

# REGION 4AA

## 2024-25



### **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.

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**MINNESOTA STATE HIGH SCHOOL LEAGUE  
REGION 4AA COMMITTEE MEMBERSHIP  
2024-25**

| <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                   | 2026        | 651-351-8008 | <a href="mailto:kraftm@stillwaterschools.org">kraftm@stillwaterschools.org</a> |
| Kristine Schaefer | Sub Region 1        | Assistant Supt., So. Washington Co.    | 2027        | 651-425-6354 | <a href="mailto:Kschaf2@sowashcom.org">Kschaf2@sowashcom.org</a>               |
| Jesse McCann      | Sub Region 2        | A.D./Washington Tech                   | 2026        | 651-744-1407 | <a href="mailto:jesse.mccann@spps.org">jesse.mccann@spps.org</a>               |
| Andrea Schmidt    | Sub Region 4        | Supt. Designee/Roseville               | 2026        | 651-604-1475 | <a href="mailto:ANDREA.SCHMIDT@isd623.org">ANDREA.SCHMIDT@isd623.org</a>       |
| John Pohl         | Sub Region 3        | Activities Director, Hill-Murray       | 2027        | 651-303-6333 | <a href="mailto:jpohl@hill-murray.org">jpohl@hill-murray.org</a>               |
| Jim Young         | Sub Region 3        | School Board Designee/Hill-Murray      | 2026        | 651-263-0264 | <a href="mailto:jimyoung@edinarealty.com">jimyoung@edinarealty.com</a>         |
| Brian Peloquin    | Sub Region 4        | Principal Designee/White Bear Lake     | 2025        | 651-444-6712 | <a href="mailto:Brian.peloquin@isd624.org">Brian.peloquin@isd624.org</a>       |
| Jamil Payton      | Sub Region 4        | School Board Designee/St. Paul Johnson | 2027        | 612-387-5222 | <a href="mailto:jamil.payton@spps.org">jamil.payton@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>                     |
| Tim Coleman       | Speech/1-Act/Debate | Coach/Harding H.S.                     | 2027        | 612-636-6643 | <a href="mailto:timothy.coleman@spps.org">timothy.coleman@spps.org</a>         |
| Jenny Patrek      | Girls' Coaches      | St. Anthony Village                    | 2027        | 612-845-4303 | <a href="mailto:jpatrek@isd282.orh">jpatrek@isd282.orh</a>                     |
| Aaron Hammerman   | Music               | North                                  | 2025        | 651-748-6059 | <a href="mailto:ahammerman@isd622.org">ahammerman@isd622.org</a>               |
| Andrew Collins    | At Large            | St. Paul Public Schools                | 2027        | 651-767-8124 | <a href="mailto:Andrew.collins@spps.org">Andrew.collins@spps.org</a>           |

**MSHSL BOARD OF DIRECTORS REPRESENTATIVE**

|            |         |                   |      |              |  |
|------------|---------|-------------------|------|--------------|--|
| Jed Helwig | 3AA/4AA | North High School | 2026 | 651-748-6022 | <a href="mailto:jhelwig2isd622.org">jhelwig2isd622.org</a> |
|------------|---------|-------------------|------|--------------|--|

**MSHSL REPRESENTATIVE ASSEMBLY DELEGATES**

|                |              |  |           |           |           |
|----------------|--------------|--|-----------|-----------|-----------|
| TBD            | Sub Region 1 |  | See above | See above | See above |
| Tim Coleman    | Sub Region 2 |  | See above | See above | See above |
| Dan Willaert   | Sub Region 3 |  | See above | See above | See above |
| Andrea Schmidt | 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 themselves. 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:

**2023-24 to 2026-27 2027-28 to 2030-31 2031-32 to 2034-35 2035-36 to 3038-39**

|                    |             |             |             |             |
|--------------------|-------------|-------------|-------------|-------------|
| Board of Education | Subregion 4 | Subregion 1 | Subregion 2 | Subregion 3 |
| Superintendent     | Subregion 1 | Subregion 2 | Subregion 3 | Subregion 4 |
| Principal          | Subregion 2 | Subregion 3 | Subregion 4 | Subregion 1 |
| Athletic Director  | Subregion 3 | Subregion 4 | Subregion 1 | Subregion 2 |
| Boys Coaches       |             | 4           |             | 4           |
| Speech             |             | 4           |             | 4           |
| Girls Coaches      | 4           |             | 4           |             |
| Music              | 4           |             | 4           |             |

The rotation for subregion representation shall rotate from Subsection 1 through Subregion 4 and then repeat.

- 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 region level.
  - E. **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

- F. 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.
  - G. maintain a financial balance in accordance with Board of Directors policies.
  - H. provide for an annual audit of region funds;
  - I. 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.

### **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 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 reelection or appointment to succeed themselves following the maximum term.
  - C. To fill vacancies on the region committee.
2. The names of region committee members shall be sent to the League office and posted on the Administrative Region's League Web page not later than 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 League's Administrative Region Committees; 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 will be held in May of each school year or 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.
  
2. 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.

# APPLICABLE MSHSL POLICIES

## ACTIVITY ADVISORY COMMITTEES (4/23/94; 04/24/20; 6/6/23)

### Role of the Activity Advisory Committees

Each activity sponsored by the MSHSL is empowered by the Board of Directors to organize an Activity Advisory Committee. Its purpose is to:

- A. Review the rules, policies and procedures for the conduct of the sub-section, section and state tournaments.
- B. Prepare recommendations which will improve the organization, management and/or administration of the tournament(s) within the rules and policies of the MSHSL.

Recommendations from the Advisory Committees are sent to the Class A and AA Region Committees, the Athletic Directors Advisory Committee and the Principals Advisory Committee. Comments from each Region Committee, the Athletic Directors Committee and the Principals Advisory Committee are submitted to the League's Board of Directors prior to their action. In addition, when the proposals would fall under the auspices of the NFHS or MSHSL adopted Rulebook, the rules coordinator for the sport will review for potential conflicts with existing rules and application.

### Committee Membership

Members of the Activity Advisory Committees are appointed by their respective activity associations. Each coaches' activity association will appoint two (2) coaches/directors per class to the Advisory Committee. Names of committee members for the upcoming school year must be submitted to the League staff member(s) as requested by the League. Each committee member shall be limited to a two-year term. Members may serve additional terms, but the terms may not be consecutive. The Executive Secretary of the Activity Advisory Committee may attend as a non-voting member of the committee.

### Required for All Advisory Committee Recommendations

1. All recommendations must be submitted through the electronic submission form hosted by the MSHSL. Upon the submission of this form, the director of the program will provide an analysis from League staff regarding financial feasibility, consistency with other similar programs and impacts on students, schools, the League and tournaments.
2. All recommendations from sources outside of the Activity Advisory Committee for each activity must be forwarded to the Activity Advisory Committee for their review and approval for submission to the MSHSL Board of Directors.
3. Any proposal that is not approved by the Board of Directors shall not be resubmitted without substantial change in concept and policy language in the school year following its previous submission.

**ACTIVITY ADVISORY DECISION-MAKING PROCESS** (6/9/03; 6/11/07; 04/24/2020; 6/6/23)

The following timeline and action steps are established-so that fall, winter and spring sport coaches and fine arts directors have the opportunity to provide input to the Board regarding their recommendations for changes in tournament policies. Recommendations, other than tournament format changes, would-occur during the next season for each activity unless otherwise identified in the recommendation.

| <b>Process Steps</b>  | <b>Fall Activities</b> | <b>Winter Activities</b> | <b>Spring Activities</b> |
|---|------------------------|--------------------------|--------------------------|
| Recommendations are submitted to the Board for their consideration.                             | Oct 15                 | Feb 15                   | May 15                   |
| Recommendations sent to Region Committees for review and comment                                | Oct 30                 | Mar 1                    | May 30                   |
| Region Committees return feedback to the Board.   | Jan 15                 | May 15                   | Sept 15                  |
| The AD's Advisory and the Principals Advisory committees review and provide input to the Board. | January                | May                      | September                |
| Board of Directors acts on the recommendations at regularly scheduled meeting.                  | February               | June                     | October                  |

**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 the 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.

## **ADOPTION OF PROGRAMS**

The Minnesota State High School League Board of Directors has approved two pathways for the adoption of programs.

1. Full Interscholastic / Emerging Status (12/1/22)

An activity or sport that is requested by a group of member schools to become a fully-governed interscholastic program must follow the defined steps to reach fully-governed, interscholastic status. This process begins with a request by member schools who submit a valid request to the Board of Directors to have a competitive program become an emerging activity/sport initially, then, upon meeting the required number of participating teams, it will be considered by the Representative Assembly for approval.

2. Presenting Partner Agreements (6/6/23)

The Minnesota State High School League's mission is to provide outstanding educational opportunities for students through fine arts activities and athletics. To further this mission, the League may engage in an agreement to become a Presenting Partner of a state championship of an interscholastic and education-based fine arts activity or sport operated by a non-MSHSL governing body. This partnership must be deemed mutually beneficial, promote and support the identified program and increase the participation of high school students, including those who have not typically engaged in MSHSL activities. The appropriate definitions and requirements of the activities and the governing organization are further explained in this document.

## **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.

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

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

Executive

Director, Erich Martens.

## **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)

### **Certificates**

#### **Student Participants**

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 an official squad will receive certificates. (11/3/77)

#### **Cheerleaders**

Certificates will be awarded to cheerleaders who cheer at state tournaments in the following sports: basketball, football, hockey, soccer and volleyball. The League will award up to fourteen (14) certificates to each cheerleading squad—12 cheerleaders, 1 mascot and 1 coach. Member schools may order extra certificates for cheerleaders who were members of the varsity cheer squad during the regular season and cheered in the state tournament. (12/9/04)

#### **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)

### **Medals**

Medals presented to student members and coaches of state tournament teams are limited to the number on the official squad as determined by the MSHSL Board of Directors (see Official League Handbook). (12/6/79; 9/16/02)

Member schools are permitted to purchase additional medals for student participants and coaches who were members of the varsity team during the regular season. (12/9/04)

Individual schools are responsible for placing orders through the MSHSL office using the order forms provided on the League Web site. The cost of purchasing any extra medals and/or certificates is the responsibility of the school. (12/9/04)

## **BEHAVIOR EXPECTATIONS** (5/31/23, 2/1/24)

**These policies “elevate standards of sportsmanship and encourage the growth of responsible citizenship among the students, members schools and their personnel,” consistent with the Minnesota State High**

**School League’s Founding Purposes and the belief that sportsmanship needs to have a constant presence in all school-based activity programs. The League and its member schools work intentionally to create safe, welcoming and inclusive environments for fine arts activities and sports in our schools and competitions.**

*School officials are responsible for the proper conduct of teams, team members, students, and home spectators regardless of where the contest is being held. (Bylaw 409).*

***Developed by MSHSL Students***

**To create safe, welcoming and inclusive environments in fine arts and sports in our school and competitions, I will:**

- Lead by positive example and demonstrate respect and support for others.
- Follow all MSHSL, school and venue expectations.
- Refrain from using profanity or ethnic, racial, religious, ability or gender-based comments, posts or messages directed at participants, directors, coaches, officials, spectators, or team representatives.
- Act as a responsible and respectful digital citizen who positively uses social media platforms.
- Speak or act in support of others when they are harmed by words or actions.
- Honor each contest and all involved, including participants, directors, coaches, officials, spectators, and team representatives.
- Hold high standards for myself, engage positively and demonstrate sportsmanship.

**CONFLICT OF INTEREST**

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

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

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

**CONTEST RULES**

Except as modified by the League’s Board of Directors, the rules adopted by the National Federation of State High School Associations shall be the official game rules for all interscholastic athletic activities sponsored by the League. If National Federation game rules are not established for an activity, rule codes as outlined in Bylaw 402, or rules adopted by the Board of Directors, will prevail.

**CREDIT CARDS**

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

## **DRONE POLICY** (8/4/15, 6/4/24)

The MSHSL prohibits the use of Unmanned Aerial Vehicles (UAV), or "drones," at interscholastic contests, events or scrimmages, whether such vehicles are operated by school representatives, parents, participants, spectators, or media representatives. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools, and includes a ban on the entire facility being used as part of the MSHSL event, including the spectator areas and parking areas.

The operation of UAVs at interscholastic activities, events, games or scrimmages has the potential to create an increased risk of injury to participants and spectators and create unwarranted distractions that affect the contest, its management and the enjoyment of those activities or events. A member school may choose to use, or permit the use of, an UAV at school practices. That determination is left to the discretion of responsible administrators of the member school. The MSHSL recommends that a member school consult with the school's insurer and legal counsel and refer to FAA and local community regulations before using or permitting the use of such vehicles during school practices.

## **FINANCIAL POLICIES FOR ADMINISTRATIVE REGIONS**

### **Assessment of Fees**

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

### **Audit** (7/20/05)

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

### **Checking Accounts for Sections**

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

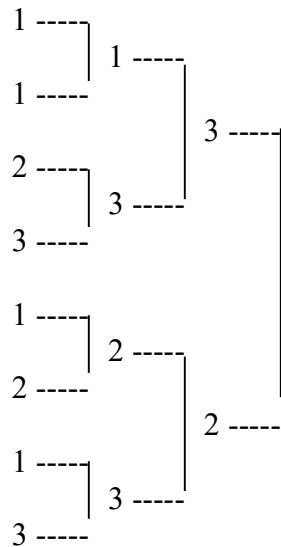
### **Coaches Expenses**

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

**Division of Receipts between Region Secretaries for Section Activities that Cross Administrative Region Lines**

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

8 Teams, 7 Games, 14 Shares



1 = 5/14      5 shares \$5,000

2 = 4/14      4 shares \$4,000

3 = 5/14      5 shares \$5,000

Net Receipts are \$14,000

**Division of Profit or Loss for Cooperatively sponsored Teams from more than one Administrative Region**

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

**Expense Policy for Team Travel, Meals, etc.**

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

**Moneys to Region Secretaries from Section**

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

**Programs - Sold at Region Contests**

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

### **Region Committee Fund Balance for the Beginning of each Fiscal Year**

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

### **FULL INTERSCHOLASTIC / EMERGING STATUS** (12/1/22)

#### **Adoption of Interscholastic Programs Process**

An activity or sport that is requested by a group of member schools to become a fully-governed interscholastic program must follow the defined steps to reach fully-governed, interscholastic status. This process begins with a request by member schools who submit a valid request to the Board of Directors to have a competitive program become an emerging activity/sport initially, then, upon meeting the required number of participating teams, it will be considered by the Representative Assembly for approval. This process is as follows:

#### **Step 1: Emerging Status Application**

[\(See Appendix for Emerging Status Activity Application Requirements\)](#)

To apply for Emerging Status, an activity/sport must:

- Have the support of the current governing body to progress toward a fully-governed, interscholastic MSHSL activity/sport.
- Have a minimum of 20 school-based teams (no more than one per member high school or co-op) competing for two consecutive years prior to the application. The application must be accompanied by completed commitment forms for a minimum of 20 teams indicating their commitment to register for the activity/sport with the MSHSL should Emerging Status be granted.
- Upon receipt of the Emerging Status application, the Board of Directors will review all information provided, including data demonstrating that all benchmarks have been met and the activity/sport is in alignment with the Constitution, Mission and Beliefs of the MSHSL and make a determination as to whether or not the activity/sport would be approved.

## **Step 2: Emerging Status**

An activity/sport must remain in Emerging Status, as defined in the *Emerging Status Definition*, for a minimum of two years, or as otherwise determined by the Board of Directors, and may remain in Emerging Status for a maximum of five years. After five years, if an activity/sport has not had a minimum of 32 MSHSL registered and competing teams for two consecutive years, the activity/sport shall be reviewed by the Board of Directors. The Board will determine if the activity/sport will continue in Emerging Status for a Board-defined period of time or if it will be required to re-apply for Emerging Status when it meets the required benchmarks for an Emerging Status Application. During the time that an activity/sport is in Emerging Status, the Board of Directors shall have the authority to review and suspend Emerging Status as it deems appropriate.

## **Step 3: Full MSHSL Status**

An emerging activity/sport becomes eligible for fully-governed interscholastic status when the activity/sport has 32 or more MSHSL registered teams from member schools for the second consecutive year. Upon reaching this benchmark, the Board of Directors will certify the activity/sport has met the requirements and forward the proposal to the Representative Assembly for approval as a fully-governed interscholastic activity/sport with a defined timeline of implementation.

### **Emerging Status Definition**

Emerging Status has been created by the MSHSL Board of Directors for new activities/sports that align with the mission and beliefs of the MSHSL and that member schools seek to have approved for fully-governed, interscholastic status. Emerging Status is provided only to activities/sports that meet all the requirements within this definition and are formally requested by member schools to become fully-governed, interscholastic activities/sports and abide by all applicable MSHSL rules, policies and bylaws. Emerging Status for an activity/sport is determined when the activity/sport has:

- a completed application submitted by a minimum of five member schools,
- met established benchmarks and
- been approved by the Board of Directors.

When an activity/sport has reached Emerging Status, each member school that participates in that activity/sport in Emerging Status must:

1. Register and pay membership dues with the MSHSL for the activity/sport.
2. Follow the rules, policies, and bylaws of the MSHSL including but not limited to:
  - a. student eligibility,
  - b. student registration, pre-participation physicals, etc.,
  - c. coaches' education requirements and head coach certification,
  - d. eligible officials (where applicable).
  - e. cooperative agreements and
  - f. allow only one program per school.
3. Follow established playing rules (NFHS or other governing body).

When an activity/sport has reached Emerging Status, the MSHSL will provide the following:

1. rules meetings and rule books (where available),
2. League staff liaison,
3. catastrophic medical accident and concussion insurance
4. information on the emerging activity/sport on the League website and
5. an advisory committee inclusive of coaches and activities directors.



**Other rules that apply to Emerging Status include:**

1. Postseason competition is the responsibility of the existing governing body and only MSHSL registered teams will be eligible for participation in the postseason.
2. Emerging activities/sports are offered the opportunity to have registered member school teams compete against non-registered school-based teams during the regular season. This opportunity only exists when the non-registered school-based team has obtained insurance for its team.
3. The schedule of regular season contests will be determined by the member schools and/or the existing governing body.

**Emerging Status has the following requirements and process:**

1. Application - An activity/sport must have 20 or more teams (maximum of one per school or co-op) competing for two consecutive years to be considered for Emerging Status, must be governed by a governing body or organization and be requesting fully-governed, interscholastic status.
2. Emerging Status Timeline - Once Emerging Status has been approved, an activity/sport must remain in Emerging Status for a minimum of two years or as determined by the MSHSL Board of Directors. The maximum length of time that an activity/sport may remain in Emerging Status is five years or as determined by the Board of Directors.
3. Fully-Governed Interscholastic Status Requirements - An activity/sport must have 32 or more MSHSL registered teams (maximum of one per school or co-op) competing for two consecutive years to be recommended for fully-governed, interscholastic status to the Representative Assembly. When this benchmark has been reached and at the request of the participating member schools, the Board will review and recommend to the Representative Assembly the approval of the activity/sport for fully-governed, interscholastic status.
4. Emerging Status Reconsideration - Should an emerging activity/sport not reach the requirement of 32 or more teams for two consecutive years within five years of attaining emerging status, the activity/sport will be reconsidered by the Board of Directors to determine if Emerging Status will be dropped or continued for a determined amount of time.

## **MSHSL FOUNDATION AND SALES TAX REPORTING**

Please continue to report sales tax amounts to the State of Minnesota **for Program Sales** only. You should not be paying sales tax on tickets sold for admission to subsection or section tournaments. These amounts will be **remitted to the MSHSL Foundation**. The MSHSL Foundation calculation will be the same as it was for Minnesota Sales Tax. Three examples follow:

1. MSHSL Foundation Calculation: 6.875% General Minnesota Tax Rate

Total Ticket Sales Equals \$10,000.00 divided by 1.06875 = \$9,356.72. \$9,356.72 times .06875 = \$643.28 is the amount to remit to the **MSHSL Foundation**.

2. MSHSL Foundation Calculation with a Local City or County Tax: 6.875% Tax Rate Plus .5% City Tax.

Total Ticket Sales Equals \$10,000.00 divided by 1.07375 = \$9,313.15. \$9,313.15 times .07375 = \$686.85 is the amount to remit to the **MSHSL Foundation**.

1. MSHSL Foundation Calculation with Minneapolis Local City Tax and Hennepin County Tax: 6.875% Tax Rate Plus 3.5% City Tax Plus .15% Hennepin County Tax Plus .50% Transit Improvement Tax Plus 1% Metro Area Tax.

Total Ticket Sales Equals \$10,000.00 divided by 1.12025 = \$8,926.57. \$8,926.57 times .12025 = \$1,073.42 is the amount to remit to the **MSHSL Foundation**.

Regions must submit the amounts to the MSHSL Foundation on a seasonal basis no later than the following dates:

Fall December 15  
Winter April 15  
Spring July 15

The payments should be supported with detailed reports explaining the calculations. Examples of supporting documentation include: Tournament receipt summaries, Excel spreadsheets, Quicken/QuickBooks reports, etc.

The MSHSL Foundation is a separate entity from the MSHSL Office and Regions. It will be audited as a separate entity. As always, we need accurate accounting and support for all transactions. Please setup the MSHSL Foundation as a separate Payee in your Quicken/QuickBooks accounting system. We need to keep the transaction of the Foundation separate from other League activities. The corporate name and address is:  
Minnesota State High School League Foundation, 2100 Freeway Blvd, Brooklyn Center MN 55430.

If you have questions about this process, please contact Rich Matter at [rmatter@mshsl.org](mailto:rmatter@mshsl.org) or 763-569-0497.

**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**

- Wednesday, August 21, 2024 - Committee @ 10:30
- Wednesday, September 18, 2024 - AD's @ 8:30 Committee @ 10:30
- Wednesday, November 13, 2024 - Committee @ 10:30
- Wednesday, January 15, 2025 - AD's @ 8:30 Committee @ 10:30
- Wednesday, April 16, 2025 - AD's @ 8:30 Committee @ 10:30
- Wednesday, May 21, 2025 - Committee @ 10:30
- Monday, June 4, 2025 - Committee @ 10:30

**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.

**ADMISSIONS PRICES**

|                            | <b>STUDENT/SENIORS</b> | <b>ADULT</b> |
|----------------------------|------------------------|--------------|
| 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)               | \$10.00                | \$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.**

**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

**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.

**GAMES COMMITTEE**

The region committee will develop a game committee that will deal with any issues related to a section activity. This committee will consist of 4-5 members.

**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.

- 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.

- To maintain “home” advantage, School “A” may secure another site for play but is responsible for cost associated with rental fees.

**MEDIA POLICY**

**MUSIC CONTESTS/PERFORMING ARTS-FEES**

**PERFORMING ARTS ACTIVITIES**

|                    |         |                    |         |
|--------------------|---------|--------------------|---------|
| Music ---Solos     | \$15.00 | Vocal Jazz         | \$25.00 |
| Small Ensembles    | \$25.00 | Choir              | \$35.00 |
| Band-Large Group   | \$45.00 | Orchestra          | \$45.00 |
| Drama One Act Play | \$40.00 | Chamber            | \$25.00 |
|                    |         | Orchestra          |         |
| Speech (per pupil) | \$15.00 | Debate (per pupil) | \$15.00 |
| Show Choir/Chamber | \$25.00 |                    |         |
| Choir              |         |                    |         |

**PASSES**

Region 4AA will issue 15 administrative passes per member schools per season. 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.

**PRAYER POLICY (6/8/09)**

During the regular season,

- A. A prayer or invocation using the public address system shall be prohibited at all events where a public school is the host school; and
- B. If a nonpublic school is the host school, public address system prayer or invocation shall be at the discretion of the host school.

At all MSHSL tournament events, the public address system is to be used for announcement necessary for the administration of the tournament, as approved by the MSHSL.

**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** (revised 6/6/23)

**Forfeiture Policy - Before Seeding/After Seeding**

The MSHSL Approved Point System\* may be used when there are forfeits, unless there are two or more forfeits in football; or three or more forfeits in other sports. When either of those occur, the seeding for the section tournament must be done as described below. There are five possible scenarios which may impact the seeding of teams.

**Scenarios:**

- 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.

*Note: When possible, seeding should be based on tournament team strength*

## **Procedures:**

Each procedure below is specific to the corresponding numbered scenario listed above.

- If a section has pre-determined that seeding by MSHSL Approved Point System will be used, and forfeitures during the regular season occur, the section may choose any of the approved methods for seeding.
- No change in seeds due to game planning factors such as dates; locations; transportation; officials; film exchange, etc.
- 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.
- The tournament manager will assign the new team to a seed based on MSHSL Approved Point System 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.
- No change in seeds since the perceived strength of the tournament team could be impacted for many reasons. The team will play according to their original seed.

## **Seeding Policy**

When seeding section tournaments, the Section must adopt one of the following three seeding options. With either Face to Face or Electronic, there should be criteria established by which coaches are to rank the teams.

### **Option 1**

**Face to Face (in-person or virtual):** Coaches meet and share information about their team and rank all teams except their own. When voting, one high score and one low score for each team is not counted, unless there are seven or fewer teams competing, then all scores will be used. Points are totaled and the lowest point total is the high seed, etc.

If there is a tie, the following criteria are used in order until the tie is broken:

1. Head-to-head competition
  2. The ranking the tied schools gave each other is dropped.
  3. The MSHSL Approved Point System\*
  4. Coin flip
- All rankings are shared so that all coaches can see how each school ranked each of the other schools.
  - If there is a tie, head-to-head competition cannot be used as a tie breaker if the winner of that game was determined by a forfeit.

### **Option 2**

**Electronic (Email vote, digital ballot, etc.):** Coaches may conduct a meeting where they share information about their team, or the information is shared electronically. Coaches then rank all teams except their own and submit their rankings electronically. One high score and one low score for each team is not counted unless there are seven or fewer teams competing, then all scores are used. Points are totaled and the lowest point total is the high seed, etc.

If there is a tie, the following criteria are used in order until the tie is broken:

1. Head-to-head competition
2. The ranking the tied schools gave each other is dropped.
3. The MSHSL Approved Point System\*
4. Coin flip

- All rankings are shared so that all coaches can see how each school ranked each of the other schools.
- If there is a tie, head-to-head competition cannot be used as a tie breaker if the winner of that game was determined by a forfeit.

### **Option 3**

#### **MSHSL Approved Point System :**

All seeding shall be conducted by the MSHSL Approved Point System. This point system will give a school point for victories based on the size of school of the opponent and the season record of the opponent. Ties are broken by the MSHSL Approved Point System, which includes a tie breaker.

- To be seeded when using the MSHSL Approved Point System, a team must play a minimum of 70% of the allowable number of games for that sport. If not, they are seeded last. If more than one team falls into this category, they will be placed at the bottom, in the order of the MSHSL Approved Point System scores.
- The number of contests that must be played by sport: Football 6; Basketball, Hockey and Volleyball 18; Baseball and Softball 14; Soccer 11; Lacrosse 9.

### **REIMBURSEMENTS**

#### **MILEAGE**

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

#### **MEALS**

An allowance of \$15.00 for meals per participant for official team members for any team traveling more than 100 miles one way for sectional competition.

#### **TOURNAMENT PLAY**

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

### **RENTAL FEE POLICY WHEN HOSTING SECTIONEVENTS**

- 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)
    - 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.



- The actual rental fee and other expenses may be paid to non-school owned facilities such as hockey arenas or swimming facilities.
- Other documented expenses may be approved at the discretion of the Region Committee.

### **SALE OF ITEMS AT SUB-SECTION, SECTION AND STATE TOURNAMENT SITES**

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 right 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.

### **SCHOLARSHIPS OR SCHOLARSHIP FUNDS**

No scholarships shall be provided by Region funds .

### **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)

### **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.

### **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.

### **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.

### **TOURNAMENT MANAGER'S GUIDELINES**

The Region Committee shall establish a Tournament Rules Committee for each MSHSL event under its control (MSHSL Constitution 209.02, 2-E). Unless otherwise provided for in the NFHS or MSHSL-approved rules book for each sport, the Committee shall function as follows:

1. The Games Committee, as defined by the rules book for that sport, will conduct all inquiries as presented by the rules book.
2. In the event that a rules committee is not prescribed in the rules book, the Tournament Games Committee shall be comprised of the tournament manager/site manager, who will serve as the committee chair and a member of the committee, and two other persons approved by the Region Committee. The committee shall remain the same throughout the tournament at that site unless one of the committee members has a team or individual participant involved in a dispute, in which case the tournament manager shall replace that member of the committee.
3. Each tournament manager shall have a copy of the MSHSL Official Handbook, the MSHSL Rules and Policies Manual for that sport/fine arts activity and a copy of the rulebook (playing rules) for that sport and any other information distributed to participating schools re the event.

Except as stated in Bylaw 407, Protests on Decisions of Contest Officials, the Committee shall hear only disputes, protests or appeals re the contest/event in question.

Bylaw 407 states that "Protests against decisions of contest officials will not be honored.

- A. League officials will render an interpretation to all parties involved as to the proper application of bylaws in cases protested if the complete facts are presented, in writing, to the League office. Such interpretations, however, will not alter the outcome of the contest. The decisions of contest officials are final.
  - B. It is recognized that errors in interpretations and application of bylaws and in judgment situations are inevitable. However, the orderly and sportsmanlike conduct of high school activities requires that officials' decisions must be honored and be final.
  - C. Videotape replay will not be used to overrule an official's decision or change the outcome of the game, meet or contest."
4. In the event a ruling must be made concerning a dispute, protest or appeal related to the management of the tournament, the following procedure is available to the designated school representative or the designated governing board representative of a member school: Appeal immediately to the tournament manager/site manager and the Games Committee at that site. If the issue is to be appealed further, the appeal will be made to the Region Committee at the next regular meeting. The decision by the Region Committee shall be final. If a decision is required before the next regularly scheduled Region Committee meeting, the decision of the Games Committee is final.

## Rules Committee Process --

### Reporting a violation:

- disputes, protests or appeals, other than interpretations by and decisions of the contest officials, must be reported to the tournament manager/site manager immediately before play resumes or prior to the next scheduled round. The tournament manager/site manager will determine how the dispute, protest or appeal will be handled prior to the resumption of play;
- the tournament manager/site manager shall convene the Games Committee to address the dispute, protest or appeal and render a decision prior to the next round of competition in that sport at that site;
- the committee shall consider all available information prior to making its decision. The tournament manager/site manager shall immediately contact the MSHSL director, who has responsibility for that activity, by phone or by pager, to discuss the issues relevant to a proper interpretation of MSHSL bylaws, policies or regulations alleged to have been violated;
- the committee's decision shall be communicated to the participating team/individual representatives immediately following their deliberations;
- the committee's decision shall be made known to the Region Secretary and the MSHSL staff person responsible for that sport.

Prior to the start of the competition in any sport at any tournament site, the tournament manager/site manager shall have the following information available for review at the tournament site.

1. The most current MSHSL Official Handbook.
2. The most current MSHSL Rules and Policies for that sport.
3. The most current NFHS or other MSHSL-sponsored rulebook for that sport.
4. The telephone number and pager number for the MSHSL staff person responsible for that sport.
5. The telephone number and address of the Region Secretary responsible for administering the tournament.
6. Documents submitted to participating teams/individuals that detail the manner in which the tournament will be conducted.

## **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.

## **TOURNAMENT MANAGER'S FEE SCHEDULE**

|                             |       |                              |       |
|-----------------------------|-------|------------------------------|-------|
| Alpine Skiing (B/G)         | \$800 | Nordic Skiing (B/G)          | \$800 |
| Baseball                    | \$700 | One Act Play                 | \$400 |
| Basketball (B/G)            | \$600 | Soccer (B/G)                 | \$500 |
| Cross Country Running (B/G) | \$600 | Softball                     | \$700 |
| Dance Team                  | \$600 | Speech                       | \$400 |
| Debate                      | \$400 | Swim/Dive (B/G)              | \$500 |
| Football                    | \$600 | Tennis (B/G) Each Tournament | \$600 |
| Golf (B/G)                  | \$500 | Track & Field (B/G) Each     | \$800 |
| Gymnastics                  | \$500 | Visual Arts                  | \$400 |
| Hockey (B/G)                | \$700 | Volleyball (B/G)             | \$600 |
| Lacrosse (B/G)              | \$500 | Wrestling Each Tournament    | \$500 |

## **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 CANCELATIONS**

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.

**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                | \$150                | \$125              | \$175                    |
| Instrumental         | \$150                | \$125              | \$175                    |
| Jazz Ensemble        | \$125                |                    | \$175                    |

**\*Music adjudicators \$175 for 5 ½ hours, \$15 per hour beyond.**

|        |                                |               |                              |
|--------|--------------------------------|---------------|------------------------------|
| Debate | (site manager) \$125           |               | \$165                        |
| Drama  | (site manager) \$125           |               | \$165(\$20 per show after 4) |
| Speech | (site manager) \$100 (Prelims) | \$75 (Finals) | \$165 (All day event)        |

**\*\*Lunches/hospitality for adjudicators: In activities where such provisions are appropriate the Region will provide financial support limited to \$20 per adjudicator \$125 maximum for hospitality room per contest.**

**Region 4AA will be charging a 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 \$65.00 single, \$95.00 for two games.

**SITE MANAGERS\*** Site managers will receive \$125 single, \$175 double.

**VISITING AD'S** When an AD goes to an away section event, they will receive \$125.00 These payments MUST be made through PayChex.

**ONLINE TICKET MANAGER** - \$150 per tournament

**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 manager to determine an appropriate amount.***

| <b>School</b>              | <b>A.D. Email</b>   | <b>School</b> | <b>Cell</b>  |
|----------------------------|---|---------------|--------------|
| Cretin Derham Hall         | Matt Funk<br><a href="mailto:mfunk@c-dh.org">mfunk@c-dh.org</a>                             | 651-696-3384  | 651-246-3897 |
| East Ridge                 | Sara Palodichuck<br><a href="mailto:spalodic@sowashco.org">spalodic@sowashco.org</a>        | 651-425-2348  | 651-746-9932 |
| Hill Murray                | John Pohl<br><a href="mailto:jpohl@hill-murray.org">jpohl@hill-murray.org</a>               | 651-748-2432  | 651-303-6333 |
| Mahtomedi                  | Aaron Forsythe<br><a href="mailto:Aaron.forsythe@isd832.net">Aaron.forsythe@isd832.net</a>  | 651-762-5803  | 651-274-7249 |
| North                      | Jed Helwig<br><a href="mailto:Jhelwig2@isd622.org">Jhelwig2@isd622.org</a>                  | 651-748-6022  | 651-986-1714 |
| Roseville Area             | Andrea Schmidt<br><a href="mailto:andrea.schmidt@isd623.org">andrea.schmidt@isd623.org</a>  | 651-604-1475  | 907-306-7051 |
| St. Anthony Village        | Troy Urdahl<br><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<br><a href="mailto:Alicia.ekegren@spps.org">Alicia.ekegren@spps.org</a>      | 651-744-7397  | 507-272-3726 |
| St. Paul Como              | Koua Yang<br><a href="mailto:Koua.yang@spps.org">Koua.yang@spps.org</a>                     | 651-744-5347  | 651-278-5682 |
| St. Paul Harding           | Otto Kraus<br><a href="mailto:otto.kraus@spps.org">otto.kraus@spps.org</a>                  | 651-744-3236  | 651-399-8010 |
| St. Paul High Park         | Patrick Auran<br><a href="mailto:Patrick.auran@spps.org">Patrick.auran@spps.org</a>         | 651-744-3486  | 651-230-3883 |
| St. Paul Johnson           | Don Boss<br><a href="mailto:Don.boss@spps.org">Don.boss@spps.org</a>                        | 651-744-3662  | 612-558-5698 |
| St. Paul Washington Magnet | Jesse McCann<br><a href="mailto:jesse.mccann@spps.org">jesse.mccann@spps.org</a>            | 651-744-7680  | 320-420-2051 |
| Stillwater Area            | Nate Cox<br><a href="mailto:coxn@stillwaterschools.org">coxn@stillwaterschools.org</a>      | 651-351-8001  | 320-894-6010 |
| Tartan                     | Trevor Mbakwe<br><a href="mailto:tmbakwe@isd6222.org">tmbakwe@isd6222.org</a>               | 651-702-8620  | 612-384-3338 |
| White Bear Lake            | Brian Peloquin<br><a href="mailto:Brian.peloquin@isd624.org">Brian.peloquin@isd624.org</a>  | 651-773-6208  | 651-216-6686 |
| Woodbury                   | Jodi Loblein-Lecker<br><a href="mailto:jloblei@sowashco.org">jloblei@sowashco.org</a>       | 651-425-0442  | 612-802-6707 |