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REGION 20 BOARD OF MANAGERS

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REGION 20 BOARD OF MANAGERS
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Secretary / Treasurer
Girls Basketball

Diamond Ranch Academy
Mahonri Araiza, AD
Diamond Ranch Diamondbacks
Golf

Escalante High School
Peter Baksis, Principal
Escalante Moquis
Music

Milford High School
Dave Cluff, Principal
Milford Tigers
Football
Softball
Track

Panguitch High School
Russ Torgersen, Principal
Panguitch Bobcats
Baseball
Drill Team

Piute High School
Shauna Bagley, Principal
Piute Thunderbirds
Drama
Volleyball

Valley High School
Jim Wood, Principal
Valley Buffalos
Region Chairman
Executive Committee
Region Handbook
Academic All-Region
Master Calendar
Trophies

Water Canyon School
Launa Williams, AD
Water Canyon Wildcats
Cross Country
Wrestling

Wayne High School
Mary Bray, Principal
Wayne Badgers
Boys Basketball
Speech

Lava Heights Academy
Joette Hayden, Principal
I. STATEMENT OF PHILOSOPHY

Region 20 believes that the primary purpose of schools is to educate young people. Academic achievement is of paramount importance and will always be held in high esteem by Region 20 Board of Managers. In addition, we also recognize that activities are the “other half of education” and as such, are extremely important to the building of well-rounded youth. Under this philosophy, we promote the idea that participation in the sponsored activities of Region 20 is a privilege earned by meeting or exceeding academic eligibility guidelines set by schools, the region, and the Utah High School Activities Association. The purpose of the Region 20 Board of Managers is to cooperate with fellow educators (administrators, coaches, advisors, school boards) to promote the highest quality activities possible, to use wisdom and input from colleagues in setting schedules, and in setting guidelines and policies to govern activities. This handbook may not cover every controversial situation that may arise. We would expect that by using rulebooks, the UHSAA Handbook, input from concerned Region 20 members, and common sense, any problem encountered can be addressed and resolved. By striving for excellence, we will continue to represent our area and schools in the highest fashion at the local and state level.

II. MEMBERSHIP

Membership on the Region 20 Board of Managers shall include and be limited to the secondary principals/or their designees of the schools within the region, superintendents from the districts involved, and a school board member from each of those districts. Representation will be limited to one vote per school.

III. OFFICERS

The officers of the board of managers will include the chairman, secretary, and directors. All officers shall be principals/or designees of represented schools. The chairman and secretary will be elected for a three-year term by voting members. The annual term of office will run from July 1 to June 30. Elections will be held the last board meeting prior to June 30.

IV. DUTIES OF OFFICERS

A. CHAIRMAN OF THE BOARD

The Chairman of the Board shall perform administrative duties relating to policies and decisions of the board. The chair will conduct meetings of the board, prepare agendas, and vote only to make or break a tie. In addition, he/she shall represent the region in an official capacity whenever appropriate. At the end of each year the chairman shall direct an audit of the region books occur by an outside auditor. The audit may be done by the district business manager of the district where the chairman resides.

B. SECRETARY/TREASURER

➢ Secretary:
  • Take minutes at each Board of Managers Meeting.
  • Transcribe minutes for review at the following meeting.
  • Keep copies of minutes for further reference.
➢ Treasurer:
  • Keep checkbook for Region.
• Write checks as needed with second signature on each check.
• Keep receipts, bills, invoices for paper trail.
• Reconcile bank statements monthly.
• Keep Excel spreadsheet annually of income and expenses to share at Board of Managers meetings.
• Gather all related documentation to be sent for independent audit during the summer.
• Report audit findings at first Region meeting.
• Compile any financial reports requested by board.

C. DIRECTORS
The directors shall serve as activity chairmen and committee members. They will represent the region as chair of activities assigned. Directors will individually support collective decisions made by the region board.

D. STATE EXECUTIVE COMMITTEE REPRESENTATIVE
• Attend UHSAA Executive Committee meetings representing Region 20 and 1A issues.
  o Report back to Region 20 Board at next meeting.
  o Report to UHSAA Executive Committee any concerns of Region Board.
• Be available at assigned State events to distribute Academic All-State awards and tournament trophies.
• Serve on state committees as assigned.
• Attend UHSAA hearings as a State Representative as requested.
• Attend NFHS Summer Conference. Report highlights to Region 20.
• Serve as 1A Chair once every four years.

V. MEETINGS
Meeting sites and dates will be selected by the board.

VI. AGENDA
The agenda will follow the format below:
A. Welcome and call to order
B. Presentation of previous minutes.
C. Presentation of the financial report
D. Report from UHSAA Board representative
E. Activity Chairmen reports
F. Discussion items – Information items that do not require action
G. Members concern
H. Other
I. Setting of next meeting date and time
Agenda items will be approved or rejected by vote of the board upon motions appropriately made and seconded by members.
VII. ORGANIZATION OF THE ACTIVITY CHAIRMEN

Activity chairmen will be selected for the succeeding year at the April meeting. Committee members may be appointed by the board chairman to assist when necessary. Activity chairmen are responsible for all aspects of the activity they are selected to supervise. The chairman will report to the board at the conclusion of the activity. Activity chairmen will evaluate the procedures and practices of the activity for which they are responsible.

VIII. STUDENT CONDUCT

It is hoped that students, visiting or at home, would have the same high expectations of themselves as they would of students visiting their own school. It is, however, the responsibility of the advisors, coaches or chaperones to see that student conduct is in the best interest of both schools. It is strongly recommended, therefore, that a coach, advisor, or chaperone continue supervision in the dressing room or competitive area with students until all students have vacated that area.

IX. PEP BANDS

Bands are encouraged to participate at home activities. They will not play at visiting schools unless invited and approved by the host principal. Bands wishing to play away from home may request permission and approval of the host administrator. Bands are not to perform while the ball is in play during basketball games. They should promote good musical manners, treating visiting pep bands with respect and refrain from playing simultaneously. Courtesy should prevail and bands should alternate performing short numbers.

X. VIDEO/FILMING POLICY

Filming and/or videotaping of region activities for commercial purposes is prohibited. Videotaping or filming is allowed and encouraged by each school involved in a contest.

XI. PROTEST PROCEDURE

In the event that a school wishes to lodge a protest in connection with any activity, the procedures will be followed as published in the UHSAA Handbook.

XII. HOSPITALITY ROOM PROCEDURES

Region 20 will reimburse schools hosting any region tournaments up to $200 per tournament. Funding beyond that level shall be the responsibility of the host school.
XIII. CHANGES TO SCHEDULED ACTIVITIES

Changes to scheduled activities may be required due to emergency and/or unforeseen situations. Schedule changes are made only between the principals of the schools involved. In cases where officials are involved, it is the duty of the host school to notify officials of changes that affect them. We have agreed with SUOA to make all changes at least 24 hours in advance by notifying the arbiter and, upon his request, notifying the officials.

XIV. OUTGOING BOARD MEMBERS

The region will purchase an appreciation plaque to be presented to each outgoing region board member. The plaque is presented by the board chairman as soon as possible.

XV. PAYMENT OF OFFICIALS

The region has adopted the UHSAA schedule for payment of officials of region activities.

XVI. MEMBERSHIP POLICY

It is the policy of Region 20 that any school wishing to become a member of and participate with the region will be assessed the amount each school contributed to the establishment of the region, e.g. $1,000.00. In addition, those schools leaving the region may request to have the $1,000.00 nomination fee reimbursed to them upon their exit from Region 20.

XVII. TIE BREAKER POLICY

Tournament entries will be determined by the win/loss record in league play. In the event of any tie that would determine entry into the state tournament, a playoff game will be held at a neutral site.

Two-way ties will be handled according to the following steps:
1) The seed will be determined by head to head win/loss record of the teams involved.
2) If the teams split, the seed will be determined by the two team's records against the highest seeded team. If the tie remains, the process continues down the standings.
3) If the tie remains, seeding will be determined by a coin flip, the winner takes the highest seed.

Three-way ties will be handled according to the following steps:
1) The combined league win/loss record against all other tied teams will be the first tie breaker, with the better record getting the higher seed.
2) If two or more teams remain tied, follow the procedures listed in step 2 above.
3) If the tie remains between three teams, a coin flip will determine the seeding. The odd team gets the highest seeding and the other two teams flip again for the remaining seeds, the winner of the flip takes the highest seed.
Basketball Chairman

- Locate Region tournament site.
- Bracketing for the tournament.
- Coordinate officials with arbiter.
- Obtain nominations, distribute and collect ballots, and determine all-region team.
- Oversee region tournament half-times to include: drill teams, games and trophy presentations.
- Pursue funding from the travel and tourism office of the local community/county.
- Check each schools schedule for contest limitations

Baseball Chairman

- Review and send out any information from the UHSAA relating to baseball to Principals and Coaches.
- Contact all coaches about selection of All Region teams.
- Collect and send out player information for All Region Team.
- Send results of player selection to schools, get medals to Principals.
- Check each schools schedule for contest limitations

Cross Country Chairman

- Follow the State Handbook making sure the uniforms are correct.
- Make sure the Region Cross Country is properly marked and the distance is correct (3 miles).
- Have timers and score keepers appraised of their responsibilities.
- Have adults stationed around the course making sure runners don’t take a short cut.
- Get medals for the top ten girls and top ten boys for the region meet.
- Get 1st place trophies for the girls and boys for the region meet.
- After the region meet, the results of the region meet must be sent to the UHSAA.
- Have a leader board for both boys and girls at the finish line.
- Packets for each Coach and school with name tags, pens, paper clips in them.
- Have a games committee set up prior to the meet; this would include at least three coaches from the region.
- 4-7 runners make a team, and you score the lowest four runners for a team score. You can have five runners but you must score all five for a team score.
- Check each schools schedule for contest limitations

Drama Chairman

- In the early part of the school year, the Region Chair Person will notify all Drama teachers and Principals in the region of the dates and locations of scheduled region Drama activities.
- Approximately four weeks prior to Region Drama Festival, the chair person will contact the drama directors at each school to ascertain the numbers of participants at the region event.
- A final check will be made with the drama directors one week prior to festival to finalize the schedule.
- Will work in conjunction with the hosting school to have a hospitality room available for drama supervisors, bus drivers, and judges.
- Make certain all students qualifying for participation in the corresponding state event are submitted to the state.
Drill Team Chairman

- Secure an invitational competition that all schools can attend (Richfield Invitational)
- Make arrangements to have competition recorded and put on a DVD (must be done according to rules and made available upon request from state.)
- Attend competition.
- Fax or email region results to state before deadline. Double check the results are received by deadline.
- Make sure DVD of competition is turned in to state.
- Help hand out awards during half time of the boy’s region basketball championship game.
- If Region 20 does not have 3 schools involved in drill team then there will not be a Region 20 champion and no awards will be given.
- If less than 3 schools are involved, the following will apply:
  - No region champion awarded
  - Teams wishing to attend state must sign up for and attend the designated competition.
  - Arrangements must be made with invitational host schools for such competition.
  - State requires that score sheets from designated competition be sent in. (In order to enter region 20 into state competition.)
  - An official tabulator must be hired to complete score sheets for state (usually you can hire a meet tabulator to do the job).
  - Score sheets must be emailed or faxed in just like traditional competition.
  - A DVD must also be made of competition just like traditional region competition.
  - Double check that the results were received before deadline.

Golf Chairman

- Ensure that teams view the online rules clinic prior to the first golf meet.
- Make sure all golfers are dressed properly (according to state policies).
- Order medals for the top ten golfers, boys and girls and first place trophies for boys and girls and medalist plaque for the lowest individual score for the year in both boys and girls.
- Put scores on a computer after each meet.
- Make sure golfers aren’t cheating.
- Have a games committee for each tournament involving three coaches.
- After the region meets, the results of the region meet and individual meets need to be compiled and sent to the UHSAA. They will get the information to the PGA.
- The Region Champion will be determined by 40% of the individual tournaments and 60% of the region tournament.
- Pairings for the tournaments: number ones will pair off and play. The number twos from each school will pair off and play. The number threes from each school will pair off and play. The number fours from each school will pair off and play. The number fives form each school will pair off and play. The number sixes from each school will pair off and play. The number sevens from each school will pair off and play.
- Six golfers from each school will make up a team. You score the lowest four of your six golfers and that makes you team score. You can have a team of four golfers but you must score all four for a team score. If you only have three or less golfers you cannot have a team score.
- Check each schools schedule for contest limitations
**Music Chairman**

- Check UHSAA calendar (uhsaa.org) for state festival dates.
- Be sure that this information is placed on the Master Schedule for region activities with the region activities chair.
- Become familiar with the UHSAA Yearbook MUSIC PAGES
- Verify that all calendar information is correct.
- Meet with and train all music teachers in the region.
  - Confirm host schools
  - Determine preferred adjudicators
  - Review UHSAA rules for festivals
  - Review process for submitting state entries
  - Discuss Adjudication Forms—official adjudication and entry forms must be used by each school music teacher for all UHSAA sanctioned music festivals. These forms can be obtained at Music Page at uhsaa.org.
- Attend Region Music Chair Training at the UMEA State Conference.
- Remind schools to electronically submit their music eligibility lists on ADnet prior to deadline.
- At least 6 weeks prior to a festival, contact the host school, and be certain that all arrangements are in place for the festival.
- Attend all music festivals to ensure that the event runs smoothly, adjudicators are paid, and student needs are met.
- Submit electronic festival entries for any State festival by the scheduled deadline.

**Region Schedules & Master Calendar**

- This responsibility is to do all region sport schedules for the region. Wrestling and track do not have a region schedule.
- About December 1st start working on next year schedule.
- Using last year’s schedule in each sport:
  - Take the last set of games from the schedule, move it to first game of the new schedule.
  - Reverse home and away games.
  - Some adjustment will need to be done.
- All schedules must be approved at the February Region Board meeting.
- Fall Sports could be completed and passed by December meeting.

**Speech Chairman**

- Secure a date for the region meet through the region board. Note that for the meet to run as smoothly as possible, one evening should be set aside for Lincoln/Douglas debate and Spontaneous Argumentation; one evening (the next night if possible) for the individual events.
- Secure a location for the meet through the region board using the rotation schedule in the handbook. Adjustments may need to be considered for special circumstances.
- Verify that the coach of the host school will act as meet director and then further verify that the director understands all that is required to host a meet; i.e. Ballots, judges, money for judges, etc.
- Pick up awards at first region board meeting of the year. In some circumstances ensure that the proper awards, names, categories, etc. are ordered.
- Inventory awards to determine completeness and that the awards are accurate. If need be, get with region board as a.p. to obtain missing awards.
- Periodically check with host school and meet director to ensure everything is moving forward smoothly.
- Attend the region meet and take medals and region trophy. Also take the State Handbook for any verification of rules, scoring, etc... to ensure the meet runs as is directed by the state.
- Present medals to the individual winners and the trophy to the winning team if the meet director desires.
• Determine who will fax in the results to UHSAA and then follow up with the state to verify that the results have been sent in by the deadline.

**Track Chairman**

• Pick up awards at first Region Board meeting of the year.
• Inventory awards (trophies and medals). If all awards are not present, place order with Region Chairman to obtain them.
• Secure timer to time the meet.
• Contact host school and make sure they are aware of their duties.
• Select a date for region seeding meeting.
  o Invite coaches from member schools.
  o Designate games committee.
  o Relay concerns of coaches back to Region Board.
  o Assign each school a field event to run.
  o Have them bring necessary equipment to run their event.
• Get academic all region awards from Region Chairman before meet.
• Attend meet, bringing the following items:
  o Trophies and medals.
  o Academic all region awards.
  o Scale, javelin balance, and wind gage.
• Help hand out region trophies if requested by host school.
• Fax or email region results to state before deadline. Double check
• Check each schools schedule for contest limitations

**Volleyball Chairman**

• Review and send out any information from the UHSAA relating to volleyball to Principals and Coaches.
• Bracketing for the tournament.
• Coordinate officials with region arbiter.
• Obtain nominations, distribute and collect ballots, and determine all-region team.
• Oversee region tournament including trophy presentations.
• Check each schools schedule for contest limitations

**Wrestling Chairman**

• Get all UHSAA information out to Region Principals and Coaches.
• Work closely with the state representative for the divisional tournaments.
• Ensure trophy and medals are ordered.
• Help organize a tournament committee.
• Help with tournament where needed.
• Help award medals and trophy.
• Set up and notify wrestling coaches about seating meeting.
BASEBALL GUIDELINES

1. Utah High School Activities Association policies and guidelines will be strictly adhered to including beginning dates for games and practices. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. League games may be changed for the following reasons:
   - Inclement weather
   - Unplayable field conditions
   - Make-up games to accommodate play-off games
   - Unforeseen and/or emergency conditions involving one or more schools

   Any changes, including game times, must be agreed to by the principals of the schools involved.

3. Any postponed game(s) must be made up at the first available date agreed upon by both principals.

4. The games shall consist of seven innings under normal conditions, except when double-headers are involved. In that case the second game will be five innings, followed by two innings of junior varsity play.

5. The “Ten Run Rule” will be in effect as per UHSAA guidelines. Extra innings will be necessary in the event of a tie at the end of regulation play.

6. Only certified officials will be used. Schools will use officials arbitrated from the recognized officials associations for the plate umpire.

7. In the event of a tie in the league standings, seeding will be determined according to the region tie breaker policy on page 6 of this handbook.

8. Schedules and game times will be set annually by the region board of directors.

9. Penalty for not reporting pitch count within 24 hours of the contest:
   - 1st offense – Written Warning
   - 2nd offense - $100 fine
   - 3rd and subsequent offenses - $250 fine plus one game suspension for head coach

10. Under normal circumstance game time will be 3:00 pm.
BOY’S AND GIRL’S BASKETBALL PROCEDURES

1. Utah High School Activities Association policies and guidelines will be strictly adhered to including beginning dates for games and practices. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. Game starting times: Junior Varsity – 5:30 p.m., Varsity – 7:00 p.m. If freshmen games are played they will be at 4:00. A 20 minute warm-up is guaranteed for the varsity game unless agreed upon by both coaches to shorten the time due to a late start up to a minimum of 10 minutes. Junior Varsity and Varsity games are not to start before the designated start time. In order to keep games on time, Sub-varsity will have 8 minute half times and Junior Varsity will have a minimum 10 minute warm-up.

3. The host school is responsible for the flag ceremony if one is held.

4. Half-time activities are under the direction of the host school. Length of half-time in the region is ten minutes. Half-time shows should be coordinated to allow teams ample time (minimum 3 minutes) to warm up for the second half. Extension of half time activities may be approved upon agreement of both teams and notification and permission of the game officials. Bands and marching groups may perform only by approval of the principal of the host school.

5. Schools are encouraged to honor seniors in a short ceremony at the final home game of the season. The presentations should be made at the beginning of the game and honor players, managers, coaches, and perhaps cheerleaders only. Others should receive recognition at a separate awards ceremony.

6. The region varsity teams may schedule 18 games + 1 endowment game total for the season. Post-season play-offs or state tournament games will not be counted as part of the 18+1 games.

7. Each school is responsible to send a schedule and roster to the opposing school. It is recommended they be e-mailed to each opposing school prior to the first game of the season.

8. Certified officials will be used at basketball games. Officials will be assigned by the region arbiters to practice and league games.

9. Placement of cheerleaders and cheering sections is at the discretion of the host school. Cheerleaders may not cheer along the end line of the court. Artificial noisemakers (including megaphones) are not allowed.

10. Rotation of the league basketball schedule shall be as follows: The pairing of games in region play shall be rotated upwards in the schedule. The first game the previous year will become the last game in the present year. Home school for each game will be reversed.

11. The region sponsors a sophomore tournament. The schedule and rotation of host site is set by region board. The host school is responsible for all expenses and retains all proceeds. Each visiting school will be charged a $75 entrance fee.

12. Region 20 supports the UHSAA in fostering sportsmanship at basketball games.

13. Host schools shall make every reasonable effort to provide availability of medical doctors and/or services.

14. Region 20 Basketball Tournament is under the direction of the Basketball Chairman. Tournament Format: The pairings are as follows:
   Upper Bracket: Region #1 vs. Region #8
   Region #4 vs. Region #5
   Lower Bracket: Region #2 vs. Region #7
   Region #3 vs. Region #6

15. The Region 20 Tournament will follow the guidelines of the State Tournament. The championship bracket (first day winners) will place 1st - 2nd – 3rd – 4th. The consolation champion will be the 5th place team. The number of teams from Region 20 that qualify for state is set by the UHSAA.

16. The official book will be kept by the home team with the exception of day 2 & 3 of the region tournament where there will be a neutral official book kept for all of those games.
DRILL TEAM PROCEDURES

Region drill teams come under the general policies of the UHSAA. For information regarding drill team, consult the current year UHSAA Handbook.

Region 20 drill competition will be in connection with the designated tournament, and their rules will be enforced. The trophy presentation will occur during half time of the boys’ basketball region tournament.

1. A trophy will be awarded to the overall champion.
2. The cost to patrons for entry into region drill team competition will be by the invitational tournament.
3. Region drill teams will participate in the three categories the state has assigned for the year.
4. Region drill teams will participate in the Richfield Invitational for placement in the state competition.
CROSS COUNTRY GUIDELINES

1. Utah High School Association policies and guidelines will be strictly adhered to including beginning dates for meets and practices. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. Each varsity team will consist of 4-7 runners.

3. The region schedule is to be set annually by the region board.

4. Each time one or more participants from a school participate in a meet, that meet will count as one of the total allowable meets for the school.

5. Annually, the region board of directors will determine the site of the region meet. The host school will layout the course and is responsible to report the region results to the state prior to the state Cross County deadline.

6. Matching school uniforms must be worn at all region meets.

7. All athletes shall compete in a minimum of 2 region meets to participate in the region meet.
FOOTBALL

1. All rules and guidelines of the UHSAA and the National High School Track Federation will be observed. This includes the beginning dates for practice and games and the rules governing pre-season conditioning programs. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. Football clinics may be held at the option of the individual school district. All teams will follow the state guidelines for heat acclimatization in regards to camps and the beginning of the season.

3. Teams are requested to mail rosters and schedules to all opposing teams prior to the first game of the season (August 15).

4. The host school is responsible to ensure that the playing field is marked in accordance with National Federation Rules.

5. The host school is responsible for keeping spectators clear of the playing field on both sides.

6. The “Home” team will wear light jerseys. The “Visitors” will wear dark colored jerseys.

7. In accordance with UHSAA, only certified officials shall be used in all levels of football competition. It is recommended that there be four officials used at each game.

8. Game times are set by the board of directors. Changes to the established schedule are allowed only through agreement of both principals.

9. Any time extension to the half-time shall be in accordance with National Federation Rules and must be made known to the visiting head coach and officials five days prior to the day of the game.
1. All play will be stroke play according to the guidelines as set up by the USGA, UHSAA and the Utah Section PGA.

2. Each team will be allowed up to six players. The lowest four scores will count toward the team score.

3. According to the recommendations of the Utah PGA, there will be a maximum of 9 strokes taken by each individual on a hole.

4. Any match that is cancelled for inclement weather, or for any other reason, will be considered a no contest and will not be included in determining the final standings for teams or individuals. It will not be considered as the one score that may be thrown out.

5. TEAM SCORING: The total of the four lowest individual scores will count toward the team score. The team with the lowest total score wins the match. In determining the Region Champion, each team will be allowed to throw out the highest one or missing score. Then the average of the rest of the scores will be multiplied by 40% and this total will be added to 60% of the Region Match score. This total will determine the Region Champion. In the event of a tie: There will be a playoff for 1st place only, all team members will play a sudden death match with the low four scores counting. They will play continuously until one team wins their first hole. All other ties will be determined by matching scorecards. Beginning on scorecard Hole #1 and continuing on the scorecard the four lowest scores counting until one team wins.

6. INDIVIDUAL SCORING: In determining the Region Medalist and All-Region honors. Each player will be allowed to throw out the highest one or missing score of the season. The average of the remaining scores will be multiplied by 40% and this total will be added to 60% of the Region Match score. This total will determine the Region Champion and other honors. In the event of a tie: For 1st place only, there will be a sudden death playoff between those who are tied. All other ties will be determined by matching scorecards. Beginning on scorecard Hole #1 and continuing on, the first lowest score will be the winner.

7. For poor sportsmanship, foul language, obscene gestures, throwing clubs, etc: There will be a warning for 1st offence, a 2-stroke penalty assessed for the 2nd and for the 3rd the individual will be disqualified.

8. Anyone caught cheating will be automatically disqualified from that match. A rules committee minus the coach from the affected school(s) will determine the disqualification.

9. Examples of scoring: Team scores – 364, 400, 382, 374, 368. Throw out the 400, the average of the others is 372, which multiplied by 40% equals 148.8. Region score is 380. Multiply by 60% equals 228, add the two and the total score is 376.8. For individual scores: 78, 86, 79, 90, and 76. Throw out the 90, the average of the rest is 79.75, which multiplied by 40% equals 31.9. Region score is 77, multiplied by 60% equals 46.2. Added together gives a total score of 78.1.

10. All athletes shall compete in a minimum of 2 region meets to participate in the region meet.

11. Coaches are the only individuals allowed to coach players on what clubs to use. Spectators are not allowed to give any advice (club selection, reading putts, etc.).
GIRL’S GOLF

1. All play will be stroke play according to the guidelines as set up by the USGA, UHSAA and the Utah Section PGA.

2. Each team will be allowed up to six players. The lowest four scores will count toward the team score.

3. According to the recommendations of the Utah PGA, there will be a maximum of 9 strokes taken by each individual on a hole.

4. Any match that is cancelled for inclement weather, or for any other reason, will be considered a no contest and will not be included in determining the final standings for teams or individuals. It will not be considered as the one score that may be thrown out.

5. TEAM SCORING: The total of the four lowest individual scores will count toward the team score. The team with the lowest total score wins the match. In determining the Region Champion, each team will be allowed to throw out the highest one or missing score. Then the average of the rest of the scores will be multiplied by 40% and this total will be added to 60% of the Region Match score. This total will determine the Region Champion. In the event of a tie: There will be a playoff for 1st place only, all team members will play a sudden death match with the low four scores counting. They will play continuously until one team wins their first hole. All other ties will be determined by matching scorecards. Beginning on scorecard Hole #1 and continuing on the scorecard the four lowest scores counting until one team wins.

6. INDIVIDUAL SCORING: In determining the Region Medalist and All-Region honors. Each player will be allowed to throw out the highest one or missing score of the season. The average of the remaining scores will be multiplied by 40% and this total will be added to 60% of the Region Match score. This total will determine the Region Champion and other honors. In the event of a tie: For 1st place only, there will be a sudden death playoff between those who are tied. All other ties will be determined by matching scorecards. Beginning on scorecard Hole #1 and continuing on, the first lowest score will be the winner.

7. For poor sportsmanship, foul language, obscene gestures, throwing clubs, etc: There will be a warning for 1st offence, a 2-stroke penalty assessed for the 2nd and for the 3rd the individual will be disqualified.

8. Examples of scoring: Team scores – 364, 400, 382, 374, 368. Throw out the 400, the average of the others is 372, which multiplied by 40% equals 148.8. Region score is 380. Multiply by 60% equals 228, add the two and the total score is 376.8. For individual scores: 78, 86, 79, 90, and 76. Throw out the 90, the average of the rest is 79.75, which multiplied by 40% equals 31.9. Region score is 77, multiplied by 60% equals 46.2. Added together gives a total score of 78.1.

9. All athletes shall compete in a minimum of 2 region meets to participate in the region meet.

10. Coaches are the only individuals allowed to coach players on what clubs to use. Spectators are not allowed to give any advice (club selection, reading putts, etc.).
REGION MUSIC FESTIVAL

Because of the small size of our region, the Region Music Festival will combine the Region Solo and Ensemble Festival and the Region Large Group Festival.

1. Rules and guidelines of the Utah High School Activities Association (UHSAA) will be followed.

2. All students participating in Solo and Ensemble must meet UHSAA eligibility requirements. Eligibility lists must be submitted electronically before the deadline listed in the Music section of the UHSAA Yearbook. Entries for Marching Band, Orchestra, Concert Band and Large Group Choral do not require eligibility lists as their corresponding State Large Group Festivals are not administered by UHSAA.

3. Entries must be submitted on the appropriate UHSAA forms. All information MUST be filled in using the Internet browser. Handwritten forms will not be accepted.

4. It is recommended that entries conform to those categories which will be held at State festivals.

5. The host school director is responsible for the following:
   - Securing an appropriate performance venue
   - Contracting certified adjudicators
   - Arranging for piano tuning
   - Providing a hospitality room
   - Securing entry forms from directors
   - Scheduling the festival entries
   - Overseeing the festival

   After the festival, the host school director:
   - Pays the adjudicators
   - Compiles and returns entry forms
   - Notifies the Region chairperson of entries qualifying for the State festivals.

6. In addition to the UHSAA rules and guidelines, the following guidelines apply:
   - Schools will have unlimited entries in each event.
   - Schools are responsible for the behavior of their own students. Students are encouraged to attend as many performances as possible.
   - Schools are encouraged to be present for the entire festival, when possible.

7. Awards:
   - An awards ceremony will be held at the end of the festival.
   - Students earning a Superior Rating will receive a medal.

8. Any other questions can be answered by going to:
The region basketball tournaments follow the same rules and regulations as the 1-A state tournament. The UHSAA publishes its guidelines prior to the state tournament each year. It is the responsibility of each school and the region and basketball chairmen to be aware of any changes the state may make.

1. The principal is responsible for the supervision of his/her students at all times. The principal or designee to be in charge of the students should report to the tournament committee prior to each game and identify themselves as being in charge of a specific team.

2. Students must be supervised at all times. Do not leave team members in the change room areas without adult supervision. Check change rooms as you enter and report any damage. Schools will be charged for any damages which occur.

3. The home team will be listed on the top of the bracket and will wear light jerseys. All uniforms must be legal.

4. A 15 minute warm-up is guaranteed for each game.

5. Each team must furnish any practice and warm-up balls to be used. A “Wilson” ball will be the official game ball. However, upon agreement of both coaches involved in a contest, another ball may be used.

6. There are to be no practices at the site of the tournament prior to the tournament.

7. The official score book will be kept by the home team on the first day (home sites) of the tournament. The official book on day 2 & 3 will be kept by a neutral party hired as part of the tournament hosting.

8. The home site games on the first day of the tournament will be played at 6:00 pm. Schools will be allowed up to $100 to cover hosting costs at these games.

9. Drill teams may march at half-time of the games in which their team plays. No boots (soft non-marking sole shoes or tennis type shoes only) or props may be used. Each team has only 3 minutes with the home team marching first. The championship drill team will be the only team allowed to perform during half-time of the championship basketball game.

The following are prohibited from the region basketball tournament:

a. Signs or banners of any kind including the type teams run through, lap signs, etc.

b. Pennants, flags or pom-poms.

c. Balloons.

d. Megaphones, either in the stands or used by cheerleaders.

e. Playing of musical instruments or beating of drums except while the band is playing.

f. Band equipment on the playing floor level.

g. Photographers on the playing floor level except those representing newspapers and one school photographer. No flash units are allowed on the playing floor level.

h. Items thrown onto the playing floor. Schools that do this will be fined $100.00.

i. Noisemakers of any kinds such as whistles, cow bells, horns, popguns, etc.

j. Confetti or shredded paper in the stands or on the floor.

k. Male drill teams.

l. Fans wearing no shirts. (Fans must wear proper clothing at all times.)

Cheerleaders

1. No individuals or groups, other than the regular school cheerleaders, will be permitted to demonstrate on the basketball court or apron at any time during the tournament.

2. Cheerleader and song leader combinations will be limited to the number specified by the UHSAA guidelines. Only one mascot on the playing floor level at one time will be allowed.

3. Children under high school age may not participate with cheerleaders.

4. A mascot does not have privileges other than as a spectator unless he/she is part of the cheerleading group and then he/she must stay with the cheerleaders at all times.

5. Cheerleaders must wear tennis type shoes or shoes with soft non-marking soles.
CONDUCT OF PEP BANDS

The quality of music should be a prime objective of pep bands. It should be music to enthuse, to inspire, and to entertain; but should also be, as much as possible, music of good quality and taste.

The positive attitudes and elements of good citizenship which quality music education can engender should be promoted with pep band students. To this end, all directors and pep bands should:

1. Promote good musical manners. Treat visiting or opposing pep bands with respect and listen to their presentations.

2. Where two bands are present, never play simultaneously. The band whose team wears dark uniforms should play during the first quarter rest and the band whose team wears light uniforms should play during the third quarter rest.

3. Take turns during the half time rest, after drill teams perform, or after region presentations are made. Short selections are most appropriate for athletic contests in order to permit each group to perform as often as possible.

4. Be under the direction of the faculty music director who is responsible for their conduct at all times. Students may be permitted to direct under the supervision of the faculty director who must be present.

5. Use amplifiers discreetly when used at all.

Violations of this code may result in suspension of the offending pep band from further participation in region tournament games.

School pep bands will be allowed free admission into the region games.
SPEECH, DRAMA, AND FORENSICS GUIDELINES

1. Starting dates for Forensics and Drama will be set by the UHSAA.

2. In all events, the UHSAA guidelines will be followed.

3. The locations of the Forensics and Drama meets will be selected annually by the Region Board of Managers. Meets other than region meets will be scheduled by individual schools.

4. Each participating school will provide two to three judges for the region drama festival. Judges should be selected early so as to eliminate confusion.

5. All coaches are welcome in the tabulation room as long as they do not interfere with the tabulation process. Also, they are not to communicate result or decisions to contestants between rounds or prior to the awards assembly.

6. In forensics, points earned by a contestant will be determined by a ranking system. The points for the individual events will be awarded as follows:
   Superior = 3 - 5 points  
   Excellent    = 6 - 8 points  
   Good        = 9 - 11 points

7. In debate, the following system will be used:
   Superior    = 4 wins – 0 losses (or) 
               = 3 wins – 1 loss  
   Excellent    = 2 wins – 2 losses  
   Good         = 1 win – 3 losses

8. In legislative forum, the system will be:
   Superior    = the top one fourth  
   Excellent    = the second one fourth  
   Good         = the third one fourth

9. Points for the one-act play will be determined by averaging the rating given by the three judges. Point values for the one-act play will be as follows:
   Superior    = 10 points  
   Excellent    = 6 points  
   Good         = 3 points  

Rankings will break ties.

10. Prior to the first round in region forensics and drama competition, coaches are responsible to check their contestant’s names and information, then notify the registrars of any changes.

11. Medals will be awarded to contestants who earn Good, Excellent, or superior ratings in drama and forensics.
1. All rules and guidelines of the UHSAA and the National High School track Federation will be observed. This includes the beginning dates for practice and meets and the rules governing pre-season conditioning programs. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. Schools are to schedule their own dual, triangle, and/or invitational meets. Other than the Region 20 official meet, meets sponsored by Region 20 member schools should follow UHSAA rules regarding out-of-school time.

3. All individuals are limited to 4 events. Each school can enter up to 5 participants per event and 1 relay team. State and National Federation rules will apply to number of entries in events.

4. Contestants will be seeded into flights and heats based upon their best performances during the current season.

5. The Region Track Chairman will select a games committee for the region meet. The games committee will be assigned the duties as outlined in the National Federation Rule Book. Members of the games committee will be expected to know and carry out the duties as assigned. This committee will also be responsible to ensure that all equipment meets national Federation Standards.

6. The games committee will determine the starting heights of the high jump for boys and girls and the pole vault event at the region meet.

7. All disputes and protests must be written to be considered. They will be referred to and resolved by the games committee per Federation guidelines. Protest forms will be included in the region track meet coach’s packets.

8. Disputes and protests once lodged and heard will be made final by the committee’s decision.

9. All athletes shall compete in a minimum of 2 meets to participate in the region meet.
GIRL’S VOLLEYBALL PROCEDURES

1. Utah High School Activities Association policies and guidelines will be strictly adhered to including beginning dates for games and practices. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams and that coaches meet the certification requirements of the UHSAA.

2. Game starting times: Junior Varsity – 5:45 p.m., Varsity – 7:00 p.m. If freshman games are played they will be at 4:30 (freshman times may need to be adjusted for the convenience of both teams).

3. The host school is responsible for the flag ceremony if one is held.

4. Each school is responsible to send a schedule and an accurate roster to the opposing school. It is recommended that these be mailed to each opposing school prior to the first game of the season.

5. Certified officials will be used at volleyball matches. Officials will be assigned by the region arbiters to practice and league varsity and JV games. Schools may arrange officials for freshman games.

6. Volleyball will use an equalization formula to cover payment of official’s mileage for league games.

7. Placement of cheerleaders and cheering sections is at the discretion of the host school. Cheerleaders may not cheer along the end line of the courts if such placement interferes with the matches. Artificial noisemakers (including megaphones) are not allowed.

8. Follow the state contest of limitations – 16 matches – 0 tournaments, 15 matches – 1 tournament, or 14 matches – 2 tournaments. Region tournament will count as 1 tournament.

9. Rotation of the league volleyball schedule shall be as follows: The pairing of games in region play shall be rotated upwards in the schedule. The first game the previous year will become the last game during the present year. Home pairing of each game will be reversed (flip home and home).

10. The region may sponsor a sophomore tournament. If so, the schedule and rotation of host site will be set by region board. The host school is responsible for all expenses and retains all proceeds.

11. Host schools shall make every reasonable effort to provide availability of medical doctors and/or services.

12. The Region 20 Tournament will follow the rules and guidelines of the UHSAA State Tournament. The school hosting the region tournament will be allowed up to $200 to help offset facility management costs.

13. Region 20 supports the UHSAA sportsmanship efforts in volleyball matches.
1. All rules and guidelines of the UHSAA and the National High School Federation will be observed. This includes the beginning dates for practice and games and the rules governing pre-season conditioning programs. Each athlete must comply with UHSAA guidelines regarding physical examinations. It is assumed by the UHSAA and Region 20 that coaches have taken the necessary precautions to ensure that physical examinations have been completed and records kept on all members of athletic teams.

2. Regulation scoring will be used in all meets, including points awarded for major and superior decisions.

3. Weight Certification must be followed as outlined in the UHSAA handbook. Weight certification will be accomplished by following the “Body Fat Composition Testing” procedure as outlined by the UHSAA. Copy of weight cards are to be certified by the wrestling chairman or at region board.

4. Weight classification and weigh-in will follow the official high school wrestling rules. The region will adhere to all the UHSAA weight control guidelines in the state handbook. To alleviate time wasted between JV and varsity matches, weigh-in is to be moved back by agreement of the coaches and principals depending on the number of JV matches to be wrestled. The region will adhere to the UHSAA weight control guidelines.

5. Tournament conduct and seeding will follow the current UHSAA wrestling rules book.

6. A forfeit will be awarded to the opposing team in all weights in which a varsity wrestler does not weigh in, make weight or wrestle.

7. Only certified officials will be used and they will be paid according to the UHSAA schedule.

8. Tournament policies shall be forwarded to the individual schools by the host school two weeks prior to the tournament.

9. The visiting coach will inspect the locker room upon entry and report any possible damage that could be blamed on his team.

10. Tournament officials will be arranged for by the host school. Dual and Triangle meets may be arbitrated by SUOA.

11. Coaches are **NOT** allowed to make any changes in the UHSAA guidelines or rules set by the National High School Federation.

**Seating Meeting Rules**

1-head to head, 2-common opponent, 3-state placing last year, 4-record win/loss, 5-region place last year

Can replace injured wrestler move wrestler to the last hole in the bracket move everybody below the hurt wrestler up one spot injured wrestler is out of the tournament. Score the highest point earner Wrestle at 6:00 pm Friday night (pigtails), Weigh in at 7:00 Wrestle at 9:00 AM on Saturday Only score the bracket of 8 Buys are scored as a forfeit. Buy goes to the highest seed Schools need to have their weights and wrestlers declared before the seating meeting. The exact time will be determined by the region principal and the host school.
TROPHIES/MEDALS/AWARDS

BASEBALL
( ) 1 Championship Trophy
( ) 10 All Region Medals*

BASKETBALL (Boys)
( ) 1 Region Championship Trophy (winner of Region Tournament)
( ) 10 All Region Medals*

BASKETBALL (Girls)
( ) 1 Region Championship Trophy (winner of Region Tournament)
( ) 10 All Region Medals*

* Engraved “All Region” + the sport, e.g. All Region – Boy’s Basketball

CROSS COUNTRY
( ) 1 Team Trophy (boys)
( ) 1 Team Trophy (girls) *
( ) 10 Medals – boys – 1st through 10th **
( ) 10 Medals – Girls – 1st through 10th **

* No date on girls
** Engraved: Region 20 (Gender) Cross country (Place)

GOLF
( ) 1 Championship Trophy
( ) 1 Medalist Plaque
( ) 9 Top Individuals – 2nd through 10th place **

** Engraved: Region 20 Golf (place)

DRAMA
( ) 1 Championship Trophy
( ) 30 Medals in each of the following categories: **
    (1st – 3rd = 3) Dramatic Monologue
    (1st – 3rd = 3) Humorous Monologue
    (1st – 3rd times 2) = 6 Pantomime
    (1st – 3rd times 3) = 9 Contemporary Scenes
        Classical Scenes
        Musical Theater

( ) 5 Plaques
    Outstanding Actor
    Outstanding Actress
    Outstanding Play (1st, 2nd, 3rd)

** Engraved: Region 20 Drama (Place)(Category) (ie – 1st place Scenes)
DRILL TEAM
( ) 1 Championship Trophy (no date)
( ) 3 Category Plaques
( ) 3 Medals – 1st, 2nd, 3rd **

**Engraved: Region 20 Drill Down (Place)

FORENSICS AND DEBATE
( ) 1 Championship Trophy
( ) 24 Medals – 1st – 3rd in each of the following categories **
  Lincoln Douglas
  Spar
  Extemporaneous
  Impromptu
  Oratory
  Student Congress
  Public Forum ^

**Engraved: Region 20
^ Needs two medals each in 1st, 2nd, and 3rd places, engraved the same as above.

SOLO AND ENSEMBLE MUSIC FESTIVALS
(No Championship Trophy)
( ) 1 Choir Plaque 1st Plaque
( ) Generic medals for each participant **

**Engraved: Region 20 Solo & Ensemble

TRACK AND FIELD
( ) 1 Championship Trophy – (boys)
( ) 1 Championship Trophy – (girls)
( ) 2 Sets Medals for 1st – 6th, in each of the following events (ONE SET FOR BOYS AND ONE SET FOR GIRLS)
  ( ) 100 M Dash
  ( ) 200 M Dash
  ( ) 400 M Dash
  ( ) 800 M Run
  ( ) 1600 M Run
  ( ) 3200 M run
  ( ) 300 M Int. Hurdles
  ( ) 400 M Relay*
  ( ) 1600 M Relay*
  ( ) 110 M High Hurdles (boys only)
  ( ) 100 M High Hurdles (girls only)
  ( ) High Jump
  ( ) Long Jump
  ( ) Javelin
  ( ) Discus
  ( ) Shot Put
  ( ) Medley Relay

*Relays have 4 individual medals winning team only.

VOLLEYBALL
( ) 1 Championship Region Trophy (Winner of the Region Tournament)
( ) 10 All Region team medals
ALL REGION SELECTION PROCESS

1. Coaches will submit a list of their own players that they feel are worthy for inclusion on the all-region ballot.

2. A ballot of nominees will be compiled by the region chairperson and faxed to each coach.

3. The coach will privately vote for the top 10 athletes in the Region, excluding members of their own team. The player first on the list will receive 10 points; second will receive 9 points, and so on to tenth place. The players with the top ten vote totals will be named to the all-region team in their sport.

4. If there is a region tournament the chairperson will collect the ballots from the coaches before half-time of the championship game. The ballots will be tabulated and the all-region team will be announced after the presentation of the region championship trophy. If there is not a region tournament, the ballots must be faxed to the chairperson within 2 days of receiving them. The chairperson will tabulate the results, but not release the results until after the state tournament. The results will be published in the newspapers and medals awarded as soon as possible after the state tournament.

It is our policy to not give results of coaches balloting to any outside entity. We encourage newspapers and other organizations to conduct their own balloting if they wish to recognize outstanding tournament or league play.
REGION 20 EVENTS – ROTATION SCHEDULE

ROTATION FOR REGION VOLLEYBALL
- Panguitch – 2020-21
- Bryce Valley – 2021-22
- Water Canyon – 2022-23
  - Wayne – 2023-24
  - Valley – 2024-25
  - Milford – 2025-26
  - Escalante – 2026-27
- Piute – 2027-28

ROTATION FOR SOPHOMORE BASEBALL TOURNAMENT
- Valley - 2020-21
- Bryce Valley – 2021-22
  - Piute – 2022-23
  - Wayne – 2023-24
- Panguitch – 2024-25

ROTATION FOR WRESTLING
- Divisionals – 2016-……

ROTATION FOR BOYS BASKETBALL SOPHOMORE TOURNAMENT
- Wayne – 2020-21
- Panguitch – 2021-22
  - Milford – 2022-23
  - Escalante – 2023-24
- Water Canyon – 2024-25
- Bryce Valley – 2025-26
  - Piute – 2026 -27
- Valley – 2027-28

ROTATION FOR GIRLS BASKETBALL SOPHOMORE TOURNAMENT
- Bryce Valley – 2020-21
- Panguitch – 2021-22
  - Milford – 2022-23
  - Wayne – 2023-24
- Water Canyon – 2024-25
  - Piute – 2025-26
  - Valley – 2026-27
- Escalante – 2017-28

ROTATION FOR REGION BASKETBALL PROGRAMS
- Milford – 2020-21
- Valley – 2021-22
- Wayne – 2022-23
- Piute – 2023-24
- Water Canyon – 2024-25
- Bryce Valley – 2025-26
- Escalante – 2026-27
- Panguitch – 2027-28
ROTATION FOR BOYS AND GIRLS TRACK
Bryce Valley – 2020-21
Milford – 2021-22
Valley – 2022-23
Piute – 2023-24
Wayne – 2024-25
Escalante – 2025-26
Panguitch – 2026-27

ROTATION FOR REGION MUSIC COMPETITION
Escalante – 2020-21
Valley – 2021-22
Milford – 2022-23
Piute – 2023-24
Wayne – 2024-25
Bryce Valley – 2025-26
Panguitch – 2026-27

ROTATION FOR REGION DRAMA FESTIVAL
Panguitch – 2020-21
Piute – 2021-22
Escalante – 2022-23
Diamond Ranch – 2023-24
Wayne – 2024-25
Valley – 2025-26
Bryce Valley – 2026-27

ROTATION FOR REGION SPEECH COMPETITION
Piute – 2020-21
Bryce Valley – 2021-22
Wayne – 2022-23
Panguitch – 2023-24
THIS CONTRACT, subscribed to by the principal and coach(es) of ________________ High School and ________________ High School is made for a basketball game between the teams of these two schools to be played at ________________ on ________________, 20 ____, under the following stipulations.

The rules and regulations of the Utah High School Activities Association are a part of this contract.

The site of the game will be ________________.

The time of the contest shall be ________________.

The date for a return game shall be ________________ at ________________.

Officials shall be assigned by SUOA for all games held at ________________ High School. Games held at a visiting school shall be arranged by the host school.

If this contract is broken, except by mutual agreement, the offending coach and/or school breaking the contract shall be assessed $250.00 payable to the offended school as stated in Article III, Section 10 of the UHSAA By-Laws.

Coach _____________________________, ________________ High School
Principal ___________________________, ________________ High School
Coach _____________________________, ________________ High School
Principal ___________________________, ________________ High School
(if applicable)
<table>
<thead>
<tr>
<th>Event</th>
<th>Adults</th>
<th>Students with activity cards</th>
<th>K-6 Students</th>
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<td>Adults All-Day Pass</td>
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<tr>
<td>Adults All-Day Pass</td>
<td>$8.00</td>
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<tr>
<td>Students w/cards &amp; K-6 Students</td>
<td>$6.00</td>
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REGION 20
Valley High School
Orderville, UT 84758
Phone 648-2278    Fax 648-2366

To

I certify that the above claim is correct.

Signed

Principal’s Signature

<table>
<thead>
<tr>
<th>Number of students</th>
<th>Miles traveled (round trip)</th>
<th>Date</th>
<th>Describe the activity or type or reimbursement required</th>
<th>Amount</th>
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