

MSHSL Region 2A

HANDBOOK

Policies and Procedures

Region 2A Secretary:

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2023-2024 Region 2A

August, 2023

Region Committee Members Chair – Tim Collins Vice-Chair – Cory Haala

- Sub-section 5** Superintendent: Tim Collins – St Clair.....2021-25
 School Board: Jon Bakken - WEM.....2023-27

- Sub-section 6** Superintendent: Andy Traetow – Fairmont...2023-27
 Principal: Mike Fugazzi – St. James.....2021-25

- Sub-section 7** *Activities Director: Cory Haala – Sleepy Eye.....2021-25
 Principal: Troy Guentzel – New Ulm.....2023-27

- Sub-section 8** School Board: Trevor Houn – TCU2021-25
 *Activities Director: John Bergs – Belle Plaine...2023-27

Committee Members Representing Activities

- *Music Representative: Rachel Moldan – SESM..... 2023-27
- *Speech/Fine Arts Representative: Kathleen Walker -Fairmont..... 2021-25
- *Boys’ Sports Representative: Craig Morgan –MVL..... 2021-25
- *Girls’ Sports Representative: Eric Lewis – LSH.....2023-27
- *Denotes tournament committee members

Representative Assembly Members

- John Bergs..... 2023-25
- Cory Haala..... 2023-25
- Craig Morgan.....2023-25

Activity Coordinators

Bruce Woitas – Sleepy Eye St Mary’s	North A – volleyball, Class A B/G basketball
Brad O’Donnell – St Clair	South A – volleyball, Class AA B/G basketball, Class A baseball
Jeremy Robinson – Cedar Mountain	Class A football
Dan Gardner – Belle Plaine	North AA – volleyball, Class AA B/G basketball, Class AA softball
Rob Norman – Blue Earth Area	South AA - volleyball, AA B/G basketball, 3AAA fb, Class A softball
Randy Walsh – Sibley East	Class 9-Man football
Rachel Pletke – LeSueur-Henderson	Music/fine arts
Jeff Boran – Waterville-E-M	Class AA football , Wrestling, Class AA Baseball
Dan Stork - NRHEG	Class A & AA softball at Caswell
Richard Busse – GFW	Class A Track & Field

MSHSL Board of Directors Representative (representing Regions 1A & 2A) Brad O’Donnell– AD @ St. Clair

**Region 2A Committee Members
2023-24**

Andy Traetow Superintendent
Fairmont High School Sub 6
714 Victoria Street
Fairmont, MN 56031
507-238-4234
Atraetow@fairmont.k12.mn.us

2023-2027

Tim Collins, Superintendent
St. Clair High School
121 West Main Street
St. Clair, MN 56080
507-245-3027
tcollins@stclaircyclones.org

2021-2025
Sub 5

Troy Guentzel, Principal
New Ulm High School
1600 Oak Street
New Ulm, MN 56073
507-233-6407
tguentzel@newulm.k12.mn.us

2023-2027
Sub 7

Mike Fugazzi, Principal
St. James High School
1001 10th Avenue North
St. James, MN. 56081
507-375-5974
mfugazzi@isd804.org

2021-2025
Sub 6

John Bergs, Act/Ath Director
Belle Plaine High School
220 South Market Street
Belle Plaine, MN 56011
952-873-2403
jbergs@belleplaine.k12.mn.us

2023-2027
Sub 8

Cory Haala, Act/Ath Director
Sleepy Eye High School
400 4th Ave. SW
Sleepy Eye, MN 56085
507-794-2230
cory.haala@sleepyeye.mntm.org

2021-2025
Sub 7

Jon Bakken, School Bd Rep
WEM High School
500 East Paquin Street
Waterville, MN. 56096
507-351-6298
jbakken@wem.k12.mn.us

2023-2027
Sub 5

Trevor Houn, School Bd Rep
Tri City United High School
700 4th Street NW
Montgomery, MN. 56069
507-364-8100
thoun@tcu2905.us

2021-2025
Sub 8

Rachel Moldan, Music Rep
Sleepy Eye St. Mary's HS
104 St. Mary's Street NW
Sleepy Eye, MN 56085
507-794-4121
mrs.moldan@sesmschool.com

2023-2027
Sub 7

Kathleen Walker, Speech Rep
Fairmont High School
900 Johnson Street
Fairmont, MN 56031
507-238-4411
walker.kathleen@apps.fairmont.k12.mn.us

2021-2025
Sub 6

Eric Lewis, Girls' Coaches Rep
Le Sueur-Henderson HS
901 East Ferry Street
Le Sueur, MN 56058
507-665-5804
elewis@isd2397.org

2023-2027
Sub 8

Craig Morgan, Boys' Coaches Rep
MVL High School
45638 561st Avenue
New Ulm, MN 56073
507-276-7576
cmorgan@mvlhs.org

2021-2025
Sub 7

REGION 2A ADMINISTRATIVE SUB-SECTIONS

August, 2023

SUB SECTION 5 (9)	SUB SECTION 6 (12)	SUB SECTION 7 (10)	SUB SECTION 8 (10)
Janesville-Waldorf-Pemberton 56048	Blue Earth Area (BEA) 56013	Buffalo Lake-Hector-Stewart- Hector 55342	Belle Plaine 56011
*Immanuel Lutheran (Mankato) 56001	** Butterfield-Odin 56120 ** Music alone Athletics with St James Speech with Mt Lake	Cedar Mountain (Morgan) 56266	Cleveland 56017
Mankato Loyola 56001	Fairmont 56031	Comfrey 56019	Ed Visions (on line) Henderson
Maple River 56065	Granada-Huntley-East Chain 56039	Gibbon-Fairfax-Winthrop 55396	Glencoe-Silver Lake 55336
New Richland-Hartland-Ellendale-Geneva 56072	Lake Crystal-Wellcome-Memorial 56055	Minnesota Valley Lutheran 56073	
St. Clair 56080	Madelia 56062	New Ulm 56073	Holy Family Academy Belle Plaine 56011
United South Central 56097	Martin County West 56171	New Ulm Cathedral 56073	Le Sueur-Henderson 56058
Waseca 56093	Martin Luther Northrop 56075	Nicollet, 56074	Mn New Ct School Henderson 56044
Waterville-Elysian-Morristown 56096	Mountain Lake 56159		Norwood-Young America 55368
Mankato Christian Academy	*** Mountain Lake Christian 56159	Sleepy Eye Public 56085	Sibley East Arlington 55307
*FB only/coop with Cleveland; Coop with St Clair for B/G track/field	St. James 56081	Sleepy Eye/St. Marys 56085	Tri City United - Montgomery 56069
	Truman 56088		

PREFACE

The policies and procedures manual are designed to provide tournament managers and schools with the guidelines to be used by Region 2A in the conduct of tournaments under its direction. Much of the material presented is based on the **Official Handbook** of the **Minnesota State High School League**. The Region 2A Committee relies on the contributions and suggestions of all tournament managers, athletic/activities directors, coaches, fine arts directors, and administrators and sincerely appreciates their involvement in League activities. All contests must be conducted with MSHSL Rules and Regulations. All information is on the MSHSL – Region 2A website.

The following activities have been assigned to Region 2A by the Minnesota State High School League.

Fall Activities

Cross Country Running (Boys & Girls) –	Section 2A	
Volleyball --	Section 2A	Sub-Section A north and Sub-Section A south
	Section 2AA	Sub-Section AA north and Sub-Section AA south
Football --	Section 2 9-Man	
	Section 2A	
	Section 2AA	
	Section 3AAA	

Winter Activities

Girls Gymnastics --	Section 2A	
Dance--		
Wrestling --	Section 2A	
Girls Basketball --	Section 2A	Sub-Section A north and Sub-Section A south
	Section 2AA	Sub-Section AA north and Sub-Section AA south
Boys Basketball --	Section 2A	Sub-Section A north and Sub-Section A south
	Section 2AA	Sub-Section AA north and Sub-Section AA south

Spring Activities

Golf (Boys & Girls) -	Section 2A	
	Section 2AA	
Softball --	Section 2A	
	Section 2AA	
Track & Field --	Section 2A	Sub-Sections North & South
(Boys & Girls)		
Baseball --	Section 2A	
	Section 2AA	

Fine Arts Activities

One Act Play --	Section 2A	Sub-Sections 5, 6, 7, & 8
Music --	Section 2A	Sub-Sections 5, 6, 7, & 8
Speech --	Section 2A	Sub-Sections north and south
Visual Arts --	Section 2A	North & South

**HANDBOOK OF THE
MINNESOTA STATE HIGH SCHOOL LEAGUE
ADMINISTRATIVE REGION 2A**

NAME AND PURPOSE

The name of this voluntary, non-profit association is Region 2A of the Minnesota State High School League.

In order that the League may assist and encourage the attainment of the overall objectives of secondary education in the State of Minnesota, the following purposes are established:

- a. To provide, promote, extend, manage and administer a program of activities for youth of the member schools of the region in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extra-curricular activities as may from time to time be sponsored by the member schools of Region 2A.
- b. To establish uniform and equitable rules for youth in inter-school activities.
- c. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
- d. To protect youth, member schools and their personnel from exploitation by special interest groups.
- e. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a regional basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improving program.
- f. To review and evaluate periodically the effectiveness of its program.

ARTICLES OF INCORPORATION & CONSTITUTION

The following Articles of Incorporation and Constitution of the Minnesota State High School League have been revised and included in this handbook as they apply to Administrative Region 2A.

NAME

The name of this organization shall be Region 2A of the Minnesota State High School League. It shall be composed of those schools, public and private, that are assigned by the MSHSL Board of Directors. The Region Committee is identified in the MSHSL Constitution as a geographic organization of schools for administrative and tournament management functions required for the member schools assigned to the geographic areas of the state.

LOCAL CONTROL

Designated School Representatives:

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

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

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

Designated Activity Representative:

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: a) boys sports, b) girls sports, c) speech/drama, d) music, and e) visual arts.

CLASS "A" REGION COMMITTEES: GOVERNANCE & REPRESENTATION

Board Policy: Region Assignments for Governance and Representation Purposes:

The number of teams in a Region shall be determined by the MSHSL. The number of teams in each Region shall be as equal in number as possible. The Board of Directors of the League will conduct a semi-annual review of assignments.

- A. The Board of Directors shall approve and make the final decision about placement of schools for section assignments.
- B. The Region Committee shall assign schools to a sub-section according to a reasonably equal distribution of the schools assigned to the region.
- C. The fiscal year of Region 2 shall be from August 1st until July 31st, both dates inclusive.

Region Committee

- A. The Region Committee shall consist 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.
- B. Membership on the Region Committee shall include 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 representing boys coaches and one representing girls coaches and two (2) fine arts directors, one representing music and one representing speech/one act play.
- C. If a member is needed to represent both genders, this person shall be appointed by the committee for a one year term as a member “at large”. This will be an additional position. Appointees who are eligible are individuals who are eligible to be designate school representatives.
- D. Additional committee members may be added at the discretion of the Region Committee. These positions are not limited to Designated School Representatives. Appointments shall be made by the 2A Committee Chair and approved by the 2A Committee.
- E. No member school may have more than two (2) representatives on the Region Committee. This provision applies to the twelve (12) committee members who are eligible to be Designated School Representatives. Members are elected to serve on the Region Committee for governance and tournament administration according to the MSHSL constitution.

Terms of Office

- A. All terms are four years.
- B. Committee members serving more than half of one term shall not be eligible for re-election or appointment to succeed them. They may be eligible for further elections or appointments.

Selection of Committee Members

- A. Each Class A Region shall be divided into four (4) geographically determined sub-sections.
- B. The four (4) geographically divided sub-sections of that region shall be numbered 5, 6, 7, and 8. Representatives on the Region Committee shall be as follows:

<u>School Administration</u>	<u>2017-21</u>	<u>2019-23</u>	<u>2021-25</u>	<u>2023-27</u>	<u>2025-29</u>
Board of Education	Sub 6	Sub 7	Sub 8	Sub 5	Sub 6
Superintendent	Sub 7	Sub 8	Sub 5	Sub 6	Sub 7
Principal	Sub 8	Sub 5	Sub 6	Sub 7	Sub 8
Athletic/Act Director	Sub 5	Sub 6	Sub 7	Sub 8	Sub 5
Speech/Music	Speech 5	Music 8	Speech 6	Music 7	Speech 8
Boys'/Girls Coaches	Boys 6	Girls 5	Boys 7	Girls 8	Boys 5

Boys' Coach, Girls' Coach, Speech Representative, and Music Representative are rotated and as a result there may be more people from some Sub Sections. These positions represent at large constituency.

Election of Members

Elections of members to the Region Committee shall be conducted during the spring of the year and be confirmed at the June 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.

Procedure for selection of new committee members shall be as follows. The 2A Executive Secretary will provide information to the respective groups of people in the sub-sections who will be eligible for submitting their names for filling a position on the committee. If more than one name is submitted in a group, the Secretary will conduct an election. **Each person in the group to be represented will cast a vote.** (i.e. position needed: Supt from Sub 8 – all Superintendents in Sub-section 8 would cast a vote for their superintendent representative). The same procedure would occur with the other positions to be filled except the school board representative. The school board rep voting would go through the Superintendents. All voting would be done via email.

If a person cannot complete their elected term of office, the Committee may appoint a successor or leave the position open until the next election.

All terms are for four (4) years.

- A. Election of members to the Region Committee shall be conducted during the spring of the year and will be confirmed by the Region Committee at its spring meeting. A complete list of the Region Committee members shall be posted on the MSHSL website by August 1 of each year.
- B. Each Region Committee shall develop an advisory structure for each League-sponsored activity conducted at the region level.

Powers and Duties of the Region Committee

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. The Region 2A Committee shall assume full control and financial responsibility for administering all sub-section and/or section tournaments, meets, and contests within the guidelines established by the Board of Directors. Expenses shall include fees paid officials and judges, advertising, tickets, event workers, host school expense, and other miscellaneous items for conducting the event. Administrative expenses, however, do not include transportation, meals, and housing for the participating schools or players.

- A. The Region Committee shall:
 1. Elect officers and designate their responsibilities.
 - Officers elected by the Region 2A Committee for 2 years in odd year elections are: Chairperson elected at the first fall meeting and serves as the chief officer of the committee for two years.
 - Tournament Committee Chair serves as the Vice Chairperson for two years in odd year elections. (Chair is the Senior Act/Ath Director on the committee)
 2. When appropriate for each identified tournament, assign schools to a sub-section as determined by the number of schools in that activity.
 3. Keep complete minutes on all meetings of the Region Committee.

4. Furnish a full report, electronically, of the proceedings of all Region Committee meetings to the schools of the region and to the League office.
 5. Select the tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each sub-section should have equal representation on the tournament committee. If only a Region or Section tournament is held, membership on the tournament committee shall come from a representative geographic area of the assigned tournament teams; receive all finances from sub-section and section tournaments; pay all bills for sub-section and section tournaments; determine and send proportionate share/expense claims to the Region Committee(s) from which teams are assigned for governance purposes; and send a report to the League Office relative to the finances and the participation of teams assigned to the Section tournament.
 6. Maintain a financial balance in accordance with Board of Director policies.
 7. Provide for an annual audit of Region 2A funds.
- B. The Region Committee will employ a non-voting executive secretary or an executive-secretary-treasurer on an annual basis according to the League's fiscal year. The region secretary will be an employee of the MSHSL. The Region 2A Committee will determine annual compensation and report to the MSHSL. The secretary's salary will be paid by the MSHSL office and reimbursed with Region 2A funds.
- C. The Region Secretary shall:
- recommend activity coordinators to be hired as needed
 - select and recommend tournament and site managers as needed
 - receive all finances from sub-section and section tournaments
 - pay all bills for tournaments and contests hosted under Region 2A governance
 - determine and send the proportionate share/expense claims for fair share to schools outside of Region 2A governance schools

Region 2A Committee Meetings

- A. The Region 2A Committee schedules five (5) meetings annually.
- B. The Chair or Secretary shall call additional meetings of the 2A Committee when necessary.
- C. A quorum shall consist of seven (7) members of the Region Committee
- D. A majority vote of those present, assuming a quorum, shall be sufficient for approval of a motion.
- E. Meetings are open to the member schools and the general public.
- F. Meetings are conducted using Robert's Rules of Order

Tournament Committee Meetings

Purpose of the committee is to review coach/director requests, MSHSL directives, and present recommendations to the Region 2A Committee for action. The committee will review dates and sites for all sub-section/section events and present recommendations to the entire committee.

Meetings may be held prior to the regular committee meetings and as needed. Special coach/director meetings for input may also be conducted by the Tournament Committee as needed.

Region Meetings-All Governance Schools

- A. Each member school is entitled to two (2) votes.
 1. Regions may conduct organizational meetings either in the spring or fall of the year.
 - a. To receive input from 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.
 - c. Each sub-section will elect one Designated School Representative to represent them at the Representative Assembly for a term of two (2) years.
 - 1) Elections in even numbered regions will be held in the even-numbered years.
 - 2) A delegate is limited to a maximum of top (2) consecutive full two-year terms. Delegates are not eligible for re-election or appointment to succeed themselves following the maximum term.
2. To fill vacancies on the Region Committee.
- B. The names of Region Committee members and assignments and the name of the governing board representatives and Designated School Representative to represent the region in the Representative Assembly shall be sent to the MSHSL office by the designated date determined by the League.
 - C. Special meetings of the member schools of the Region may be called at the discretion of the Region Committee.

Election of the MSHSL Board of Directors

A member shall be elected in an open election shared between Region 1A and Region 2A for a four year term. The election will be conducted by 2A in 2015. A board member from Region 1A was elected the spring of 2011. Les Zellmann – St. James (2007-11) – Scott McCready – St Charles (2011-2015) – Dave Swanberg – LeSuer-Henderson - 2015-18 and Bill Adams – JWP- completing the term of D Swanberg 2018-19. John Ostrowski– AD @ Dover-Eyota – 2019-23. Brad O’Donnell 2023-2027.

Elections should be held in spring with each school being allowed two votes for each position in their assigned sub section. In the event of a tie in the voting all ties will be broken by the committee chair’s vote. He/she will submit the ballots in the election timeline period.

Region Executive Secretary-Treasurer Job Description

The Executive Secretary shall be selected by the Region Committee annually at an annual salary determined by the Committee. The Executive Secretary is not a voting member of the Committee. This selection should be completed in June.

Qualifications:

Educational Administrative experience in the management and leadership of co-curricular activities. Possess organization, budgeting and communication skills. Have an understanding of the Minnesota State High School League philosophy and operation.

The Secretary will:

- Prepare agendas for the regular and special meetings of the Region Committee and send notification of the meetings to the members of the Committee at least five (5) days before the meeting.
- Keep the minutes of the Committee meetings. Email copies to all committee members Post them on the MSHSL Region 2A website.
- Maintain the financial records of the Region. Endorse for deposit all checks and negotiable instruments. Pay all bills when due with proper documentation of vendor, amounts, etc.
- Prepare a financial report for all regular Regional Committee meetings for acceptance.
- Prepare financial reports for all events and present them to the Committee for acceptance.

- Make a full and complete report of the financial status of the Region at the end of the fiscal year.
- Arrange for an audit of Region financial records at the conclusion of the fiscal year. Send one copy to the MSHSL office. Provide copies of the audit to all committee members.
- Poll member schools and other potential activity sites every year in order to determine what tournaments or contests each school is willing to host. This information should be presented to the Committee for action. A copy of the activities, sites, and dates should be available on the website.
- Order all trophies and awards for Section/Sub Section contests using the official Minnesota State High School League trophies, as established by the Region Committee.
- Arrange for the printing of tickets, programs, advertising, posters, etc. May delegate, when appropriate, such responsibilities to local tournament managers or coordinators where activities are held.
- Contract for officials, judges, and adjudicators for Sub-Section/Section events after receiving recommendations from the respective groups. May delegate when appropriate.
- The secretary will be responsible for having a representative at all Section contests to represent Region 2A. Site managers, coordinators, committee members are expected to help fill this responsibility.
- Assist the contest manager in making decisions that are not explicitly covered by tournament or High School League policy.
- Be responsible for annually updating and revising the Region policy manual. All additions and corrections will be posted on the website.
- Prepare a calendar of events for the succeeding year, including dates, times, sites, and managers. Information shall be posted on the website.
- Attend all MSHSL meetings and hearings that pertain to Region 2A business.
- The Secretary is to regularly keep the Committee members informed about information and business relative to Region 2A and act as a liaison between the MSHSL and the committee.
- Perform such duties as assigned by the Committee.
- Coordinate the activity coordinators and be responsible for overseeing their job performances.
- Meet with the Region ADs at their regularly scheduled meetings.

Sport Coordinators

Will be employed for the following activities: Volleyball (4), Football (4), Boys' Basketball (4), Girls' Basketball (4), Wrestling (1), Baseball (2), Softball (2) , Track & Field (1)

Job Description

- Secure site/officials.
- Conduct seeding meetings on the sub-section level. Provide weekly standings of teams when appropriate.
- Distribute publicity releases necessary for tournaments indicating location, date, site and admissions. Tournament programs will be available in all sub-sections/section tournaments.
- Present awards at championship games in sub section events.

- Be on site, or delegate, to represent the Region Committee at the sub section events in their assigned sub section.
- Be available to meet with Region and/or Tournament Committee.
- Assist the site manager in completing reports to Region Secretary.
- Work with Region Secretary in making recommendations for future tournaments.
- Interpret Region Policy and follow the tournament rules/policy of Region 2A and the MSHSL.
- Work with the Tournament Committee and Executive Secretary in gathering input for future tournaments from coaches through seeding meetings and/or electronic surveys.
- Be employed on a yearly basis and have job review at the end of each school year conducted by the Executive Secretary and reviewed by the Executive Committee.

Compensation will be paid when reports and financial statements are in the hands of the Secretary. Compensation stipend will be reviewed and set annually.

Music Coordinator (1)

Job Description

- Provide assistance and directions to the Executive Secretary.
- Coordinate with S&E and Large Group managers to order all MSHSL supplies authorized by Region Policy.
- Set schedules and sites for contests by May 1 for the next school year.
- Review and approve all contest reports submitted by site managers before forwarding to Executive Secretary for payment and deposit.
- Develop a site manager's handbook of instruction that can be issued each year. All site managers will have the same operational procedure to follow.
- Provide pre-contest forms and instruction, contest day information and program format. Review information needed on contest reports.
- Meet with the S&E managers, music committee member on the Region Committee and the Executive Secretary in June to review director's requests and policies for the upcoming year.
- Write a coordinator summary of the contest and suggestions for the upcoming year.

Compensation will be paid when reports and financial statements are in the hands of the Secretary. Compensation stipend will be reviewed and set annually.

Leadership/Target Coordinator (1)

Job Description

- Develop a program for all 2A governance schools.
- Organize and coordinate one conference in the fall of each school year.
- Present a proposed yearly budget for the committee to approve each June.
- Present the current year plan to the committee at its September meeting.

Compensation will be paid when reports and financial statements are in the hands of the Secretary. Compensation stipend will be reviewed and set annually.

SPONSORS OF REP ASSEMBLY PROPOSALS/RECOMMENDATIONS

Proposals and recommendations may be submitted:

- A. By the Designated School Representatives of five (5) or more schools.
- B. By members of each activity within Region 2A through the sub-section coordinators or activity coordinators.

VOTING AND QUORUM AT ALL GOVERNANCE SCHOOLS REGION MEETINGS

- A. In all voting of member schools, the Designated School Representatives of the member school, or a duly designated alternate, shall be entitled to vote.
- B. At all meetings of member schools a quorum shall consist of 75% of all members. When votes are taken by mail 75% of all members must take part to constitute a quorum.
- C. At all meetings of Class "A" Regions, a quorum shall consist of 75% of the total membership.
- D. Unless otherwise provided for, a majority vote of those present, assuming a quorum shall be sufficient for approval.

GENERAL POLICIES for REGION 2A

Admission and Passes:

The Region Committee shall establish admission prices for Sub-Section and Section 2A events annually.

Current admissions prices are Adults-\$10.00, Students-\$5.00 for Sub Section and Section events. Everyone must have a ticket. Students are grades K through 12.

No admission will be charged for cross country, tennis, music, speech, golf, Visual Arts.

Region 2A will honor MSHSL A.D. pass, registered MSHSL officials' pass, Region 2A Committee Member pass and media passes. Region 2A does NOT provide passes to schools and/or team members or coaches.

Awards:

In an effort to maintain uniformity the Board of Directors will determine all necessary awards for sub -section and section contests. It will be a violation of League policy for a member school or representative of a member school to establish, distribute, or accept any awards not provided by the MSHSL for section or state tournaments. Only MSHSL awards can be presented at subsection and/or section events. **If awards other than MSHSL are to be presented, it must be done before the warm-ups begin or after the MSHSL awards presentation has been completed.**

Eligible Schools: Any school currently enrolled as a member of the League and assigned to give competitive section is eligible to participate in all approved activities of the League or any subdivision thereof. A school is currently enrolled when it has officially registered for the activities it wishes to sponsor. A member school must schedule and participate in a minimum of three (3) interscholastic "A" team games, meets, or matches to qualify for League-sponsored tournament participation in that sport.

Eligibility Rules: The eligibility rules of the League and the requirements of the constitution shall govern all participation in all sub-section and section activities.

Fair Share - Region Tournaments/Shares In-Shares Out

For teams from more than one administrative region, the profit or loss will be determined by shares based upon the number of teams participating in tournament activity. The Region Secretary shall:

- A. Determine the total tournament receipts and pay all tournament expenses.
- B. Determine profit/loss for that tournament.
- C. Divide the number of contests in the tournament series into the profit/loss for the tournament to determine the “share per contest” for each team.
- D. Multiply the number of games each team played in the tournament series times the “share per contest.”
- E. Send that amount of money or billing to the Region (s) to which each team has been assigned governance purposes.

Game and Activity Rules The following rules, except as modified by the League, shall govern all interscholastic competition. MSHSL rule modifications are printed in the current Athletic Rules and Policies Manual in the section designed for each activity. This “Manual” can be found on the MSHSL web site:

www.mshsl.org

National Federation rulebooks are used for baseball, basketball, cross-country, football, hockey, track & field, volleyball and wrestling. Sport Association rulebooks are used for golf (USGA) and tennis (USTA). Minnesota State High School League rules are used for music, speech, drama, and visual arts.

Non-governance Schools Competing in Section 2A Activities

Where there is a crossing of lines for section activities each school participating in that section is entitled to a vote and should be invited to the activity meeting.

Public Comments Persons interested in speaking to an agenda item must contact the Executive Secretary prior to the meeting and indicate the topic they wish to address. (The Committee agenda will be posted on the MSHSL – Region 2A website) If the public comment is relevant to the agenda, the speaker/s will be called upon at the public comment section of the agenda. Members of the public wishing to address topics not on the agenda under consideration are invited to provide written information to the chair of the Region Committee. That information will be distributed to the members of the Committee following the conclusion of the Committee meeting.

Guidelines for Public Comments at Committee Meetings

- a. Each speaker will be allowed five minutes for his/her presentation.
- b. When there are many speakers to be heard, the Committee may shorten this time limit.
- c. Undue interruption or other interference with the orderly conduct of Committee business will not be allowed. Defamatory, abusive, or demeaning remarks are out of order.
- d. Committee members may question a speaker or comment in response to the speaker’s comments.

Seeding Policy

According to MSHSL policy, seeding for sub-section and/or 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.** Input is needed from sub-section/section coaches and athletic directors to determine which method of seeding will be used.

Face to face: Coaches meet at one location, share information and vote on the placement. This may be used when schools are located in close proximity to each other. When seeding face to face it is highly recommended that if the coaches vote, the high and the low is thrown out, and that the vote is shared with all other coaches. 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 coin flip is used to break the tie.

Electronic: Coaches contact a meeting via conference call where they share information about their teams -- or that information is shared electronically. Coaches then vote electronically by using the same system as used by the MSHSL for State Tournaments. Each coach ranks all of the schools in the section or sub-section, except their own. One high score and one low score is thrown out.

EXCEPTION: 7 schools or fewer will not throw out the high and low score. 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 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: If a point system is used, the MSHSL point system using a new and revised QRF system must be used. The rankings can be found on a link on the MSHSL webpage and can also be found at www.Minnesota-scores.net. This point system will give a school points for victories based on the size of school of the opponent and the season record of the opponent. The specific formula used is not public knowledge, as it is patented. No points are calculated by the section coordinator.

TOURNAMENT PROGRAMS

Site managers/coordinators will be responsible for providing game program covers. Programs should be prepared at the host site. Expenses for commercial printing will not be allowed unless previous approval is granted by the committee.

PRECINCT CAUCUS DAY

Games, meets, or contests are not allowed to be scheduled after 6:00 P.M. on Precinct Caucus Day.

SCHEDULING OF ACTIVITIES ON ELECTIONS DAYS

Except for regularly scheduled classes, a public elementary or secondary school may not schedule a school-sponsored event between 6:00 p.m. and 8:00 p.m., on the day that a regularly scheduled election is held in any political subdivision on which the school is located.

POSTPONEMENT/RE-SCHEDULING OF ACTIVITIES

Postponements of Sub-Section and Section Tournament competition

A decision to postpone a Sub-Section and/or a Section Team Tournament contest due to weather conditions, or other unusual circumstances will be as follows:

Coordinators and site managers will work with the Executive Secretary in reaching any postponement decisions. All possible attempts will be made to hold the contest. Schools that are closed for that day will be expected to participate if contests are held.

Postponement decisions will be made by 1:30 p.m. at the latest. If some contests can be played, they will be played even if the entire section or sub-section cannot play.

Postponed contests will be re-scheduled on the next possible date. (Basketball would be the day following the scheduled event which means some games would need to be played on a Wednesday.)

Exceptions may be made for spring sports when there are more days between contests. The make-up date will be the following day unless approved differently by the coordinator/site manager and the executive secretary.

Postponed games are not to be considered a forfeit and the schools must reschedule the event. 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 High School Leagues Executive Director to provide direction regarding the affected tournament.

REPPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS

Faculty Representatives

Contesting teams or individual contestants shall be accompanied by a member school's administration, faculty or coaching staff. The school representative shall be responsible to act on behalf of the member school.

Conduct of Teams, Students, and Spectators

School official shall be held responsible for the proper conduct of teams, team members, students, and their school's spectators regardless of where the contest is being held.

1. Students will not be allowed to encircle the basketball court with school flag.
2. The torso of the student's body must be covered. Spectators who remove their shirts may be asked to leave the tournament site.

Student Participants in Region 2A, MSHSL Activities

All students participating in activities under the administration of Region 2A must be enrolled in **Grades 7-12**. Students enrolled in Grades other than 7-12 will not be allowed to participate nor will they be allowed to occupy a space in the bench area during contests.

BANDS AT ATHLETIC EVENTS

The Region 2A Committee supports the concern of the Minnesota Music Educators Association relative to instances of excessive demands being made of band students for performance at athletic events; and the Region 2A committee supports the recommendation of the MMEA that each school should determine its own policy concerning group appearances at school athletic events.

Tournament Pep Bands

Each member school will determine if they will send a band to tournament activities for sub-section and/or section finals. The high seed band should be at the home sites. Band directors or athletic directors are asked to inform the site managers in advance of their arrival at the activity site. Band member arriving as a group and/or in uniform do not pay admission charges.

HALFTIME/BETWEEN GAME ACTIVITIES

Halftimes (includes between games as well) at subsection and/or section events should be designated to **bands only** of the competing schools. Halftime events for promotion of booster clubs, fundraisers, etc – (i.e. half court bb shot; football toss, etc.) CANNOT be done.

CHEERLEADERS

- A. The size of cheerleader squads is up to individual schools. Mascots can be included.
- B. Cheerleaders in uniform and their advisor will be admitted to tournaments free of charge.
- C. No student below Grade 7 will be permitted as cheerleader squad members.
- D. Host sites may not allow pompons on the floor.

REIMBURSEMENT POLICY

- A. Vouchered expenses will be reimbursed as follows:
 - 1. Travel/Mileage—IRS Rate/MSHSL approved rate/Adjusted Annually.
 - 2. Meals:
 - Breakfastmax. \$10.00
 - Lunchmax. \$13.00
 - Dinnermax \$19.00
 - 3. Lodging: Receipt required—(Distance from & time of activity are considerations.)
- B. Reimbursement for vouchered expenses for attendance at required State, Region or Section 2A duties will be allowed for:
 - 1. Region 2A Committee Members
 - 2. Region 2A Executive Secretary
 - 3. Activity Coordinators
 - 4. Representative Assembly Delegates

REGION FUNDS

End of Year – Region Sponsored Tournaments – Disbursements

- A. Determine the total amount of expenses incurred for the conduct of the year's tournaments.
- B. Multiply that amount by 20%.
- C. Maintain a maximum balance of 20% in the Region financial balance for the upcoming tournament year. The Region Committee may choose to keep a lesser amount than the 20% for start-up costs for the following year.
- D. Distribute, not later than November 1, the balance of the end-of-the-year financial balance to schools in the administrative region, as determined by the Region Committee.

VIDEOTAPING

School/Spectator Videotaping

- A. Individual School Taping – Participating schools are allowed to videotape games/activities in which they are competing. The site manager will arrange for space if possible. A member school hosting an event may provide videotape or “pooling” service to participating schools. The host school may use local equipment and make copies of all or part of the videotape available to official representatives of participating schools.
- B. Spectator Taping – Spectators are allowed to tape games/activities in which their children are participating. Site managers are not required to provide space, power or equipment for spectators to videotape. Spectators are expected to not interfere with the view of other spectators or schools/news media personnel who are videotaping the activity.

Under no circumstance shall a school or spectator be allowed to videotape a game in which their school or child is NOT involved!

Under no circumstance is a videotape to be used by anyone for any coaching purposes during the contest, meet, or tournament.

BROADCAST POLICIES – RADIO RIGHT FEES

TBD