REGION 17
HANDBOOK

ALTAMONT
DUCHESNE
MANILA
RICH
TABIONA
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REGION 17

BY-LAWS

ARTICLE 1: PURPOSE

The purpose of this organization shall be to plan, supervise and control inter-school activities that come under the auspices of the Utah High School Activities Association (UHSAA) and Region 17 Board of Managers.

ARTICLE 2: MEMBERSHIP

Section 1: Schools as designated by the Utah High School Activities Association shall comprise the member schools of Region 17. The Region 17 Board of Managers shall consist of each member school’s principal or a designated representative. Members of the Board of Managers or designated representatives must be present to vote.

Section 2: Due to region realignments every two years by the Utah High School Activities Association, the membership of Region 17 is subject to periodic change. When it becomes necessary for an established member of the region to end its membership, that member school will receive its proportionate share of region funds. When it becomes necessary for a new school to enter the region, the new school will be required to deposit into region funds its proportionate share relevant to the existing funds. Proportionate share is defined as the balance of funds in all region accounts on June 30 divided by the number of schools in the region.

ARTICLE 3: FINANCES

Section 1: Savings Account

The Region should maintain a savings account with the Public Treasurer Investment Fund (PTIF). This account should be allowed to build up so as to maintain a one year reserve of operating funds. Excess funds can be moved to the operating checking account by motion of the Board of Managers.

Section 2: Dues

Annual dues for membership shall be a base of $750.

ARTICLE 4: OFFICERS

Section 1: Rotation

The officers of this organization shall be a Chair, a Secretary-Treasurer, and the UHSAA Region Representative. The Secretary-Treasurer also serves as the Chair-elect. The Chair and Secretary-
DRAFT 9/10/2015

Treasurer take office according to the following rotation: Tabiona, Rich, Manila, Duchesne, and Altamont. For example, if the principal of Tabiona High School is the Chair, then the principal of Rich High School is the Secretary-Treasurer (and Chair-elect). In the next year, the principal of Rich High School becomes the Chair and the principal of Manila High School is the Secretary-Treasurer. And so on. If the person next in line for the Secretary-Treasurer office happens to be the UHSAA region representative then that office will move to the next school in the rotation.

In order to ensure experienced leadership and to avoid undue stress on new administrators, school principals need to have been a Region Manager for two years prior to taking the UHSAA region representative position. Should a new administrator be next in the order, that person may exercise an option to be excused from duty. In this case, the next manager in the order serves.

Section 2: Term of Office

The term of office for the Chair and Secretary-Treasurer shall be one year beginning July 01. The Region Representative to the UHSAA State Board of Directors is elected for a 3-year term.

ARTICLE 5: DUTIES OF OFFICERS

Section 1: Chair

The Chair shall preside at all meetings of the Region Board of Managers, perform other duties described in the By-Laws and as assigned from time to time by the Region Board of Managers, and shall have voting powers.

Section 2: Secretary-Treasurer

The Secretary-Treasurer shall keep an accurate record of meetings of the Region Board of Managers and shall receive all moneys of the Board; shall keep a record of all receipts and expenditures and shall pay out of the Region funds only those expenditures as authorized by the Region Board of Managers. He/She shall make an annual financial report to the Board at the close of the school year and shall make a financial report at each meeting of the Board. The Secretary-Treasurer shall have voting power.

ARTICLE 6: MEETINGS

Section 1: Regular Meetings

A regular meeting schedule for the coming year shall be established at the first annual meeting in early fall.

Special Meetings

If the Board of Managers need to meet to conduct emergency business (e.g., interim hardship transfer case) those who request and initiate the need for the meeting (parents or school) shall bear the full burden of the costs of the meeting. A $500 deposit (the approximate cost of the meeting) must be paid.
by certified check or money order to the region prior to finalizing meeting arrangements. This amount will be adjusted according to actual expenses of the meeting at the current state mileage rate, with meals and lodging at the actual rate. In the case of a special meeting, the Chair shall have the Secretary notify all members.

Section 2: Region 17 Board of Managers meetings are to be conducted in accordance with Roberts Rules of Order. A majority of the member schools must be in attendance at a meeting before official business may be transacted. Prior notice must be sent or unanimous agreement, before any voting can be official. Although non-board members may attend the meetings and may give input into agenda items, only the board members or designated Representatives may vote.

Section 3: Agenda items should be filed with the Chair prior to the meeting. Minutes are to be mailed to each member immediately following each meeting.

Section 4: Region 17 may pay for meals at Region Board meetings.

ARTICLE 7: GENERAL POLICIES

Section 1: The constitution and By-Laws of the Utah High School Activities Association shall govern Region 17 Activities.

Section 2: In all scheduled Region 17 events, the principal of the host school or his designee shall serve as Convener of the event. Schools hosting Region 17 Activities shall insure the presence of officials, adjudicators, etc.

Section 3: Differences between two schools in the Region should be presented to the Region Chairperson. If his/her recommendations are accepted by both schools, the matter requires no further consideration. If either school is not satisfied with the Chairperson’s recommendations, a meeting of the Region Board of Managers must be called. All decisions shall be disseminated to member schools.

Section 4: Dates of scheduled activities should be changed, if needed, at the regular Board of Managers meeting. When circumstances prevent the change being made at a regular meeting, it is permissible to change the date of an activity if all schools involved and the Region Chair approve of the change. The school requesting the change will be responsible for:
   1) Contacting the Region Chair.
   2) Notifying all Region 17 schools of the change.
   3) If officials are required, the Region Arbiter should be notified well in advance of the change.

Due to the method of scheduling that is done by the Region and UHSAA, it is the responsibility of the school to make sure that all UHSAA and Region 17 competition dates are kept clear on their school calendars. Priorities should be as follows:
   1) UHSAA dates
   2) Region 17 dates
   3) Professional and/or other state dates
   4) School clubs and/or organization dates
It is not the responsibility of the UHSAA or Region 17 to reschedule their activities and events around the desires of member schools.

Section 5: The number of games or contests allowable for Region 17 activities will be the same as those designated by the Utah High School Activities Association.

Section 6: All scheduled Region 17 games and events should be carried out and accepted as binding contracts.

Section 7: Region 17 will not be responsible for expenses incurred by member schools in their travel to or from region activities.

Section 8: Region 17 will accept UHSAA passes for Region 17 Activities.

Section 9: Any school violating region policies is subject to penalties as designated by the UHSAA.

Section 10: All students are expected to respect the facilities of the host school. Control of visiting students is the responsibility of the principal and faculty of the visiting school.

Section 11: Region 17 By-Laws may be amended by a 2/3 majority vote of the Board of Managers.

ARTICLE 8: ATHLETIC POLICIES

Section 1: Officials for all activities will be arranged for by the home school.

Section 2: All officials must have current certification.

Section 3: Officials will be paid in accordance with the rates approved by the UHSAA.

Section 4: All needed facilities are to be opened to the visiting school at least 45 minutes before the start of the contest.

Section 5: Half-time activities will be limited to 10 minutes for basketball games and 15 minutes for football games. If additional time is desired special arrangements must be made with the visiting school.

Section 6: The visiting team should leave their dressing room in a neat and orderly condition.

Section 7: All schools are expected to provide competent adult scorers, timers, chain-persons, and box persons.

Section 8: Every effort should be made to play all scheduled league games. Games should not be canceled.

Section 9: Whenever possible, Region Activities should be held on neutral sites and in centralized locations. The hosting of Region activities should be rotated among all the schools involved, so far as
possible. The school hosting the activity should arrange for the necessary facilities and make whatever arrangements are required (i.e., ticket-taking, security, etc.).

Section 10: Tie-breaker Rules

When ties occur in league results, the following Tie-Breaker Rule shall be used:

1. Head-to-Head results in Region play;
2. Coin flip if both/all teams agree; or
3. Play-off on a neutral court.
4. If tournament birth is involved, playoff game is required;

Playoff games should be held at the earliest possible dates. Costs for officials and any profits from the gates should be divided between the schools involved.

If three teams are tied, the following rules apply in the play-off scenario:

1. A coin flip involving all three teams is used to determine the bye team. At the time of the flip, two teams will have either heads or tails. The odd team is the bye team.
2. The other two teams will play, with the bye team playing the winner.
3. In the second game, should the bye team beat the winner of the first game, the bye team is the first seed of the three, the loser of the second game is the second seed and the loser of the first game is the third seed.
4. In another scenario, in the second game, should the bye team lose to the winner of the first game, the double winner is seeded first of the three.
5. In a third game, the bye team (and loser of the second game) plays the loser of the first game to determine the lower two seeds. The winner of the third game is seeded second, and the loser is seeded third.
6. For basketball and football, play half-games; for volleyball, play full matches.

ARTICLE 9: PEP BANDS and GAME DISTRACTIONS

Section 1: Code of conduct for everyone: inside games
The following distractions to coaches and players are strictly prohibited at league games and Region tournaments:

- Playing of musical instruments or beating of drums or cymbals except while the band is playing.
- Noisemakers of any kind such as whistles, cow bells, horns, pop guns, balloon-squeaking or popping, banging of trash can lids, stomping of feet, howling in unison or any other activity deemed a distraction by host school administrators.

Section 2: Code of Conduct for everyone: outside games
The following distractions to coaches, officials and players are allowed except during play (i.e., they are allowed during time-outs and other official non-play times).
• Playing of musical instruments, beating of drums and cymbals in addition to the playing of the band.
• Noisemakers of any kind such as whistles, cow bells, and/or horns.

Section 3: Code of Conduct for Pep Bands

• Visiting bands are permitted to perform only with the permission of the administration of the host school with arrangements made in advance:
• The quality of music should be a prime objective. Music should be such that it inspires and entertains in a positive, wholesome manner.
• All directors and pep bands should treat other approved pep bands with respect and listen to their presentations, never attempting to play simultaneously;
• Bands shall be allowed to perform/play only before and after plays and during quarter breaks;
• Where two bands are present, they should take turns performing including sharing half-time.
• If used, amplifiers should be used discreetly so as to not be distracting.

Section 4: Code of Conduct for Announcers

• General announcements shall be confined to times of non-play.
• Rude remarks regarding players, coaches, officials, cheerleaders, bands, etc., are strictly prohibited.
• Partisan remarks are unsportsmanlike.

ARTICLE 10: ACTIVITY ACCOUNTING

Section 1: General Accounting
It is the responsibility of the principal who is the Convener of each region activity to account for all income and expenditures which will be credited to, or charged against the region.

All money collected as gate receipts from Region 17 should be deposited directly in the region bank account, given to the secretary/treasurer, or deposited in the account of the host school and a check written to Region 17.

All expenses should be paid by check if possible. Most likely this will be drawn on the bank of the host school. If paying by check is not possible and payment by cash is requested, a receipt must be obtained from the person who is receiving the cash payment. The receipt should include the name address, and social security number of the person receiving the funds. This is to insure that there is an adequate paper trail for all transactions.

In the event that expenses exceed income, the host school must submit an itemized statement with copies of all transactions to the Secretary/Treasurer for reimbursement of the difference between the amount of money collected and the expenses incurred.

After the event is over, the activity Convener should prepare a financial statement with a breakdown of all income and expenses. This should be brought to the next Board of Managers meeting for any discussion and or approval.
ACTIVITY POLICIES

SPORTSMANSHIP

It is intent of Region 17 to teach sportsmanship and dignified participation in all the sporting events it sponsors. The following sportsmanship code reflects this goal:

REGION 17 SPORTSMANSHIP CODE
(For players, coaches, parents, and fans)

1. Display character in every action.
2. Be courteous to opponents, fans, and cheerleaders. Heckling any person especially officials is inappropriate.
3. Know the rules, respect and abide by the officials decision.
4. Cheer for good performances or plays regardless of the team.
5. Win with humility; lose with dignity.

UHSAA, Sportmanship Handbook.

The price of admission does not give any person the right to act in a disruptive, disrespectful, or belligerent way.

Loud abusive fans are not welcome at Region 17 athletic events.

Principals are responsible for crowd control. Unruly fans should be cautioned and if necessary removed.

BASEBALL

Schools participating in baseball follow the rules of the respective regions they are assigned to i.e. Regions 15, 17, or 18.

BASKETBALL

The region 17 basketball policy will be for boys and girls basketball. All games scheduled will be contractually binding.

Game times are 4:00 P.M. for Freshmen, 5:30 P.M. for J.V. and 7:00 P.M. for Varsity. Times may be changed if mutually agreed upon by both schools.

There will be a warm up time of 20 minutes for varsity.

A maximum of 20 games will be allowed each school excluding post season play.
Tournaments—each game counts as one.

It is the responsibility of the boys and girls basketball convener to draft and propose to the region 17 board of managers the basketball schedules for the following year.

All state tournament positions will be determined by the results of league play.

Schools will exchange a team roster.

CROSS COUNTRY

There is no region league for cross country; schools complete individually arranged schedules according to UHSAA contest rules.

Schools may send individuals or teams to the Region event.

Individuals not on teams can compete for medalist honors and the right to attend the State meet.

Teams consist of 7 runners of which the top 5 score for team points according to their finishing place with individuals removed from the finish order.

Ties will be settled according to the rules in National Federation handbook.

Individuals and teams qualify for State according to UHSAA rules.

Team uniforms must be similar.

Course site will be laid out by the chairperson in charge of the meet two weeks prior to the meet. All region schools will be notified of place and date. Maps should be made available.

DRAMA

All students must qualify through a region meet in order to go to the state meet. A student must receive a combined excellent rating and no lower than a third place in ranking average to qualify for state.

Each school may only have one play and it must have met the qualifying criteria in excellence. Each region will qualify one half of the competition plays from the region meet. Points are to be scored as outlined in UHSAA handbook.

Only alternates sent in at the time of registration may be used as substitutes the day of competition.

Guidelines for other areas of the drama and interpretive program are stated in the UHSAA handbook.

ONE ACT PLAY COMPETITION
The region 17 one act policy competition will be held during spring of the school year. All schools planning to participate in the competition must submit the title, playwright, characters and actors names to the regional director prior to the competition date.

Student eligibility is contained in the UHSAA handbook.

Contest Procedures:

- Each school may enter one – One Act Play.
- Each play is limited to 30 minutes, any play exceeding this time limit will be dropped one rating.
- One hour will be allowed to set up, perform and take down the play.
- After each play a judge will critique your play with both the director and the cast.
- No cuttings or parts of multiply acts are to be used in regional meets.
- Play will be judged on casting, interpretation, characterization and general effectiveness.
- No tape recordings will be permitted.
- Rankings will not be made public until the end of the day.

DRILL TEAM

Practice Time: Each school can have 15 minutes practice time on the floor.

Contest Areas: Each school may enter four categories choosing from military, novelty, dance or a combination of military / dance. Time limit will be 5 minutes for each area chosen. This includes getting on and off the floor. As soon as one group is finished another must be ready. The order of performing will be decided upon by a drawing. A 10 percent penalty for each 15 seconds over 5 minutes will be given for each presentation. Therefore if a performance is 1 second over the penalty will be 10 percent.

Judges: The number of judges will be determined year to year based on the number of schools participating with a minimum of 3 and a maximum of 7. Judges will be chosen from the state list. The judging sheets will be tabulated by one person; therefore the judges will not be meeting together for discussion. A judging sheet is included in this handbook.

Music: There will be facilities for records or cassette tape; you may also have a drummer if you like.

Drill Down: A drill down will be held, there will be two awards presented.

Originality: All drills and routines must be an original creation of the drill team that is performing them.

FORENSICS

The hosting school will be responsible for making all arrangements for the region competition. The maximum number of participants from a school and the event shall be as follows:

- Extemporaneous Speaking  6
- Oration  6
The number of participants qualifying from the regional meet for state competition shall be governed by the USHAA handbook. This is both the number that can represent the region and that can come from an individual school.

The region host will make the judging arrangements.

All rules printed in “Forensic Speech Program” under “General Instructions” in the speech program section of the USHAA handbook that apply to the state meet shall apply in the region tournament.

GOLF

All rules and etiquette are determined by the Utah Section of the PGA. All schools must attend the rules and etiquette meeting at the first meet of the year.

Range finders are not allowed.

The golf schedule will be set by the golf convener with every effort being made to play on Fridays.

Schools may attend the meets they choose to. Schools should inform the convener of each meet if they plan to attend and how many players will attend so that appropriate preparations can be made for each meet.

The region meet shall rotate from north to south in alternating years.

Schools may bring up to seven players at the Region Meet. The best four scores are counted for the team score.

The Region team champion, individual medalists, and state qualifiers are all determined by the results of the Region Meet.

Teams and individuals qualify for the State Championship according to the UHSAA rules.

MUSIC – BAND AND CHORUS

The large group music festival will be held late in the school year. The festival should demonstrate the experiences and goals achieved throughout the years work. It is imperative that a goal of this kind be established to motivate students up to the end of the school year.

A choir or band in its whole cannot participate in both solo & ensemble and large group festivals.
The method of selecting order performances will be determined by the hosting school. Consideration should be given to the distances traveled by each school.

All groups will be encouraged to remain until after the festival is completed.

Schools will police their own students to be sure they are not in hall or on the grounds while the festival is in progress. Students should be in a performance for the educational and cultural experiences gained by listening as well as performing. Schools violating this condition will be warned by the festival director and if the problem continues they may be held ineligible for festival ranking.

Judging: The state adjudication forms available though UHSAA will be utilized. Each school is to provide its own completed forms and have them in on time. When possible the selection of judges should be done in consultation with other region 17 music teachers. Two judges will be used in band and chorus. The additional use of recorded judge’s comments is encouraged. Compensation for judge’s expenses will be in accordance with region 17 policy.

MUSIC – SOLO AND ENSEMBLE

The solo & ensemble festival should be held in the middle of the school year around early February. The festival should enable students to show their individual abilities through the solo experience or in small groups.

No junior high ensembles or soloist (grade 7 and 8) will be accepted, but those students may join with the upper grades for participation in ensembles.

An ensemble cannot participate in both large and small group festivals.

The method of selecting the order of performance will be determined by the host school. Consideration should be given to the distance traveled by each school.

Since the main purpose for this event is education, it is hoped that teachers will do all possible to encourage their students to participate as an audience as well as performers.

Judging: The state approval forms will be used for adjudication. These can be obtained from the UHSAA handbook. Each school is to provide its own completed forms. When possible the selection of judges should be done in consultation with other region 17 music teachers. One judge in each of the following areas should be used: brass, percussion, wood wind, voice and piano. Compensation for Judges Expenses will be in accordance with region 17 policy.

TRACK AND FIELD

All UHSAA and national federation rules will be in effect during the course of the meet.

All coaches are expected to stay in the stands away from the field events area as well as off the main field. Wind allowance will have no bearing on record performances.
Region records may be set at the region track meet or at any other official state qualifying meet. Individual participation is not to exceed 4 events. Running events must be completed on schedule. Athletes participating in field events and running events should leave the field event no later than 10 minutes before the time of the running event. After the running event the athlete may return to the field event.

All equipment must meet national federation standards.

The “honest effort rule” will apply to races in which trials are held as well as finals.

VOLLEYBALL

The volleyball convener will construct a region volleyball schedule which is to be submitted to the region board of managers prior to the end of the school in the spring. This schedule will be for the following year.

Both varsity and junior varsity are to play on the same day unless so specified.

A maximum of 14-16 matches will be allowed each school (depending on the match–tournament combination), excluding post-season play. Tournament matches are counted per UHSAA rules.

Officials shall be certified. The host school is to arrange for all officials needed for each match.

Schools should exchange a team roster.

State tournament berths will be determined by league record.

WRESTLING

Region 17 schools will wrestle on independent schedules.

A region 17 tournament will be held to determine seeding for the state meet.

The weigh-in will be conducted as detailed in the rule book.

The UHSAA handbook will be followed for all wrestling activities.

PRICES FOR REGION GAMES AND TOURNAMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>$5.00</td>
</tr>
<tr>
<td>Seniors</td>
<td>$3.00</td>
</tr>
<tr>
<td>Students without card</td>
<td>$3.00</td>
</tr>
<tr>
<td>Students with card</td>
<td>$2.00</td>
</tr>
<tr>
<td>Elementary Students</td>
<td>$2.00</td>
</tr>
</tbody>
</table>
Children 5 & under Free
Teachers with Faculty ID Free

Track and Field Prices (If Charged)
Adults $3.00
Seniors (60+) $2.00
Students $1.00

No charge to the following: coaches, players, team managers, bus drivers, cheerleaders in uniform and their paid advisor, and police in uniform.

UHSAA passes may be used by the person whose name is on the pass and one additional person.

All teachers from the visiting school who present a faculty card are admitted free and thus are on duty and expected to assist with the supervision of students and, when necessary, crowd control.
## REGION 17 AWARDS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TROPHY</th>
<th>MEDAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys</td>
<td>1st only</td>
<td>1st-10th</td>
</tr>
<tr>
<td>Girls</td>
<td>1st only</td>
<td>1st-10th</td>
</tr>
<tr>
<td>Drama</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-act Play</td>
<td>1st only</td>
<td>Best Actor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Best Actress</td>
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<tr>
<td></td>
<td></td>
<td>Best Supporting Actor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Best Supporting Actress</td>
</tr>
<tr>
<td>Individual</td>
<td>1st only</td>
<td>1st-3rd (5 categories)</td>
</tr>
<tr>
<td>Drill Team</td>
<td>1st only</td>
<td>1st-3rd (drill down)</td>
</tr>
<tr>
<td>Forensics</td>
<td>1st only (over all)</td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td></td>
<td>1st-3rd (5 categories)</td>
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<tr>
<td>Congress</td>
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<td>1st (best speaker)</td>
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<tr>
<td>Gavel (best chair)</td>
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<tr>
<td>Music</td>
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<tr>
<td>Solo/ensemble</td>
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<td>superior, exc., good</td>
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<tr>
<td>Band</td>
<td>1st only</td>
<td>None</td>
</tr>
<tr>
<td>Chorus</td>
<td>1st only</td>
<td>None</td>
</tr>
<tr>
<td>Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys</td>
<td>1st only</td>
<td>1st-3rd (17 events)</td>
</tr>
<tr>
<td>Girls</td>
<td>1st only</td>
<td>1st-3rd (16 events)</td>
</tr>
<tr>
<td>Wrestling</td>
<td>1st only</td>
<td>1st-3rd (The 14 weight classes are: 106,113,120,126,132,138,145,152,160,170,182,195,220,285)</td>
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<tr>
<td>Golf</td>
<td>1st only</td>
<td>1st-4th</td>
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<tr>
<td>Baseball</td>
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<td>Volleyball</td>
<td>1st only</td>
<td>10 All-Region Plaques</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>1st only</td>
<td>10 All-Region Plaques</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>1st only</td>
<td>10 All-Region Plaques</td>
</tr>
</tbody>
</table>
CHECKLIST FOR HOSTS OF REGION TOURNAMENTS

_____ Arrange a centrally located school with adequate facilities:

- Reserve the date ASAP
- Make an agreement with the person in charge regarding the following:
  - Cost to Region 17
  - Ticket – taking procedures
- Arrange for set up and clean up.
- Availability of the copy machine equipment etc.
- Get the name and phone number of local arbiter to make arrangements for officials.

_____ Follow through 30 days before tournament:

- Call arbiter to secure and confirm officials.
- Call school to confirm arrangements:
  - date & time
  - ticket – taking
  - custodial
  - cost & billing procedure
- Check with the region chairperson regarding trophies, medals, ribbons, certificates.

_____ Prepare During Week Prior To the Tournament

- Chart showing bracketing games and times
  - fax or mail to participating schools.
- Prepare a program
  - call coaches for team player statistics
  - print and bring programs for distribution at the tournament.
- Plan the awards ceremony
  - select a master/mistress of ceremonies and notify same
  - determine location
  - determine agenda
  - designate a person to have all the awards there on time
- If certificates are to be given arrange for someone to fill them out.

_____ At The Tournament

- Arrive at least ½ hour prior to the teams arriving
- check in with site person in charge
- set up, if necessary.

_____ After The Tournament

- Accept the ticket money from the ticket sellers
  - count it together
• sign a receipt for it
  • Receive bills from site people
    • pay for incidentals using ticket cash, get receipts
  • Forward the money, receipts and outstanding bills to the region secretary/treasurer ASAP.
  • Follow through on remaining paper work
    • save pertinent forms
    • evaluate pros & cons, write notes or memos as appropriate

Send necessary thank you letters.

Tournament Requirement Chart

<table>
<thead>
<tr>
<th>Activity</th>
<th>Facilities</th>
<th>Officials</th>
<th>Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Drill Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drama –Ind</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Drama –One Act</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Band/Chorus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solo/Ensemble</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensics</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Track</td>
<td>X</td>
<td></td>
<td></td>
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</tbody>
</table>