

**Policies and Procedures
of Region V
of Alaska School Activities Association**

The following are the general policies for implementing the constitution and by-laws of Region V of the Alaska School Activities Association.

Policies may be added, deleted, or modified by a simple majority vote of the members present at general membership meetings of Region V.

ARTICLE I: AWARDS

- Section 1: All conference;
- a. for baseball, basketball, football, softball and volleyball will be made by the coaches using the all-conference selection criteria. (see appendix)
 - b. selection will be handed out at the regional tournament for baseball, basketball, softball, and volleyball. For, football the week after the state tournament.
 - c. numbers will be equal to positions on a regulation team, or two times the number of competing schools up to a maximum of twelve, with the exception of football which equals 28.
- Section 2: Great Sport Award;
Baseball, Basketball, Football, Soccer, Softball, Volleyball:
Select 2 Student Participants Total
- Cross Country Running, Swim & Dive, Track & Field, Wrestling
Boys: 4-7 Student Participants, select 1 / 8 or more Student Participants, select 2
Girls: 4-7 Student Participants, select 1 / 8 or more Student Participants, select 2
- Section 3: All-Academic Award; Given to seniors with an overall cumulative GPA of 3.0 or higher in all culminating Region V athletic events.
- Section 4: The Syd Wright All-Academic Team Award will be presented at the last Region V DDF meet of the year. It will go to the school with the highest cumulative GPA. DDF Awards will be handed out at the last Region DDF Meet.
- Section 5: For Region V Culminating Events board members in attendance will handout awards. A list of awards for each event is in the tournament handbook.
- Section 6: Events that are part of the Region V schedule may not handout awards. Schools may hand out awards at their own special events.

ARTICLE II: CODE OF CONDUCT

- Section 1: Coaches, advisors and chaperones are prohibited from consuming alcohol while traveling with a school group.
- Section 2: Visiting students must be accompanied by a coach, advisor, or chaperone to attend a school dance.

Section 3: Coaches, advisors, and chaperones will treat event personnel, officials and opposing coaches and team members with dignity and respect.

ARTICLE III: COMMITTEES

Section 1: There shall be the following standing committees:

Academic Decathlon	Music
Art Festival	Policy & Procedures
Audit/Budget	Referees/Officials
Baseball/Softball	Scheduling
Basketball 1A	Soccer
Basketball 2A	Softball
Basketball 3A	Sportsmanship
Basketball 4A	Student Government
Cheerleading	Swim/Dive
Cross Country	Tournaments
Drama, Debate, Forensics	Track & Field
Dance Team	Trophies & Awards
E-Sports	Volleyball
Executive Committee	Web Site
Football	Wrestling
Housing & Transportation	

ARTICLE IV: CLINICS

Section 1: The honorarium maximum for Music adjudicators and clinicians is \$300 per day. Then honorarium for art festival teachers is \$300 for the entire event. The honorarium maximum for a clinician at all other Region V activities is \$200 per day.

Section 2: Visiting clinicians at all Region V activities may receive lodging, travel, and up to \$35.00 in per diem supported by receipts. There shall be a \$700.00 limit on round trip transportation cost.

Section 3: Region V shall fund transportation for two officials from each community to attend a sanctioned official's clinic in Region V.

Section 4: Official & safety clinics will be held every other year. (See rotation schedule)

ARTICLE V: HOUSING

Section 1: Administrators are to see to it that their coaches, advisors and chaperones are educated about and follow the Region V housing rules. (See appendix A)

ARTICLE VI: LEGAL REPRESENTATION

- Section 1: The Region V President or Vice-President may secure services of an attorney when directed by the Executive Committee.
- Section 2: A Legal Advice Fund shall be maintained in the amount of \$2500.

ARTICLE VII: SCHEDULING

- Section 1: Schedule changes that require a conference call will be paid for by the initiating school.
- Section 2: The music festival will be scheduled by itself on the weekend selected. A school may apply to the Region V board for a waiver to schedule an event on the music festival weekend.
- Section 3: Prior to participating in the Region V tournament, all teams must schedule and fulfill competitions against all regional opponents in team sports as defined by ASAA. Teams that forfeit a scheduled regional game must reschedule and fulfill that obligation prior to competing in the region tournament. Games must be rescheduled with mutual consent of both teams and within the guidelines addressed in "Home/Away Regulations for Region V Basketball". Appeals to this rule may be made to the executive committee no later than one week prior to regional competition.
- Section 4: Where applicable, teams unable to fulfill a scheduled regional competition on an opponent's court, must first compete at the opponent's court prior to playing a home game against that opponent. Schools that forfeit a home game must reschedule that game on the opponent's court. Games must be rescheduled with mutual consent of both teams, and these restrictions may be waived with mutual agreement of both teams. Appeals to this rule may be made to the executive committee.

ARTICLE VIII: STIPENDS/EXPENSES

- Section 1: The annual stipend for the officers of Region V shall be:
President \$2000
Secretary/Treasurer \$5000
Region V ASAA Representative \$2000
Officials Representative \$2000
- Section 2: Directors of Region V tournaments stipends shall be:
Art Festival \$400
Baseball \$400
Basketball 1A \$800
Basketball 2A/3A/4A \$800
Cheer/Dance 2A/3A/4A \$400
Cross Country \$400
Honor Festival \$400
Music Festival \$800
Softball \$400
Swim/Dive \$400
Track & Field \$400
Volleyball Mix Six \$400
Volleyball 2A \$400
Volleyball 3A \$400

Volleyball 4A \$400
Wrestling DI/D II/Girls \$600

Section 3: Region V will pay travel, lodging, and per diem to regional meetings for any Region V Officer when they do not represent a member school.

ARTICLE IX: TOURNAMENTS/MEETS/FESTIVALS

Section 1: Schools pay a participation fee of \$13.00 per participant for Honor Music, \$20.00 per participant for Music Fest, \$20.00 per participant for Art Fest, and \$12.00 per participant for all other Regional Tournaments/Meets/Festivals.

Section 2: Official selection will be coordinated by the secretary/treasurer using the selection criteria (see tournament handbook).

Section 3: Officials pay for baseball, basketball, volleyball, & wrestling will be determined at the preceding Region V Board spring meeting.

Section 4: Visiting officials may receive lodging, travel, and up to \$35.00 in per diem supported by receipts.

Section 5: One rental car per event may be provided for officials use in baseball, 1A basketball, 2A/3A/4A basketball, cheer/dance adjudication, Honor Festival, Music Festival, softball, 1A Mix-6 volleyball, 2A volleyball, 4A volleyball, and wrestling.

Section 6: The games committee purpose shall be to settle disputes arising at the event. It shall be composed of the tournament director, host school administrator, and a representative from each classification.

Section 7: Admission Prices – individual, full session and reserved seat price guidelines are listed in the tournament handbook.

Section 8: Financial reports are to be sent to the secretary/treasurer within 60 days of the end of the tournament. A fine of \$250 will be levied for failure to do so.

Section 9: During Regional Tournament/Meet/Festivals host schools will not give preferential treatment to home teams.

Section 10: The host school of a Region Tournament culminating event shall not host a dance.

Section 11: A \$30.00 fee is associated with each Art Festival Session in addition to participation fee for Art Fest.

Section 12: A stipend of \$400 will be available for Emergency Medical Staff at Regional events.

ARTICLE X: BASEBALL

Section 1: All contests shall follow National Federation Rules.

Section 2: Scheduling guidelines;
a. Regular season schedule will consist of schools that have attended the region

tournament for two consecutive years. Schools must declare their intent to participate at the spring meeting of the previous year.

b. Schedules will be adopted on a two (2) year rotation to equalize home and away

Section 3: Regular Season State Berth;

- a. The regular season champion will automatically earn one of the 2 state berths from Region V.
- b. In case of a tie the following criteria will determine standings in priority order;
 1. Head-Head Conference record.
 2. Least number of runs allowed Head-to-Head.
 3. Least number of runs allowed of all conference games.
 4. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.

Section 4: Regional Tournament Seeding;

- a. Teams in the regular season schedule will be seeded according to their conference record. In case of a tie the following criteria will determine standings in priority order;
 1. Conference record against each other.
 2. Least number of runs allowed against each other in conference games.
 3. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.
- b. The champion of the region V baseball tournament will be the #1 SE Team represented at the ASAA State Tournament.
- c. The regular season champion that earns a state berth will represent Region V at the state tournament in the capacity of the following scenarios: 1) will be the #1 SE team if they are the Region V Baseball Tournament champion, 2) will be the #2 SE team if they finish as the region V runner-up or any other placement at the Region V Baseball Tournament.

Section 5: Seeding teams not in the regular season schedule;

- a. Any team not in the regular schedule will be seeded as the lowest seed. In case of multiple team's, seeds will be determined according to their head-to-head record. If no head-to-head record, seeding will be done by random draw.

Section 6: For regional tournament see tournament handbook.

ARTICLE XI: BASKETBALL

Section 1: All contests shall follow National Federation Rules.

Section 2: For 3A & 4A, four (4) games will be scheduled each year with each school two (2) home and two (2) away. All scheduled conference games will be used to determine conference standings. For the calendar years of 2022-2023 & 2023-2024 3A teams will be scheduling with the Eastern Conference for boys and girls' basketball conference games.

Section 3: Regional Tournament Seeding (234A) – Teams will be seeded according to their conference record in their division. In case of a tie the following criteria will determine standings in priority order;

- a. Conference record against each other.
- b. Highest point spread against each other not to exceed 10 points in any given game.

- c. Conference record against common opponents beginning with the first-place team and progressing on down.
- d. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.

Section 4: Regional Tournament Seeding (1A) ONLY - In the event that a team or teams has not played their equal amount of conference games then their record will be determined by dropping common opponents not played. In the case of a tie the following criteria will determine standings in priority order;

- a. Conference record against each other.
- b. Highest point spread against each other not to exceed 10 points in any given game.
- c. Conference record against common opponents beginning with the first-place team and progressing on down.
- d. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.

Section 5: For regional tournaments see tournament handbook.

ARTICLE XII: CHEERLEADING

Section 1: All events shall follow National Federation Rules.

Section 2: For squads to perform stunts and pyramids a coach must attend a safety clinic, or complete online at nfhslearn.com the AACCA Spirit Safety course.

Section 3: Music used for all games, competitions and tournaments must be void of all profanity or sexual connotations. Routines and music should be age appropriate. Music must be legally bought music and copyright forms may be asked for at any time by the host school or tournament director.

Section 4: For regional tournaments see tournament handbook.

ARTICLE XIII: CROSS COUNTRY

Section 1: All meets shall follow National Federation Rules.

Section 2: Specific weekends will be scheduled with the day of the meet determined when the ferry schedule is released. Chairman of the scheduling committee will determine dates and inform all schools.

Section 3: To be able to compete in the Region Championship, all runners must have competed within one regular season Region V events. Home Region V sanctioned meets will count as one. During spring scheduling Region V will determine an open weekend for teams to travel north or South to attend an out of Region Meet. Region V schools and its participants may not participate in an event (whether out of region or in region) if there is another approved and scheduled Region V event at the same time, unless you are sending teams to both. Events must be an event approved by the Region V Board of Directors. A hardship waiver may be directed to the Region V Executive Committee 10 days prior to the event. A decision will be made within 3 days of the request.

- Section 4: Considerations when hosting an invitational meet.
- a. Schools may enter more than 7 runners.
 - b. It is recommended there be a lead biker and a biker sweeping the course
 - c. Finish line officials should be in radio or cell-phone contact with on-course officials to make sure all runners are accounted for.
 - d. Coaches report to the score keeper that all their runners are accounted for.
 - e. Race results should be published as soon as possible. Ideally before teams depart

Section 5: For regional meet see tournament handbook.

Section 6: State Qualifiers

- a. 4A (Division I) State qualifiers: 1st place team and top 12 finishers
- b. 3A (Division II) State qualifiers: 1st place team and top 10 finishers
- c. 1A/2A (Division III) State qualifiers: 1st place team, 2nd place team, and 3rd place team and top 15 finishers.

ARTICLE XIV: DRAMA/DEBATE/FORENSICS (DDF)

Section 1: All meets shall follow ASAA Handbook.

Section 2: The Region may bring a drama or debate clinician to the first meet of the season. (See rotation schedule).

Section 3: Schools pay a participation fee of \$12.00 per participant for the first meet of the year.

Section 4: The Region will pay half of the cost of software. The host school of a meet will pay for the other half. The per meet cost will be assessed by the region treasurer in annual dues. Sitka will initiate the contract with the DDF software and will be reimbursed by Region V.

Section 5: When tournaments are held in small communities, visiting schools are limited to 15 participants that may enter a maximum of three events.

ARTICLE XV: MUSIC

Section 1: Two music festivals, the fall honor festival and the spring Region V festival, shall be held annually and may consist of band, chorus, and orchestra, with the host school setting the housing quota.

Section 2: The administration of the host school shall be responsible for all phases of management of the festival.

Section 3: See tournament handbook for details.

ARTICLE XVI: SOCCER

Section 1: All meets shall follow National Federation Rules.

Section 2: Four (4) games will be scheduled each year with each school two (2) home and two (2) away. All scheduled conference games will be used to determine conference standings.

- Section 3: Standings will be determined by overall points with 3 points for a win and 1 point for a tie. The first-place team will advance to the state tournament. In case of a tie the following criteria will determine standings in priority order;
- a. Conference record against each other.
 - b. Goal differential against each other
 - c. Overall conference goals against
 - d. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place

ARTICLE XVII: SOFTBALL

- Section 1: All meets shall follow National Federation Rules.
- Section 2: Four (4) games will be scheduled each year with each school two (2) home and two (2) away. All scheduled conference games will be used to determine conference standings. The first two (2) games of a series will be used in conference standings. In the event of extenuating travel/weather circumstances, this may be modified with mutual consent of both schools prior to the start of the first game.
- Section 3: Regular Season State Berth;
- a. The regular season champion will automatically earn one of the 2 state berths from Region V.
 - b. In case of a tie the following criteria will determine standings in priority order;
 1. Head-Head Conference record.
 2. Least number of runs allowed Head-to-Head.
 3. Least number of runs allowed of all conference games.
 4. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.
- Section 4: Regional Tournament Seeding;
- a. Teams in the regular season schedule will be seeded according to their conference record. In case of a tie the following criteria will determine standings in priority order;
 1. Conference record against each other.
 2. Least number of runs allowed against each other in conference games.
 3. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. First team chosen will receive the highest place.
 - b. The champion of the Region V Softball tournament will be the #1 Southeast Team represented at the ASAA State Tournament.
 - c. The regular season champion that earns a state berth will represent Region V at the state tournament in the capacity of the following scenarios 1) will be the #1 Southeast team if they are the Region V Softball Tournament champion, 2) will be the #2 Southeast team if they finish as the region V runner-up or any other placement at the Region V Softball Tournament.

ARTICLE XVIII: SWIM/DIVE

- Section 1: All meets shall follow National Federation Rules.
- Section 2: Schedules
- a. All Region V schools fielding a swim/dive team will be scheduled to attend a meet every two (2) weeks at a site specified in the rotation.
 - b. The rotation will be set for a four (4) year period allowing all schools to compete against each other and to host home meets as well as the regional meet.

- c. The host school will provide for two (2) separate meets over a two (2) day period. One (1) meet to be held each day. Diving may be held on 1 day when applicable.

Section 3: Meets

- a. The times of each event will be at the discretion of the host school
- b. The host school is responsible for all meet officials.

Section 4: For regional meet see tournament handbook.

ARTICLE XIX: TRACK AND FIELD

Section 1: All contests shall follow National Federation Rules.

Section 2: All Region V records shall hold as long as the record was set in a meet where four or more teams competed.

Section 3: New records shall be documented with information regarding wind conditions, measuring or timing devices used, etc.

Section 4: For regional meet see tournament handbook.

Section 5: Beginning in FY22 a rotation between Juneau School District & Ketchikan School District will begin in hosting the Region V Track & Field meet. In the year 2022 Ketchikan will host the Region V Track & Field Meet with Juneau hosting in 2023.

Section 6: Region Track Meet Entries

Division I

- a. As there are only 3 schools in this division each school should be allowed up to 5 student/athletes per event.
- b. This would potentially allow 15 student/athletes to compete in any given event and still keep all preliminary races (if needed) to just two heats. If there was another school added to Division I, then the number of student/athletes per school would drop to 4 per event (16 total entries).

Division II:

- a. To keep the team scoring competitive for all schools, each team be allowed to only score their top 3 placing athletes in that event, regardless of the number of athletes a school has in any given event.
- b. Schools be allowed to register more than 3 student/athletes per event, but that any number of entries past three must have a seed time in that event (meaning that they have run that event during the regular meet season).
- c. To keep with the tradition of only having a maximum of 2 heats of any event there will only be 16 student/athletes registered in any event. If there are more than 16 competitors registered for any given event, the student/athletes with the highest seed times will be placed into that event.

ARTICLE XX: VOLLEYBALL

Section 1: All contests shall follow National Federation Rules.

- Section 2: All dual varsity and junior varsity matches shall consist of the best three (3) out of five (5) games. A 16-minute warm up shall be divided into seven and one-half minutes for the serving team, and seven and one-half minutes for the receiving team, and one (1) minute at the bench.
- Section 3: Tournaments
- a. The jamboree will be held at the beginning of the season and be open to all levels of play. It will consist of two (2) game matches to twenty-five (25) with no cap. There will be no designated winner. An official's clinic may be held at the same time.
 - b. The small school's tournament will be held during the overlap of the 2A, 3A, and 4A season. The host school will determine the format and the number of teams attending. The Small Schools Tournament will rotate between the communities of Juneau, Ketchikan, and Sitka.
- Section 4: 2A & Mix 6 teams must attend the seeding tournament(s) in order to participate in the regional tournament. All seeding tournament games will be played best three (3) out of five (5) games. 2A & Mix 6 teams will participate in a minimum of 2 seeding tournaments.
- Section 5: For 3A & 4A, four (4) games will be scheduled each year with each school two (2) home and two (2) away. All scheduled conference games will be used to determine conference standings.
- Section 6: Regional tournament seeding – Teams will be seeded according to their conference match record in their division. In case of a tie the following criteria will determine standings in priority order;
- a. Conference match record against each other.
 - b. Conference game record against each other.
 - c. Point differential against each other.
 - d. Conference match record against common opponents beginning with the first-place team and progressing on down.
 - e. Blind draw conducted by Region V President or if their school is involved, by the Region V Secretary. The First team chosen will receive the highest place.
- Section 7: For regional tournaments see tournament handbook.

ARTICLE XXI: WRESTLING

- Section 1: All meets shall follow National Federation Rules.
- Section 2: To be able to compete in the region tournament, all wrestlers must have competed within the regular season in a minimum of one Region V event/tournament. The scheduled event/tournament must be an event/tournament approved by the Region V Board of Directors. A hardship waiver may be directed to the Region V Executive Committee 10 days prior to the tournament. A decision will be made within 3 days of the request.
- Section 3: During a school's inter-squad event(s) and/or meet(s), all matches and weigh-ins shall not count towards an individual(s)/team(s) record and overall weigh-ins in order to qualify for the region and/or state tournament.

Section 4: For regional meets see tournament handbook.

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