REGION 19 BY LAWS

Article 1: Purpose
The purpose of the Region 19 UHSAA Board of Managers shall be to administer and supervise interscholastic activities among region schools according to the UHSAA Association Constitution and Region By-Laws. Knowing that student activities are a significant educational force in the development of skills needed to become a contributing member of society, UHSAA Region 19 Board of Managers reaffirms that students are the focus and reason for the Association. As such, the Association will provide opportunities that:

- Promote sportsmanship and safe competition through standardized eligibility rules.
- Provide interscholastic sports, music, drama and speech.
- Create learning laboratories where practical life situations, teamwork, sportsmanship, winning and losing, hard work, leadership and cooperation are taught.
- Nurture self-realization and build self-confidence.
- Promote, through participation, higher academic achievement, better attendance, lower drop-out rates and positive citizenship.

Article 2: Membership

Section 1: Schools as designated by the Utah High School Activities Association shall comprise the member school of Region 19. The Region 19 Board of Managers shall consist of each members schools 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 dictated by the Utah High School Activities Association the membership of Region 19 is subject to periodic change.

Article 3: Dues

Annual dues shall be established each year at the LAST meeting of the school year.

Article 4: Officers

Section 1: The officers of this organization shall be a Chairperson, a Secretary/Treasurer and the UHSAA Association Region Representative. Officers will be elected and voted on by the Region 19 Board of Managers.

Section 2: The term of office for the Chairperson and Secretary/Treasurer will be two years beginning July 1st. The UHSAA Region Representative will be the past president of Region 19 Board of Managers and will serve for three years representing the Region.

Section 3: If the Region Representative ceases to meet the qualifications and is ineligible to serve on the Executive Board. The board members shall elect a new member to serve on the Executive Board. That member shall take office upon election and serve the balance of the term of the Region Representative replaced.

In the event any of the officers are unable to serve their full terms, the Board of Managers will take nominations from the Board and vote on the nominees to replace the officer that is unable to fulfill their duties.

Article 5: Duties of the Region Board of Managers

a. General Responsibilities: in fulfilling its duty to supervise and administer interscholastic activities in its region, the Region Board of Managers shall:

   1. Create and publish to the region membership schedules of contests for its member schools in each of the sports/activities in which the region’s schools participate.
2. Create within the By-Laws, rules, regulations and policies of the UHSAA and publish to its membership, policies governing the conduct of intra-region contests among the region’s schools.

3. Conduct region tournaments/meets in those sports/activities that require them for advancement to state competitions.

4. Represent the schools in the region in making policies regarding competition in divisions when such are in place for a particular sport/activity.

5. Determine and publish tie-breaking procedures for teams and/or individuals regarding qualification to state competitions.

6. Determine the awards the region will present to schools and/or individuals, and provide for securing and presentation of such awards.

7. Such other responsibilities as assigned by the Board of Trustees, Executive Director and/or the Executive Committee.

b. Responsibilities Regarding Violations of UHSAA By-Laws, Rules, Regulations and/or Policies at Region Member Schools:

1. In cases in which there is not a dispute as to the occurrence of a violation (i.e. self report of a violation by a school), the Region Board of Managers shall:
   a. Hear reports of violations and actions taken by the offending school in response to the violation; and
   b. Adopt recommendations regarding penalties to be imposed (see UHSAA By-Laws Article 7, Section 6)

2. The Chair of the Region Board of Managers or their designee shall notify the offending school’s representative, the Executive Director and any other affected parties within 24 hours of the recommendation adopted by the Region Board of Managers, including actions taken by the offending school. Written notification shall be delivered by the Chair or their designee to the principal of the offending school and Executive Director within three business days.

3. The recommendation of the Region Board of Managers will become binding 10 calendar days after it is initially reported to the Executive Director except in a case where a written request for a hearing before the Executive Committee is filed with the Executive Director prior to the recommendation becoming binding. Requests for hearings will only be considered when filed by the offending school, an affected member school or district, or by the Executive Staff of the UHSAA.

4. The written recommendation should include a description of the violation, the recommended penalty and information considered by the Board of Managers in adopting the recommendation. The Executive Director shall immediately forward the written Board of Managers recommendation to the members of the Executive Committee and the principal of each UHSAA member school along with the date on which the recommendation will become binding without a request for a hearing.

5. In cases in which there is a dispute as to the occurrence of a violation (i.e. charge of a violation brought by another School in the region), the Region Board of Managers shall:
   a. Review the charge and supporting evidence, and
   b. Adopt a recommendation regarding:
      1. The credibility of the charge, and
      2. The sufficiency and credibility of the evidence supporting the charge.
   c. The recommendation shall be forwarded to the Executive Director.
   d. Review of a charge and the forwarding of a recommendation by a Region Board of Managers do not preclude action by entities within the UHSAA taken in the fulfillment of their duties and responsibilities under the UHSAA Constitution and By-Laws.

Article 6: Duties of Officers
Section 1: The Chairperson shall preside at all meetings of the Region Board of Managers, perform other duties described in the By-Laws and other duties as assigned from time to time by the Region Board of Managers, and shall have voting powers.

Section 2: The Secretary-Treasurer shall keep an accurate record of meetings of the Region Board of Managers and shall receive all monies 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 Report to the Board of Managers at the end of each school year and shall make a financial report at each meeting. The Secretary/Treasurer shall have voting power.

Section 3: UHSAA Region Representative (The Region Chairperson)

1. The Region 19 UHSAA Region Representative will attend Executive Committee meetings at least five times each year. The dates, place and time of the meetings may be set by the Executive Committee while in session or may be deferred to the chairperson for later determination.
2. The Region 19 Region Representative will serve as a voting member of the Executive Committee and shall vote on matters properly presented to the Executive Committee.

Article 7: Meetings

Section 1: A meeting schedule will be determined at the 1st meeting of the year.

Section 2: Region 19 Board of Managers meetings shall be conducted in accordance to Roberts Rules of Order. A majority of member schools must be in attendance before official business may be transacted. Although non board members may attend the meetings and give input into agenda items only the Board members or designated representative may vote.

Section 3: Agenda items should be filed with the Chairperson prior to the meeting. Minutes will be mailed or emailed immediately following the meeting.

Section 4: Region 19 may pay for meals at Region 19 Board of Managers meetings.

Article 8: General Policies

Section 1: The constitution and By-Laws of the Utah High School Activities Association shall govern Region 19 activities.

Section 2: In all scheduled Region 19 events; the Principal of the host school or his designee shall serve as Chairperson of the event. Schools hosting Region 19 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 recommendation a meeting of the Board of Managers must be called. All decisions shall be disseminated to the member schools.

Section 4: Dates of scheduled activities should be changed, if needed, at a 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 the schools involved in the change and the Region Chairperson is informed of the change. The school requesting the change will be responsible for

a. Contacting the Chairperson.

b. Notifying all Region 19 schools of the change.

c. If officials are required, the Region Arbiter shall be notified 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 19 competition dates are kept clear on their school calendars. Priorities should be as follows:

- UHSAA dates
- Region 19 dates
- Professional and other dates (ACT etc.)
- School clubs or organization dates.

It is not the responsibility of UHSAA and Region 19 to reschedule their activities and events around the desires of member schools.

**Section 5:** The number of games or contest allowable for Region 19 activities will be the same as those designated by the Utah High School Activities Association.

**Section 6:** All scheduled Region 19 games and events should be carried out and accepted as binding contracts.

**Section 7:** Region 19 will not be responsible for expenses incurred by member schools in their travel to and from region activities.

**Section 8:** Region 19 will accept UHSAA passes.

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

**Section 10:** All transfers must be in accordance to UHSAA policies.

**Section 11:** All students are expected to respect the facilities of the host school. Control of visiting students is the responsibility of the Principal, faculty, and coaches of the visiting school.

**Section 12:** Region 19 By-Laws may be amended by a 2/3 majority vote of the Board of Managers.

**Article 9: 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 UHSAA’s and the respective state where the officials are from.

**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 7 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 shall leave the locker room in a neat and orderly fashion.

**Section 7:** All schools are expected to provide competent scorers, timers, chain-persons, and box boxers. All student volunteers shall be under adult supervision.
Section 8: Every effort should be made to play all scheduled games. Games should not be cancelled and if absolutely necessary must be rescheduled.

Section 9: Whenever possible, Region activities should be held on neutral sites and in centralized locations so far as possible. The school hosting the activity 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. (ie., ticket-taking, security, etc.)

Section 10: Each school Principal or Athletic Director shall ensure that every athlete is registered on Register my Athlete, guaranteeing that the tryout checklist is complete prior to the first day of practice. If this is not complete prior to the state tournament a 150.00 fine will be assessed by the region.

Section 11: Each school Principal or Athletic Director shall ensure that every Coach is registered on Register my Coach, ensuring that each coach has taken the proper classes for each sport. If this is not complete prior to the state tournament a 150.00 fine will be assessed by the region.

Article 10: Pep Bands and Game Distractions

Section 1: Code of Conduct for everyone at Inside games. The following distractions to coaches and players are strictly prohibited at region games and tournaments:

a. Playing of musical instruments or beating of drums or cymbals except while the band is playing.
b. 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 at Outside games. The following distractions to coaches, officials, and players are not allowed during time-outs and other official non-play times.

a. Playing of musical instruments, beating of drums and cymbals in addition to the playing of the band.
b. Noisemakers of any kind such as whistles, cow bells, and/or horns.

Section 3: Code of Conduct for Pep Bands: Courtesy is to be displayed at all times.

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

Section 4: Code of Conduct for Announcers. Courtesy is to be displayed at all times.

a. General announcements shall be confined to times of non-play.
b. Rude remarks regarding players, coaches, officials, cheerleaders, bands, etc. are strictly prohibited.
c. Partisan remarks will be viewed as unsportsmanlike.
Article 11: Fund Accounting

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

Section 2: Gate Receipts
All monies collected as gate receipts from Region 19 should be deposited directly in the Region account or given to the Secretary/Treasurer or deposited in the host school’s account and a check written from the host school’s account to the Region.

Section 3: Expenses
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 who is receiving the funds. This is to insure that there is an adequate paper trail of 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 Chairperson should prepare a financial statement of all income and expenses. This should be brought to the next Board of Managers meeting for discussion and approval.

Article 12: Sportsmanship

Section 1: INTRODUCTION
The effective Utah secondary school should support both an academic program and an activities program. These programs should do more than merely coexist, they should be integrated and support each other in “different” arenas. The concept of “sportsmanship” should be taught, modeled, expected and reinforced in the classroom and in all competitive activities.

Section 2: PHILOSOPHY
Activities are an important aspect of the total education process in Utah schools. They provide a arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride and to increase student/community involvement. This ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

Section 3: GENERAL SPORTSMANSHIP GUIDELINES
The Sportsmanship Page at uhsaa.org provides resources for schools and information on the UHSAA statewide sportsmanship program, “Raise the Bar.” The UHSAA Sportsmanship Handbook, posted on-line, discusses suggested and required behavior. The Handbook alerts administrators, coaches and players that the UHSAA can and will take action against those who fail to meet the standards listed therein. All of the above should read the Sportsmanship Handbook. A few of the required responsibilities are listed below:

a. Be courteous to all (participants, coaches, officials, staff and fans)
b. Know the rules. Abide by and respect officials’ decisions.
c. Win with character and lose with dignity.
d. Display appreciation for good performance regardless of the team.
e. Exercise self-control and reflect positively upon yourself, the team and the school.
f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Section 4: General sportsmanship policies
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 19 athletic events. Principals are responsible for crowd control. Unruly fans should be cautioned and if necessary removed.

Article 13: Individual Sport/Activity Guidelines

Section 1: Baseball

Schools participating in baseball follow the rules of the respective regions they are assigned.

Section 2: Basketball

a. The region 19 basketball policy will be for boys and girls basketball. All games scheduled will be contractually binding.

b. Game times will be determined by the athletic directors at the time of scheduling. There will be a warm up time of 20 minutes for varsity. Times may be changed if mutually agreed upon by both schools in advance of game day.

c. There is a maximum of 20 games allowed each school.

d. Visiting bands and drill teams are permitted to perform only with the permission of the Principal of the host school. Band members and drill teams must pay to attend.

e. Schools will exchange a team roster.

Section 3: Cross Country

a. Teams will consist of 7 runners.

b. The top 5 runners will score team points according to their finishing place.

c. Team uniforms must be similar.

d. 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 of the meet. Maps should be made available.

e. Teams and individuals will qualify for state according to UHSAA current handbook.

Section 5: Volleyball

a. The athletic directors will construct a region volleyball schedule which is to be submitted to the Board of Managers prior to the end of the school year in the spring. This schedule will be for the following year.

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

c. Volleyball contests: One of the following three options may be chosen.
   1. 16 matches and 0 tournaments
   2. 15 matches and 1 tournament
   3. 14 matches and 2 tournaments

d. Officials must be certified. The host school must arrange for officials for each match.

e. Schools should exchange a team roster.

Section 6: Wrestling

School participating in wrestling follow the rules of the respective regions they are assigned.

Section 7: Track and Field

a. All UHSAA and National Federation rules will be in effect during the course of the meet.

b. Wind allowance will have no bearing on record performances.

c. 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.
d. 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.

e. All equipment must meet National Federation Standards.

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

Section 8: Golf

a. Score will be kept according to medalist play.

b. The host team will determine play from tees.

c. As a courtesy to the course, during meet play, they will play the double par rule. Once a golfer has reached double par in strokes for a hole he must pick up his ball and move to the next hole with his group.

d. Standard UPGA rules will apply at state.

e. The official rules of the UPGA will be enforced. Any questions of rules of interpretation will be settled by course professionals and/or the UHSAA Handbook.

f. Teams may play six players in each region tournament. Only the low four scores from the team will be counted. After completing his round, a player must turn in a score card previously signed by his coach. Once a card is turned in, it becomes official and may not be changed.

g. Each Region will qualify teams in accordance with UHSAA guideline for the State Golf Championship.

h. The top 10 finishers at the Region Tournament will qualify for the State Tournament.

i. The Region championship will be determined by a point system based on tournament finishes: 1st place-6 points, 2nd place-5 points, 3rd place-4 points, 4th place-3 points, 5th place-2 points, and 6th place-1 point.

j. Dress: The Region will follow the same requirements as UHSAA and the UPGA guidelines.

k. Coaches may not play golf themselves during the match. The Meet Official for the meet will be the host school’s coach.

l. Girls will play according to current established rules set by UHSAA and UPGA.

Section 9: Drill Teams

Drill teams follow the rules of the region they are assigned to.

Section 10: Drama

a. All students must qualify through a region meet in order to go to the state meet.

b. A student must receive a combined excellent rating and no lower than a third place in ranking average to qualify for state.

c. Each school may only have one play and it must have met the qualifying criteria in excellance. The region will qualify one half of the competition plays from the region meet.

d. Points are to be scored according to UHSAA handbook.

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

f. Relatives of any participant, coach or teacher may not judge the competition in any capacity, even if they do not judge the student to whom they are related. If they are related to any of the participants in the competition, they are ineligible to judge the entire competition. All judges must be out of high school for at least three years before judging.

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

Section 11: One Act Plays Competition
a. The Region 19 one act play 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 name to the Regional Director prior the competition date.

b. Student eligibility is contained in the UHSAA handbook.

c. Contest procedures:
   1. Each school may enter one One Act Play.
   2. Each play is limited to 30 minutes, any play exceeding this time limit will be dropped one rating.
   3. One hour will be allowed to set up, perform, and take down the play.
   4. After each play a judge will critique your play with both the director and the cast.
   5. No cuttings or parts of multiple acts are to be used in Regional meets.
   6. Plays will be judged on casting, interpretation, characterization, and general effectiveness.
   7. No tape recordings will be permitted.
   8. Rankings will not be made public until the end of the day.

Section 12: Forensics

a. The hosting school will be responsible for making all arrangements for the region competition.

b. The maximum number of participants from a school and the event shall be as follows:
   1. Extemporaneous Speaking- 6
   2. Oration-6
   3. Legislative Forum-10
   4. Impromptu Speaking-6
   5. Lincoln/Douglas Debate- 6

c. If the number of entrants in legislative forum will not justify two chambers, then only one legislative body will function with each school limited to a maximum number of 10 participants.

d. The number of participants qualifying from the regional meet for state competition shall be governed by the UHSAA Handbook. This is both the number that can represent the region and that can come from an individual school.

e. The region host will make the judging arrangements.

f. All rules printed in “Forensic Speech Program” under “General Instructions” in the speech program section of the UHSAA handbook that apply to the state meet shall apply in the Region Tournament.

Section 13- Music-Band and Chorus

a. 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.

b. A choir or band in its whole cannot participate in both solo and ensemble and large group festivals.

c. The method of selecting order performances will be determined by the hosting school.

d. Consideration should be given to the distances traveled by each school.

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

f. Schools will police their own students to be sure they are not in halls or on the grounds while the festival is in progress.
g. Students should be in a performance for the educational and cultural experiences gained by listening as well as performing.

h. Schools violating this condition will be warned by the festival director and if the problem continues they may be held in-eligible for festival ranking.

i. 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.

j. When possible the selection of judges should be done in consultation with other Region 19 music teachers.

k. Two judges will be used in band and chorus.

l. The additional use of recorded judge’s comments is encouraged.

m. Compensation for judge’s expenses will be in accordance with Region 19 policy.

Section 14- Solo & Ensemble

a. The solo & ensemble festival should be held in the middle of the school year around early February.

b. The festival should enable students to show their individual abilities through the solo experience or in small groups.

c. 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.

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

e. 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.

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

g. 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 in consultation with other Region 19 music teachers. One judge in each of the following areas should be used: brass, percussion, wood, voice and piano. Compensation for Judges expenses will be accordance with Region 19 policy.

Article 14- Tie Breaker

In the event of a tie, the following steps will be taken to break the tie. In every case possible, schools should have a Region administrative person or designee to govern and direct the procedures. In no situation, should any of these steps be taken prior to or in speculation of teams tying, in other words, "no coin flip is to take place prior to all games being played":

1. Head-to-Head competition results will be considered to determine seeding if two tied teams already qualify for a state berth. A state berth will be determined by the regular season's head-to-head record. If still tied, a playoff will occur on a neutral site adhering to specific guidelines governing the playoff game or sport.

2. A coin flip will next determine seeding, if head-to-head competition results cannot make the determination. Head-to-head results should always be used before a coin flip to determine seeding.

3. In a three-way tie for seeding purposes, the first criteria will be head-to-head competition results. If still tied, a coin flip will be used to determine the highest seed: Each school will be represented by a designated representative. Each representative will have a coin. There should be a fourth Region administrative person or designee to govern and direct the coin flip. On command, each representative will flip their coin. The "odd" coin will gain the highest available seed. If all three coins are identical, a re-flip will occur until an "odd" coin results. The remaining two tied teams will follow the two-team tie-breaker procedures (head-to-head results first, followed by a coin flip, if necessary).

4. In the event a tie situation needs to be resolved to gain a state berth, head-to-head results will be the first consideration, otherwise a playoff at a neutral site will occur adhering to specific guidelines governing the playoff game or sport.
5. Tie-breaker procedures should be completed immediately or in a timely fashion as agreed by all participants to ensure fairness and next game preparation time.

6. Any UHSAA policies or guidelines may supersede Region rulings or procedures.
Checklist for Host Schools of Region 19 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 19
  - 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
### REGION 19 AWARDS

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<td></td>
<td>by Rating</td>
</tr>
<tr>
<td>Chorus</td>
<td>1st only</td>
<td>None</td>
</tr>
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<td>by Rating</td>
</tr>
<tr>
<td><strong>Track</strong></td>
<td></td>
<td>1st-3rd (17 events)</td>
</tr>
<tr>
<td>Boys</td>
<td>1st only</td>
<td>4th-6th</td>
</tr>
<tr>
<td>Girls</td>
<td>1st only</td>
<td>1st-3rd (16 events)</td>
</tr>
<tr>
<td></td>
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<td>4th-6th</td>
</tr>
<tr>
<td><strong>Wrestling</strong></td>
<td>1st only</td>
<td>1st-3rd (14 weights)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th-5th</td>
</tr>
<tr>
<td><strong>Golf</strong></td>
<td>1st only</td>
<td>1st-3rd</td>
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<tr>
<td></td>
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<td>4th-5th</td>
</tr>
<tr>
<td><strong>Baseball</strong></td>
<td>1st only</td>
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</tr>
<tr>
<td><strong>Volleyball</strong></td>
<td>1st only</td>
<td></td>
</tr>
<tr>
<td><strong>Boys Basketball</strong></td>
<td>1st only</td>
<td></td>
</tr>
<tr>
<td><strong>Girls Basketball</strong></td>
<td>1st only</td>
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