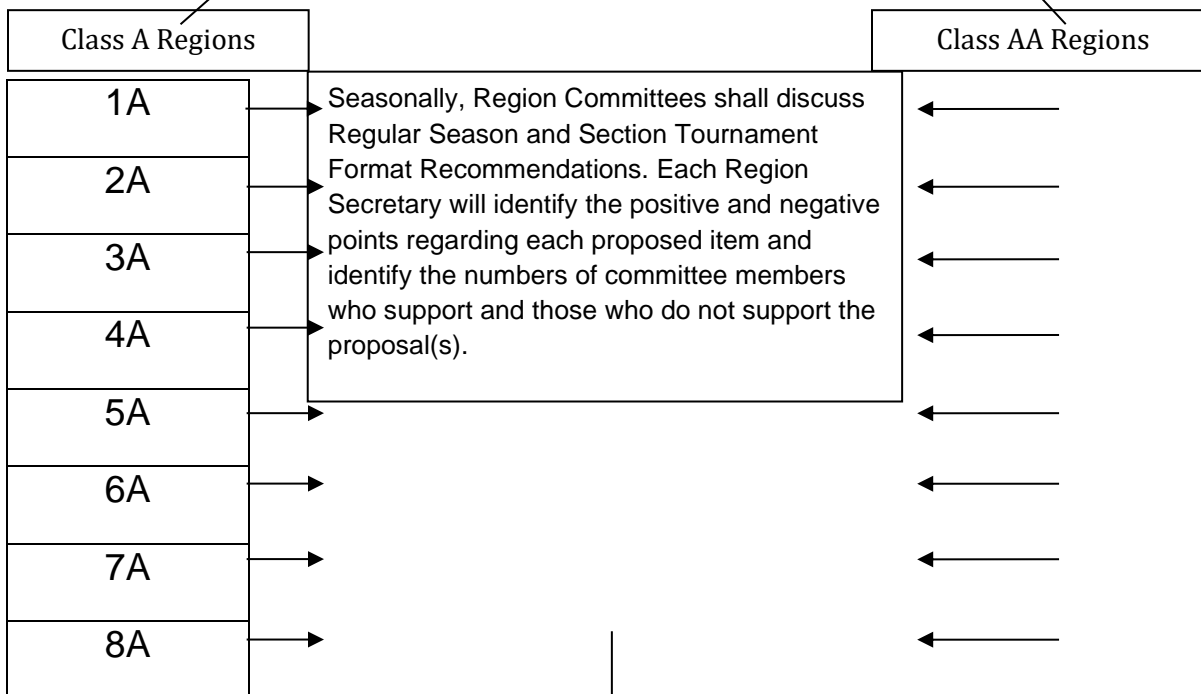
Spring Activities – May 1

Committee recommendations are advisory, and only the Board of Directors will make the final decision about any change to an activity.

### Categories for Advisory Committee Recommendations

1. Awards (Board of Directors Committee)
2. State Tournament Recommendations regarding Format and Non-NFHS Rules or NFHS Experiments (Board of Directors Committee)
3. Regular Season and Section Tournament Format Recommendations (Class A and Class AA Region Committee and Athletic Directors Advisory Committee)
4. Staff Recommendations (to Tournament Staff)
5. State Tournament Recommendations regarding Date(s) and Site(s) (Board of Directors)

The League office will send Regular Season and Section Tournament Format Recommendations to the Region Committees for review and comment.





The Athletic Directors Advisory Committee meets seasonally to provide input to Board of Directors regarding each proposal. A member of any Advisory Committee may attend and speak to the Committee.

The League's Board meets to discuss and vote on the proposals submitted by the Activity Advisory Committees.  
 Fall Activities – February  
 Winter Activities – June  
 Spring Activities – October

1AA

2AA

3AA

4AA

5AA

6AA

7AA

8AA

## MINNESOTA STATE HIGH SCHOOL LEAGUE REPRESENTATIVE ASSEMBLY PROCESS

**October 15**

Amendments submitted to League office by:

1. The Designated School Representative of five (5) or more schools
2. Any Region Committee
3. Board of Directors
4. Action of the Representative Assembly
5. Officers of each activity association (MnIAAA, MSHSCA, MSHSCAGS, MMEA, CTAM)

Each member school is asked to discuss the proposed amendment with their local advisory committee (Constitution 208.03) and at a meeting of the school district/member schools' governing board. The purpose of this discussion is to gather input from the local school and school community regarding the effect of the proposed amendment. Each school should provide their input to their Region Committee members or to their Administrative Region Committee Secretary by December 15 of each year.

Class A Regions

Class AA Regions

1A

By February 15  
 Region Committees must respond to League office by voting yes or no to approve sending the amendment to the Representative Assembly.

2A

At least nine (9) of the sixteen (16) Regions must vote yes to move the issue forward.

Yes = 9 or more

No = Fewer than 9

3A

Each Region Secretary will identify the positive and negative points regarding each proposed item and identify the number of committee members who support and those who do not support the proposal(s).

4A

The Board of Directors may approve any amendment submitted outside the above referenced timelines as an emergency amendment if 2/3 of the members of the Board of Directors approve the submission.

5A





1AA
2AA
3AA
4AA
5AA
6AA
7AA
8AA

det

The League's Representative Assembly will meet as determined by the Board of Directors to vote on any proposed amendment(s).

**If approved, the amendment(s) becomes effective at the start of the next school year.**



# MINNESOTA STATE HIGH SCHOOL LEAGUE

## SECTION TOURNAMENT EVENT REPORT

Date	Section	Event	Location

To: Site Manager  This form must be completed and submitted <u>IMMEDIATELY</u> following the conclusion of your tournament to:	(Tournament/Contest Manager Name and Address)
--	---

Site Manager:	Address:	City State Zip
Phone No:	Fax No:	Email:

### Participating Schools

School	School	School

### Results

		VS		
Team	Score		Team	Score
		VS		
Team	Score		Team	Score

### TICKET REPORT

STUDENT	Beginning Ticket Number	Ending Ticket Number	Tickets Sold	Price		Amount
Roll #1				@ \$5.00	=	\$
Roll #2				@ \$5.00	=	\$
Roll #3				@ \$5.00	=	\$
Adv. Roll #4				@ \$5.00	=	\$
Total Student Receipts:				@ \$5.00	=	\$

ADULT	Beginning Ticket Number	Ending Ticket Number	Tickets Sold	Price		Amount
Roll #1				@ \$10.00	=	\$
Roll #2				@ \$10.00	=	\$
Roll #3				@ \$10.00	=	\$
Adv. Roll #4				@ \$10.00	=	\$
Total Adult Receipts:				@ \$10.00	=	\$
Total Student Receipts \$ 0.00 + Total Adult Receipts \$ 0.00				Total Game Receipts	=	\$

**Remit all receipts to Region 5AA. DO NOT make any payments from the game receipts.**

\*\*\*Make Check Payable to Region 5AA\*\*\*

**Remit check to:**  
**Region 5AA**  
**Ray Kirch**  
 2964 128th Lane NE  
 Blaine, MN 55449



# Region 5AA EXPENSE REPORT

Date	Section	Event	Location

Expenses-Site	(1 game/2 games)	#	AMOUNT	TOTAL
Site Manager	(75/125)*		\$	\$
Announcer	(45/70) <sup>1</sup>		\$	\$
Official Scorer	(45/70) <sup>1</sup>		\$	\$
Timer	(45/70) <sup>1</sup>		\$	\$
Ticket Seller(s)	(45/70) <sup>1</sup>		\$	\$
Ticket Taker(s)	(45/70) <sup>1</sup>		\$	\$
Crowd Control	(45/70) <sup>1</sup>		\$	\$
Other:				
			Site Subtotal	
			Site Subtotal x 1.0765	\$
Expenses-Region (PayChex)			AMOUNT	TOTAL
			Region Total	
			Region Subtotal x 1.0765	\$
Other			AMOUNT	TOTAL
Athletic Trainer	(75/110)**			
Officials				
Police				
Supplies (list) <b>Must have prior approval</b>				
			Other Subtotal	
			<b>Total Expenses</b>	<b>\$</b>

<sup>1</sup>Football workers \$55.00 \* \$150 Football

\*\* \$135 All Day Events (more than five hours)

\*\*\*Make Check Payable to Region 5AA\*\*\*

Submit event report to the Tournament/Contest manager and

**Ray Kirch**

2964 128th Lane NE

Blaine, MN 55449

763-567-9250 (H)

Ray Kirch - Email: Region5aa@gmail.com

<b>Signature of Site Manager</b>	<b>Date</b>



## REGION 5AA PROPOSED BUDGET REQUEST

Activity		Contest Manager	
Date(s)		Site(s)	

	Expenses	Comments/Explanations
Contest Manager's Fee	\$	
Site Rental	\$	
Referees/Judges	\$	
Event Personnel (attached list)	\$	
Supplies (attached list)	\$	
Food-See policies	\$	
Other – Specify	\$	
Other – Specify	\$	
Other – Specify	\$	
<b>TOTAL</b>	\$	

Manager's Signature		Date	
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Expenses outside the norm must be approved by the Region Committee.



## 30



# MINNESOTA STATE HIGH SCHOOL LEAGUE SECTION TOURNAMENT FINAL REPORT

<b>Year</b>	<b>Activity</b>	<b>Section #</b>

<b>Site(s)</b>

To:       Tournament Manager  
 From:     Region Committee

Please complete this report form and return it to your **REGION SECRETARY** (see page 4) **IMMEDIATELY** following the conclusion of your tournament. The report should be received no later than 14 days after the completion of the tournament.

Thank you for your efforts in managing this activity. The coaches, athletes and member schools appreciate your interest and attention to the details necessary for providing a fine tournament experience.

Tournament Manager:		
Address:	City State Zip	
Phone:	Fax:	Email:

## PARTICIPATION REPORT

List the participating schools and the number of contests they participated in, i.e. Anoka (5):

School (# of Participations)	#	School (# of Participations)	#	School (# of Participations)	#

Champion	
Total number of schools participating	
Total number of participations (number of games/contests played) by all schools	
Total Attendance	



**TOURNAMENT RECEIPTS SUMMARY**  
(This section must be completed by the  
Tournament Manager and the Region Secretary)

## TICKET REPORT

## Students

[illegible]



**Adults**

[illegible]

\*Adjusted from original report to reflect actual receipts.

<b>Total Student and Adult Tickets Sold</b>		<b>Total Ticket Sales</b>	
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Entry fees	@	=	\$
Program Sales			\$
Other			\$
<b>TOTAL GROSS RECEIPTS</b>			<b>\$</b>

This section is to be completed by the **Region Secretary ONLY**

**MSHSL Foundation: Sales \$\_\_\_\_\_ + City \$ \_\_\_\_\_ = \$ (-)\_\_\_\_\_**

\* **TOTAL NET RECEIPTS**      \$ \_\_\_\_\_



## TOURNAMENT EXPENSES SUMMARY

*(This section must be completed by the  
Tournament Manager and the Region Secretary)*

Invoices for billing must be submitted by the Tournament Manager to the Region Secretary. All bills must be approved by the Region Committee and paid by the Region Secretary.

DISBURSEMENTS	Amount submitted by Tournament Manager		*Amount Paid by Region Secretary
Tournament Manager's Fee	\$		\$
Site Rental(s)	\$		\$
Officials, Judges	\$		\$
Meet Personnel (*Attach a separate list if necessary)-district worker	\$	X 1.0765 (District paid)	\$
Meet Personnel (*Attach a separate list if necessary)-non-district worker	\$	X 1.0765 (PayChex)	\$
Supplies (Attach List)	\$		\$
Food (attach receipts)	\$		\$
Program Printing (attach receipt)	\$		\$
Custodial Charges	\$		\$
Trainer	\$		\$
Awards	\$		\$
Police	\$		\$
Other	\$		\$
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>		<b>\$</b>

### PROFIT or LOSS SUMMARY

*(This section is to be completed by the Region Secretary ONLY)*

*Previous Year*

Total Net Receipts \$ \_\_\_\_\_

\_\_\_\_\_

Total Disbursements \$ \_\_\_\_\_

\_\_\_\_\_

Net Profit or Loss \$ \_\_\_\_\_

\_\_\_\_\_

Region 5AA Net Profit/Loss \$ \_\_\_\_\_

\_\_\_\_\_

Attendance \_\_\_\_\_



# EVALUATION

## SUMMARY:

## PROBLEMS, DAMAGE, ETC.:

## OFFICIALS:

<b>Semifinals:</b>	
<b>Championship:</b>	

## RECOMMENDATIONS:

## RECOMMENDED DATES AND SITES FOR NEXT YEAR:

Date(s)	
Site(s)	

## CHECKLIST:

### You must include:

1.	Ticket Report (beginning and ending ticket numbers)
2.	Tournament Receipts Summary
3.	Tournament Disbursements Summary
4.	Signed Tournament Report Form
5.	Order for additional medals and trophies for ties and/or duplicates
6.	Completed brackets
7.	Officials Names for semifinal/championship games if required

## Required Signatures:

\_\_\_\_\_  
Tournament Manager

### RETURN TO:

Ray Kirch

[Region5aa@gmail.com](mailto:Region5aa@gmail.com)

2964 128<sup>th</sup> Lane NE

Blaine, MN 55449

(c) 763-567-9250 (h) 763-432-2341

I have received this document from the above named  
tournament/contest Manager and I find it to be accurate

\_\_\_\_\_  
Region Secretary



# MINNESOTA STATE HIGH SCHOOL LEAGUE

## 5AA SECTION MUSIC FINAL REPORT - Site Manager's Financial Report

### Solo & Ensemble

Please complete this report form and return it to your **REGION SECRETARY IMMEDIATELY** following the conclusion of your contest. Thank you for your efforts in managing this contest. The directors, musicians and members schools appreciate your interest and attention to the details necessary for providing a fine contest experience.

				<b>5AA</b>
Year	Activity	Site	Date	Section

<b>Contest Manager:</b>		<b>email</b>	
<b>Address:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>City State Zip:</b>		<b>Signature:</b>	

### PARTICIPATION REPORT

List the participating schools/director and the number of Entries they participated in, i.e. Blaine (5):

School/Director	S	E	School/Director	S	E	School/Director	S	E

	Total number of schools participating.
	Total number of participations (# of contests) by all schools.

Disbursements	Amount submitted by contest/site manager	Amount paid by Region Secretary
Contest Manager	\$500.00	\$
Judges		\$
Site Manager's Fee	\$200.00	\$
Contest personnel (attach names)		\$
Rentals (attach receipts)		\$
Piano Tuning (attach receipts)		\$
Supplies (attach list/receipts)		\$
Food (attach receipts)		\$
Other		\$
<b>TOTAL DISBURSEMENTS</b>		\$

Email the completed form to the following:

	Doug Bakkum <a href="mailto:Dougbakkum20@gmail.com">Dougbakkum20@gmail.com</a>	Ray Kirch <a href="mailto:region5aa@gmail.com">region5aa@gmail.com</a>
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**MINNESOTA STATE HIGH SCHOOL LEAGUE**  
**REGION 5AA MUSIC FINAL REPORT - Site Manager's Financial Report**  
**Large Group Contest**

Please complete this report form and return it to your **REGION SECRETARY IMMEDIATELY** following the conclusion of your contest. Thank you for your efforts in managing this contest. The directors, musicians and members schools appreciate your interest and attention to the details necessary for providing a fine contest experience.

Year	Activity	Site	Section	Date

Contest Manager:		email	
Address:		Phone/Fax:	
City State Zip:		Signature	

**PARTICIPATION REPORT**

List the participating schools and the number of Entries they participated in, i.e. Blaine (5):

School/Director	#	School/Director	#

	Total number of schools participating
	Total number of participations (# of games/contests played) by all schools

Disbursements	Amount submitted by contest/site manager	Amount paid by Region Secretary
Contest Manager	\$500.00	\$
Judges		\$
Site Manager's Fee	\$100.00	\$
Contest personnel (attach names)		\$
Rentals (attach receipts)		\$
Piano Tuning (attach receipts)		\$
Supplies (attach list/receipts)		\$
Food (attach receipts)		\$
Medals/Certificates		\$
Other		\$
<b>TOTAL DISBURSEMENTS</b>		\$

Email the completed form to the following:

	Doug Bakkum Doug <b>bakkum20@gmail.com</b>	Ray Kirch <a href="mailto:region5aa@gmail.com">region5aa@gmail.com</a>
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## **Region 5AA -- Independent Contractor**

Minnesota State School League -- Region 5AA

Ray Kirch, Executive Secretary

2964 128<sup>th</sup> Lane NE

Blaine, MN 55449

Cell: 763-567-9250

Email: [Region5aa@gmail.com](mailto:Region5aa@gmail.com)

Fax: n/a

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

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

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

### **CONTRACT FOR SERVICES BETWEEN THE MSHSL/REGION 5AA AND:**

NAME ( <i>Print Clearly</i> )	
ADDRESS	
CITY, STATE, ZIP	
PHONE, EMAIL	
SOCIAL SECURITY #	
SIGNATURE, DATE	

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

DATE(S)	ACTIVITY	SITE	ASSIGNMENT	FEE

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

**Form must be sent to Region 5AA Executive Secretary to receive payment. It must have the tournament/site manager signature.**

<b>Tournament/Site Manager Signature</b>	
<b>Region 5AA Secretary Signature</b>	Ray J. Kirch

## **Region 5AA Contest Official -- Independent Contractor**

Minnesota State School League -- Region 5AA



Ray Kirch, Executive Secretary  
2964 128<sup>th</sup> Lane NE  
Blaine, MN 55449

Cell: 763-567-9250

Email: Region5aa@gmail.com

Fax: n/a

**WHEREAS**, a sports official is an individual engaged to referee games of sport where the level of competition requires the official to be a member of or certified by an organization whose purpose is to maintain minimum standards and qualifications; and

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

**WHEREAS**, the undersigned individual (hereinafter "Independent Contractor") is specifically an independent contractor of the Minnesota State High School League and Region 5AA (hereinafter the "MSHSL/Region 5AA") and not an employee;

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

**CONTRACT FOR SERVICES BETWEEN THE MSHSL/REGION 5AA AND:**

NAME ( <i>Print Clearly</i> )	
ADDRESS	
CITY, STATE, ZIP	
PHONE, EMAIL	
SOCIAL SECURITY #	
SIGNATURE, DATE	

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

DATE(S)	ACTIVITY	SITE	ASSIGNMENT	FEE

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

**Form must be sent to Region 5AA Executive Secretary to receive payment. It must have the tournament/site manager signature.**

<b>Tournament/Site Manager Signature</b>	
<b>Region 5AA Secretary Signature</b>	Ray J. Kirch

**The Following Signs/Posters/Forms/Applications/Data may be found on the MSHSL website at: [www.mshsl.org](http://www.mshsl.org)-Click on Region 5AA**



1. 5AA Site Manager's Report
2. 5AA Expense Report
3. 5AA Proposed Budget
4. Tournament Manager's Final Report
5. Music Site Manager's Financial Report
6. Request For Mileage Reimbursement
7. Application to Sell Merchandise at Section Events
8. Music Trophy Order Form
9. Check Request Form for Site Managers
10. Cell Phone and Other Camera Capability Locker Room Sign
11. Admission Prices Signs/Posters for:
  - A. Football-Gymnastics-Swimming-Track-Wrestling
  - B. Doubleheader Games/Contests
  - C. Single Games/Contests
12. Independent Contractor Forms
  - A. Workers
  - B. Officials