

# REGION 4AA

## 2022-23



### **SUB REGION 1**

East Ridge  
Stillwater  
White Bear Lake  
Woodbury

### **SUB REGION 2**

Central  
Cretin-Derham Hall  
St. Anthony Village  
Washington Tech

### **SUB REGION 3**

Como  
Hill-Murray  
Mahtomedi  
North  
Tartan

### **SUB REGION 4**

Harding  
Highland Park  
Johnson  
Roseville

# PREFACE

The Region 4AA 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 4AA. Please review the monthly minutes of Region 4AA for all additions/changes/corrections in the operation of Region 4AA 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.

# TABLE OF CONTENTS

Region 4AA Committee Membership .....	1
Minnesota State High School League Constitution	
Regulating Regions and Sections.....	2-4
Region 4AA Committee Structure/Policies .....	5-7
Applicable MSHSL Policies .....	8-14
Job Description for Meet Managers.....	15
Job Description for Fine Arts Meet Managers.....	16
Activity Managers Fee Schedule .....	17
Directory of Region 4AA Activities Directors .....	18

Forms available on the MSHSL website: [www.mshsl.org](http://www.mshsl.org). Select Regions, click on 4AA

- Current Region 4AA Calendar
- Region 4AA Tournament Final Report
- Region 4AA Event Report
- Independent Contractor Form
- Region 4AA Handbook
- Agendas/Minutes from Committee meetings

**MINNESOTA STATE HIGH SCHOOL LEAGUE  
REGION 4AA COMMITTEE MEMBERSHIP  
2022-23**

<b>NAME</b>	<b>REPRESENTING</b>	<b>POSITON/SCHOOL</b>	<b>TERM</b>	<b>PHONE</b>	<b>EMAIL</b>
Matt Kraft	Sub Region 1	Principal/Stillwater		651-351-8008	<a href="mailto:kraftm@stillwaterschools.org">kraftm@stillwaterschools.org</a>
Jason Gonnion	Sub Region 1	Principal/East Ridge	2023	651-324-8661	<a href="mailto:jgonnion@sowash.org">jgonnion@sowash.org</a>
Jesse McCann	Sub Region 2	A.D./Washington Tech		651-744-1407	<a href="mailto:jesse.mccann@spps.org">jesse.mccann@spps.org</a>
Andrea Schmidt	Sub Region 4	Supt. Designee/Roseville		651-604-1475	<a href="mailto:ANDREA.SCHMIDT@isd623.org">ANDREA.SCHMIDT@isd623.org</a>
Aaron Forsythe	Sub Region 3	School Board-Designee	2023	651-762-5803	<a href="mailto:Aaron.forsythe@isd832.net">Aaron.forsythe@isd832.net</a>
Jim Young	Sub Region 3	School Board Designee/Hill-Murray		651-263-0264	<a href="mailto:jimyoung@edinarealty.com">jimyoung@edinarealty.com</a>
Brian Peloquin	Sub Region 4	Principal Designee/ White Bear Lake	2025	651-773-6208	<a href="mailto:Brian.peloquin@isd624.org">Brian.peloquin@isd624.org</a>
Glenn Meyers	Sub Region 4	Supt. Designee/ St. Paul Harding	2023	763-331-1039	<a href="mailto:Glenn.meyers@spps.org">Glenn.meyers@spps.org</a>
Dan Willaert	Boys' Coaches	Coach/Cretin-Derham Hall	2025	651-387-9163	<a href="mailto:dwillaert@c-dh.org">dwillaert@c-dh.org</a>
Joan Nelson	Speech/ 1-Act/Debate	Coach/St. Anthony Village	20123	763-350-2551	<a href="mailto:jnelson@isd282.org">jnelson@isd282.org</a>
Greg Ueland	Girls' Coaches	Roseville Area	2023	612-481-1273	<a href="mailto:gregory.ueland@isd623.org">gregory.ueland@isd623.org</a>
Aaron Hammerman	Music	North	2025	651-748-6059	<a href="mailto:ahammerman@isd622.org">ahammerman@isd622.org</a>

**MSHSL BOARD OF DIRECTORS REPRESENTATIVE**

Denarvise Thornton	3AA/4AA	St.Paul Public Schools	2026	352-278-9502	<a href="mailto:monroe.thornton@spps.org">monroe.thornton@spps.org</a>
--------------------	---------	------------------------	------	--------------	--

**MSHSL REPRESENTATIVE ASSEMBLY DELEGATES**

TBD	Sub Region 1	Brian Peloquin	See above	See above	See above
TBD	Sub Region 2	Joan Nelson	See above	See above	See above
TBD	Sub Region 3	Jason Gonnion	See above	See above	See above
Open	Sub Region 4		See above	See above	See above

**MINNESOTA STATE HIGH SCHOOL LEAGUE  
CONSTITUTION**

209.00

**CLASS "A" AND "AA" REGION COMMITTEES:  
GOVERNANCE AND REPRESENTATION**

**209.01 Region Committees**

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.
  - A. If the committee does not include a representative of one sex, a representative of that sex shall be appointed by the committee. Appointees who are eligible are individuals who are eligible to be designated school representatives.
  - B. Additional committee members may be added at the discretion of each region committee. These positions are not limited to designated school representatives.
  - C. 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 subregions.

  - 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 office of the school administrator shall not exceed four (4) years, and the term of office for coaches and activity directors shall not exceed four (4) years. Committee members serving more than half of one term shall not be eligible for reelection or appointment to succeed them. They may be eligible for further elections or appointments.
  - B. Each of the four (4) geographically divided subregions of that region shall be numbered one (1) through four (4). Representation on the region committee shall be as follows:
 

	<u>2019-20 to 2022-23</u>	<u>2023-24 to 2026-27</u>
Board of Education	Subregion 3	Subregion 4
Superintendent	Subregion 4	Subregion 1
Principal	Subregion 1	Subregion 2
Athletic Director	Subregion 2	Subregion 3
Boys' Coaches		●
Speech		●
Girls' Coaches	●	
Music	●	

The rotation for subregion representation shall move from bottom to top.
  - 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 posted on the Administrative Region's League Web page 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 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.
2. The Region Committee shall:
  - A. elect its own officers and designate their responsibilities.
  - B. when appropriate for each identified tournament, assign schools to a subregion 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 subregion 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 subregion and region/section tournaments; pay all bills for subregion 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 other 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.
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 entitled to two votes.

- 1. Regions may conduct organizational meetings either in the spring or 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.
    - (1) 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.
    - (2) 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 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 posted on the Administrative Region's League Web page by August 1 of each school year.
- 3. Special meetings of the member schools of the Region may be called at the discretion of the Region Committee.

**210.00**

**REPRESENTATIVE ASSEMBLY**

**210.01 Function of the Representative Assembly**

The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing bylaws. 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 the League activities, finances and concerns.

**210.02 Organization**

- 1. Membership in the Representative Assembly shall consist of:
  - A. Three (3) designated school representatives from each of the League's sixteen (16) Administrative Regions.
    - (1) Each Administrative Region may elect designated school representatives from among the schools assigned to their Administrative Region,
    - or
    - (2) the Region Committee may appoint members of the Committee to represent the wishes of the Region at the Representative Assembly.
  - B. The President of the Board of Directors.
  - C. Members of the Board of Directors shall act in an advisory capacity and shall not be eligible to vote.
- 2. Officers
 

The President of the Board of Directors and the Executive Director of the League shall be president and secretary, respectively, of the Assembly meetings. In case of a tie vote in the Assembly, the president shall cast the deciding ballot. The executive director does not have the right to vote.
- 3. Method of Election and Term of Office
  - A. Election and term of office for the members of the Representative Assembly shall be for a period of two (2) years.

- B. During the 2005-2006 school year, members will be elected/appointed for two- (2) and three- (3) year terms. Members from Class "A" and Class "AA" Administrative Regions 2, 4, 6 and 8 will elect/appoint one member for a two- (2) year term and two members for a three- (3) year term. Members from Class "A" and Class "AA" Administrative Regions 1, 3, 5 and 7 will elect one member for a three- (3) year term and two members for a two- (2) year term.
- C. Following the initial election/appointment to serve as a member of the Representative Assembly, a delegate is limited to a maximum of two (2) consecutive two-year terms. Delegates are not eligible for reelection or appointment to succeed themselves following this maximum term.

### **210.03 Meetings and Their Purposes**

- 1. The Annual Meeting
  - A. The Annual Meeting of the Assembly will be held as determined by the Board of Directors.
  - B. The purpose of the meeting is:
    - (1) to review League activities, finances and concerns;
    - (2) to act on the agenda of proposed amendments and resolutions as approved by the majority of Administrative Regions;
    - (3) to initiate amendments and resolutions to be considered by the Representative Assembly at their next scheduled meeting if adopted by a majority vote of the Assembly; and
    - (4) to re-edit any proposed amendment and resolution if the Assembly approves by a majority vote. Re-editing shall not change the meaning or intent of the proposal.
  - C. All legislative amendments and resolutions, as originally submitted, as re-edited or as initiated and passed by the Assembly, shall be distributed to all member schools.
  - D. The Minutes of this meeting shall be published in the next issue of the *Bulletin* (or a special *Bulletin*) and distributed to all member schools.
- 3. Special Meetings
  - A special meeting of the Representative Assembly may be called for any purpose or purposes at any time by:
    - A. the President of the Board of Directors; or
    - B. written request from five members of the Board of Directors; or
    - C. written request from fifteen (15) members of the Representative Assembly. Upon such written request sent by registered or certified mail or delivered in person to the President or Secretary of the Board of Directors, it shall be the duty of such officer forthwith to cause such notice of special meeting to be given to the members of the Representative Assembly, the Board of Directors, and any other persons entitled to notice of a meeting which shall be held not less than five (5) days nor more than thirty (30) days after the receipt of such request.

# MINNESOTA STATE HIGH SCHOOL LEAGUE

## REGION 4AA POLICIES

### A. REGION COMMITTEE MEMBERSHIP SHALL INCLUDE:

1. Two representatives from Sub Region I  
(East Ridge, Stillwater, White Bear Lake, Woodbury)
2. Two representatives from Sub Region II  
(Central, Cretin-Derham Hall, St. Anthony Village, Washington Tech)
3. Two representatives from Sub Region III  
(Como, Hill-Murray, Mahtomedi, North, Tartan)
4. Two representatives from Sub Region IV  
(Harding, Highland Park, Johnson, Roseville)
5. A representative from the Girls Sports Program
6. A representative from the Boys Sports Program
7. A representative from the Speech/Debate Program
8. A representative from the Music Program
9. Ex-Official Member, MSHSL Board of Directors representing Regions 3AA and Region 4AA

### II. REGION COMMITTEE MEETINGS

- Thursday, November 16, - Committee @ 10:30
- Thursday, January 12, - AD's @ 8:30 Committee @ 10:30
- Thursday, April 20, - AD's @ 8:30 Committee @ 10:30
- Thursday, May 18, - Committee @ 10:30
- Thursday, June 8, - Committee @ 10:30

### III. 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.

#### IV. ADMISSIONS PRICES

	STUDENT/SENIORS	ADULT
Baseball	\$5.00	\$10.00
Basketball (B&G)	\$5.00	\$10.00
Football	\$5.00	\$10.00
Gymnastics (All day event)	\$5.00	\$10.00
Lacrosse (B & G)	\$5.00	\$10.00
Soccer (B&G)	\$5.00	\$10.00
Softball	\$5.00	\$10.00
Track	\$5.00	\$10.00
Swimming (B&G)	\$5.00	\$10.00
Volleyball	\$5.00	\$10.00
Wrestling (All day event)	\$5.00	\$10.00
Hockey (B&G)	\$5.00	\$10.00
Double Header Games	\$5.00	\$10.00

**If a school chooses to use online ticketing, the processing fee will be paid for by the consumer.**

#### V. MUSIC CONTESTS/PERFORMING ARTS-FEES

##### PERFORMING ARTS ACTIVITIES

Music ---Solos	\$10.00	Vocal Jazz	\$20.00
Small Ensembles	\$20.00	Choir	\$30.00
Band-Large Group	\$40.00	Orchestra	\$40.00
Drama One Act Play	\$35.00	Chamber Orchestra	\$20.00
Speech (per pupil)	\$10.00	Debate (per pupil)	\$10.00
Show Choir/Chamber Choir	\$20.00		

#### VI. BROADCAST FEES

Fee Cable Delayed Broadcast (fees waived for MN Broadcaster's Association)  
Streaming video – Quarter Finals/\$300 – Semi Finals/\$600 – Finals/\$900 or negotiated by the Executive Secretary, Live broadcast – negotiated

#### VII. REIMBURSEMENTS

##### A. MILEAGE

1. Persons conducting official business of the Region are to be reimbursed at the Federal reimbursement rate.

##### B. MEALS

An allowance of \$6.50 for meals per participant for official team members for any team traveling more than 100 miles one way for sectional competition.

##### C. REIMBURSEMENTS FOR TOURNAMENT PLAY

ATHLETIC ACTIVITIES - Member schools will be reimbursed \$300.00 for expenses when the section meet is held out of the Twin Cities area (over 100 miles).



## **VIII. STRIKE POLICY**

The committee passed the following resolution as it considered the potential forfeiture of Region or Section contest due to school district strikes. (2/17/88)

**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.

## **IX. PASSES**

Region 4AA will issue 20 administrative passes per member schools. Schools that compete in Region 4AA administered tournaments and are NOT in Region 4AA will receive 2 administrative passes for the AD and another administrator to use at the school's discretion. In addition to those two passes, each school will be allowed to send a list of up to 5 names to your opponent prior to the competition.

## **X. STATE TOURNAMENT TICKETS**

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

## **XI. INCLEMENT WEATHER/UNPLAYABLE SITE**

**AT ISSUE:** School "A" is host to a Section game. Their site is unplayable, and NO make-up date is available.

### **OPTIONS:**

- (A) School "A" relinquishes home site to School "B" (opponent). This assumes School "B" site is playable. If neither School "A" nor School "B" sites are playable, the Section manager will work with School "A" to find a site.
- (B) To maintain "home" advantage, School "A" may secure another site for play but is responsible for cost associated with rental fees.

### **1. TOURNAMENT SITES**

Tournament sites must be in accordance with Region 4AA Policy/Guidelines.

Example: Fields-The site must be a permanently enclosed fenced field, arena, or gymnasium with enough bleachers to accommodate the crowd from both the home and visiting teams; the site shall facilitate the charging of admission; the site is lighted, if necessary, to host a game.

If a potential host school does not meet the criteria and the opponent does, the lower ranked team will host if it meets standards. If neither team meets the criteria, the game will be played at a neutral site.

Should a tournament high seed be unable or unwilling to host a game, the lower seed in that pairing will have the opportunity to host. If both teams are unable or unwilling to host, the two teams will decide to play at a neutral site and will be responsible for all costs associated with running the event.

## **APPLICABLE MSHSL POLICIES**

### **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.

### **ADMINISTRATIVE REGION INFORMATION**

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

Administrative Regions and all other sub-divisions 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.

### **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 logo 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, or hotels, which dispense alcoholic beverages in a capacity 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.

**ANNOUNCEMENTS AT TOURNAMENT GAMES (6/11/12)**

The League has adopted a policy that prohibits schools from reading special announcements at MSHSL sponsored tournaments.

**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)

Students

Certificates will be awarded to student participants only in all state tournaments. This establishes a uniform procedure for all activities. All students who are qualifiers as an individual or a member of official squad will receive certificates. (11/3/77)

Coaches

All Category I and Category II team coaches will be awarded a Coaches Certificate. The Coaches Certificate will be different from the certificate awarded to the student participants. The number of coaches to receive the certificate will be determined by the official squad designation. (12/7/79)

**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.

10

- 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 need and the uncertainties of income from tournament receipts.

**REALIGNMENT** (1/10/91)

Assignment of Schools to Regions for Governance and Tournament Purposes

The Board of Directors:

- A. Affirms an organizational structure that fosters communications by contacting, listening to, and working with Activity Advisory Committees, member schools and their constituents.
- B. Assigns schools to Regions for governance purposes.
- C. Assigns teams to Sections for each tournament based on: (a) geographic distribution of the teams registered to participate in a League-sponsored tournament; and, (b) reasonably equal numeric division of teams into competitive Sections for participation in League-sponsored activities. Subsections shall be determined by the Region Committee for schools participating in that activity.
- D. Sets guidelines for tournament competition beginning with the subsection level through the state championship game at the final tournament site.
- E. Provides direction to Regions and member schools as is deemed necessary for successful governance and tournament operation.

**RECONSIDERATION OF AN ISSUE** (2/21/96)

If, after a review of Board action, there is a request to reconsider an issue from a member who voted on the prevailing side.

- A. The Board member asking to reconsider should contact the League's Executive Director or President of the Board.
- B. The President may call a meeting of the Executive Committee to meet with the member making the request.
- C. The Executive Committee will address the issue:
  - 1. if it is deemed to be an emergency, the Executive Committee:
    - a. may act on behalf of the Board until the next regularly scheduled meeting of the Board;
    - b. may call a special Board meeting.
  - 2. if not an emergency:
    - a. discuss the issue and provide a course of action;
    - b. address the issue at the next regularly scheduled Board meeting.
- D. If the concern relates to an eligibility issue, the full Board, the Executive Committee or a hearing examiner can hear the case to determine the outcome.
- E. The Board of Directors may accept the findings of the independent hearing examiner.

**REGION CONSISTENCY** (04/7/11; revised July 2012)**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*

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; or a team is added to 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 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 manager will assign new seeds by deleting the team that forfeits and adjusting other seeds accordingly. i.e. #1 will receive a bye in an 8-team tournament and teams move up.

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

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 in close proximity to each other. When seeding face-to-face it is highly recommended that if the coaches vote, one high score and one low score for each team is not counted. 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 for each team is not counted. Points are totaled, and the lowest point total is the high seed, etc. If there is a tie, the first tie breaker is Head to Head competition. If that does not break the tie, the ranking that the tied schools gave each other is dropped. If the tie is not broken a coin flip is used to break the tie. All rankings are shared so that all coaches can see how each school seeded each of the other schools.

**Point System:** All seeding shall 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 using the QRF System. If there is a tie, the first tie breaker is head to head competition. If still tied, the next tie breaker is overall record, followed by section winning percentage (if at least 25% of the teams' competitions are against section opponents); followed by QRF points. If still tied, a coin flip is used to break the tie.

### **Rental Fee Policy When Hosting Section Events**

1. No rental fee can be charged for a school owned facility and that team is participating.
  - Custodial fees may be paid to cover the expense of overtime.
  - 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)
2. 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.
3. The actual rental fee and other expenses may be paid to non-school owned facilities such as hockey arenas or swimming facilities.
4. Other documented expenses may be approved at the discretion of the Region Committee.

### **SALE OF ITEMS AT SUB-SECTION, SECTION AND STATE TOURNAMENT SITES** (8/9/05, 6/11/07)

Only items offered by and through MSHSL approved vendors may be sold at sub-section, section and state tournament venues unless otherwise negotiated by the League's Board of Directors. Permission to sell these items must be obtained from the League office prior to the event.

The host site for a sub-section, section or state tournament has the rights to food concessions. When a sub-section, section or state tournament event is held at a high school site, that school may also sell the merchandise items (shirts, hats, sweatshirts, etc.) that were sold during the regular season.

### **SECTION TOURNAMENTS**

Section tournaments shall be conducted by the Administrative Region Committee which has the largest number of schools in that competitive section. The Region Committee or their designee shall assume leadership in calling meetings, etc. The section committee should be representative of all member schools assigned to that competitive section. (6/15/77)

## **TELEVISION AND RADIO BROADCAST RIGHTS FOR SECTION TOURNAMENTS**

**The Board of Directors of the Minnesota State High School League 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 Minnesota State High School League 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 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 decided 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.

### **Media Policy**

PLEASE NOTE THE FOLLOWING POLICY ADOPTED BY THE BOARD OF DIRECTORS ON AUGUST 3, 2022.

#### **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 Minnesota State High School League.

#### **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 Minnesota State High School League 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.

**TOURNAMENT ADMINISTRATION****Advertising in Tournament Programs**

If there is a Wells Fargo Bank in the community it should 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.

**VIDEOTAPING ANOTHER SCHOOL'S GAME**

It shall be an ethical violation to tape another school's game, meet or contest without their permission. Further it may be a violation of the laws governing copyrights. Each school owns the copyrights to their games, meets and contests. Taping another school's game without permission could constitute a violation of the copyright law.

During the regular season, each home school owns the copyright of their school's contest(s). Opponents are often offered an opportunity to tape a contest for coaching purposes, but smaller and more sophisticated cameras, the development of webcast initiatives, and other similar broadcast initiatives during the regular season is prohibited.

These same policies are applicable during MSHSL Sub-Section/Section/or State Tournament games. No webcasts, delayed broadcasts, or any other type of broadcast or taping of contests is permitted without the expressed written permission by the Administrative Region responsible for conducting the post-season contest and the MSHSL office.

**Weather Conditions and Game Cancellations for  
Sub-Section, Section and State Tournament Games**

If adverse weather conditions and school closings or delays affect sub-section, section or state tournament competitions, the following protocol shall be followed.

- **Sub-Section and Section Contests:** The sub-section or 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 time of the contest or that are forecast to exist when the contest is scheduled to be played. The Region Secretary will discuss the tournament schedule with each affected school to facilitate the smooth flow of the tournament.

If either of the schools' 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 for the tournament in question who will, in turn, contact the League's Executive Director to further discuss the tournament schedule and provide direction to the Region Secretary regarding the affected tournament. When the final decision has been made by the League's Executive Director, the Board of Directors will be contacted regarding the final decision.

- **State Tournament Contests:** If the weather conditions are such that tournament contests need to be rescheduled, the Associate Director responsible for that tournament will contact the League's Executive Director. Following a discussion regarding the tournament contests, the Executive Director will contact the President of the League's Board of Directors regarding that decision. When the final decision has been determined, the Executive Director will contact the full Board of Directors regarding the tournament format,



and the Associate Director for the tournament will contact the participating schools. The League's Director of Information will contact the news media regarding any schedule changes in the state tournament.

15

## **DUTIES OF TOURNAMENT MANAGER REGION AND SECTIONAL ACTIVITIES**

Directly responsible for the operation of the Tournament.

1. Meet with coaches of your activity  
Determine date(s), time(s) and site(s) format for your activity  
Report attendance and summary of this meeting to the Executive Secretary
2. Prepare and distribute two copies, one for the coach and one for the Athletic Director, of an official tournament information bulletin to all competing schools. These should be emailed to the Athletic Director and coach.
3. Prepare pairings and determine seeding of participants.
4. Make arrangements for and secure all tournament sites.
5. Arrange for all contest workers: officials, judges, ticket takers/sellers, supervisors, public address announcer, scorers, crowd control, police, or others as necessary.
6. Arrange for the presentation of awards at the conclusion of the competition.
7. Complete and return all result forms requested by the MSHSL.
8. Complete and return a Final Tournament Report to the Region Executive Secretary.
  - A. Listing and receipts of all expenditures.
  - B. Accounting of all ticket sales using numbered tickets. Any online tickets must be accompanied by a ticket report from the online ticket sales.
  - C. List of workers names, assignment and amount paid.
  - D. Tournament manager must sign final report.
9. Payment of Workers: Host school maybe asked to pay worker through their payroll system. Region 4AA will reimburse the school for this cost plus pay an additional 15% to cover administrative cost and FICA.  
Independent Contractor Form - officials registered with the MSHSL, athletic trainers and police may be paid directly by Region 4AA.  
Paychex – All other workers must complete a W-4 and I-9 form and will be paid through Paychex.
10. Work with region secretary to complete necessary tasks on the MSHSL website.



**JOB DESCRIPTION/RESPONSIBILITIES  
FINE ARTS REGION 4AA CONTEST MANAGER**

**JUDGES:**

- Find and assign appropriate judges for all music contests in Region 4AA
- Mail schedules and maps to judges for solo/ensemble contests
- Request payments for all judges from Region secretary

**SITE MANAGERS:**

- Obtain from each site manger the following:
  - Map and directions to the school
  - Map of the school interior
  - Room assignments
  - Performance sites
  - Identify a lounge/refreshment area for judges and directors
- Advise site manager to arrange for:
  - Student/Adult volunteers to assist at the contest headquarters
  - Provide coffee and rolls for directors and judges
  - Provide a meal for judges (Expenses are limited – Contact Region 4AA Executive Secretary)
  - Request rating sheets from MSHSL
  - Prepare rating sheets for judges (in order)
  - Provide large envelopes (one per participating school)
  - Request and make sure that each site manager completes event report form which includes all expenses and receipts.
  - Keep accurate records of expenses incurred and submit to Region Fine Arts Manager. Complete report (3 copies) listing all of the excellent and superior ratings; and sends to MSHSL, Region secretary and contest manager.

**HOSPITALITY ROOM/LUNCHESES**

- Maximum for hospitality room \$75 per contest
- Maximum for adjudicators' lunches \$15 per judge

**DIRECTORS:**

- Send initial letter and registration forms to all 4AA high school directors participating schools.
- Get returns four weeks prior to contest, record all entries and plan the schedule
- Photocopy all materials received from the site manager plus the schedule and mail all to the directors two weeks prior to the contest

**GENERAL RESPONSIBILITIES :**

- Be the contact person for all music related items
- Represent Region 4AA at fall music meetings.
- 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.
- Provide Region Secretary with final report that includes fees for each participating school.

## 2022-23 REGION POLICY

### Activity Managers' Fee Schedule

Alpine Skiing	- \$800	Nordic Skiing	- \$800
Baseball	- \$700	One Act Play	- \$400
Basketball (Boys)	- \$600	Soccer (Boys)	- \$500
Basketball (Girls)	- \$600	Soccer (Girls)	- \$500
Cross Country Running	- \$600	Softball	- \$700
Dance Team	- \$600	Speech	- \$400
Debate	- \$400	Swimming (Boys)	- \$500
Football	- \$600	Swimming (Girls)	- \$500
Golf (Boys)	- \$500	Tennis (Boys)	- \$600
Golf (Girls)	- \$500	Tennis (Girls)	- \$600
Gymnastics	- \$500	Track (Boys & Girls)	- \$800
Hockey	- \$700	Visual Arts	- \$400
Lacrosse (Boys)	- \$500	Volleyball	- \$600
Lacrosse (Girls)	- \$500	Wrestling (each tournament)	- \$500

**PERFORMING ARTS/FINE ARTS**

Music Coordinator - \$5,000

<u>Site Managers</u>	<u>SOLO/ENSEMBLE</u>	<u>LARGE GROUP</u>	<u>ADJUDICATORS PAY*</u>
Vocal	\$125	\$100	\$150
Instrumental	\$125	\$100	\$150
Jazz Ensemble	\$100		\$150

**\*Music adjudicators \$150 for 5 ½ hours, \$15 per hour beyond.**

Debate	(site manager) \$100		\$140
Drama	(site manager) \$100		\$140 (\$20 per show after 4)
Speech	(site manager) \$ 75 (Prelims)	\$50 (Finals)	\$140 (\$160 All day event)

**\*\*Lunches/hospitality for adjudicators: In activities where such provisions are appropriate the Region will provide financial support limited to \$15.00 per adjudicator/\$75 maximum for hospitality room per contest.**

**Region 4AA will be charging a \$10 fee for all non-revenue generating activities. Golf will pay the green fees and alpine skiers will pay for the lift tickets.**

**OFFICIALS\*** All officials will receive \$5.00 more than regular season rates.

**PERSONNEL\*** Ticket seller/takers, scorekeepers, timers, announcers will receive \$60.00 single, \$90.00 for two games.

**SITE MANAGERS\*** Site managers will receive \$100.00 single, \$150.00 double.

**VISITING AD'S** When an AD goes to an away section event, they will receive \$75 for a semifinal game and \$100.00 for a final. These payments **MUST** be made through PayChex.

**CLERICAL** When clerical assistance is necessary, a request should be made to the region secretary.

**ATHLETIC TRAINER:** \$75.00 for a single game, \$125.00 for double games, \$135.00 for all day.

***\*These fees do not apply to activities which are all day events. The region secretary will work with the tournament manant to determine an appropriate amount.***

<b>School</b>	<b>A.D. Email</b>	<b>School</b>	<b>Cell</b>
Cretin Derham Hall	Matt Funk <a href="mailto:mfunk@c-dh.org">mfunk@c-dh.org</a>	651-696-3384	651-246-3897
East Ridge	Sara Palodichuck <a href="mailto:spalodic@sowashco.org">spalodic@sowashco.org</a>	651-425-2348	651-746-9932
Hill Murray	John Pohl <a href="mailto:jpohl@hill-murray.org">jpohl@hill-murray.org</a>	651-748-2432	651-303-6333
Mahtomedi	Aaron Forsythe <a href="mailto:Aaron.forsythe@isd832.net">Aaron.forsythe@isd832.net</a>	651-762-5803	651-274-7249
North	Jed Helwig <a href="mailto:Jhelwig2@isd622.org">Jhelwig2@isd622.org</a>	651-748-6022	651-986-1714
Roseville Area	Andrea Schmidt <a href="mailto:andrea.schmidt@isd623.org">andrea.schmidt@isd623.org</a>	651-604-1475	907-306-7051
St. Anthony Village	Troy Urdahl <a href="mailto:turdahl@stanthony.k12.mn.us">turdahl@stanthony.k12.mn.us</a>	612-706-1105	612-229-6324
St. Paul Central	Alicia Ekegren <a href="mailto:Alicia.ekegren@spps.org">Alicia.ekegren@spps.org</a>	651-744-7397	507-272-3726
St. Paul Como	Koua Yang <a href="mailto:Koua.yang@spps.org">Koua.yang@spps.org</a>	651-744-5347	651-278-5682
St. Paul Harding	Otto Kraus <a href="mailto:otto.kraus@spps.org">otto.kraus@spps.org</a>	651-744-3236	651-399-8010
St. Paul High Park	Patrick Auran <a href="mailto:Patrick.auran@spps.org">Patrick.auran@spps.org</a>	651-744-3486	651-230-3883
St. Paul Johnson	Don Boss <a href="mailto:Don.boss@spps.org">Don.boss@spps.org</a>	651-744-3662	612-558-5698
St. Paul Washington Magnet	Jesse McCann <a href="mailto:jesse.mccann@spps.org">jesse.mccann@spps.org</a>	651-744-7680	320-420-2051
Stillwater Area	Ricky Michel <a href="mailto:michelr@stillwaterschools.org">michelr@stillwaterschools.org</a>	651-351-8001	651-442-9337
Tartan	Bryan Munter <a href="mailto:bmunter@isd622.org">bmunter@isd622.org</a>	651-702-8620	651-755-6351
White Bear Lake	Brian Peloquin <a href="mailto:Brian.peloquin@isd624.org">Brian.peloquin@isd624.org</a>	651-773-6208	651-216-6686
Woodbury	Jodi Loblein-Lecker <a href="mailto:jloblei@sowashco.org">jloblei@sowashco.org</a>	651-425-0442	612-802-6707