



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
SDHSAA OFFICE BUILDING**

June 11, 2020

9:00 AM

Pierre, South Dakota

The Board of Directors held a regular meeting on June 11, 2020, at the SDHSAA Office Building in Pierre, South Dakota with members present as follows:

Moe Ruesink	David Planteen	Craig Cassens
Dr. Brian Maher	Dan Aaker	Randy Soma (via teleconference)
Barry Mann	Dr. Jerry Rasmussen	Mark Murphy

Staff members present included Dr. Dan Swartos, Jo Auch, Dr. John Krogstrand, Brooks Bowman, and Isaac Jahn.

The meeting was called to order by Chairman Moe Ruesink at 9:00 A.M., followed by the pledge of allegiance.

Item #1-Approval of Agenda

Motion by David Planteen, second by Dr. Brian Maher, to approve the agenda as presented.
Motion carried 9-0.

Item #2- Public Forum

Chairman Ruesink reviewed the SDHSAA Public Forum protocol. Summit Superintendent Mike Schmidt addressed the board regarding the proposed 10% rule change in football. No other speakers were present.

Item #3- Approval of the minutes from the regular meeting held April 21, 2020 and special meeting held May 28, 2020.

Motion by Dr. Jerry Rasmussen, second by Mark Murphy, to approve the April 21, 2020 and May 28, 2020 minutes as presented.
Motion carried 9-0.

Item #4- Approval of Finance Reports

SDHSAA Finance Director Isaac Jahn reported on the income statements and balance sheets for April and May of 2020 and the cash flow report. Brad Reinke from Reinke-Gray presented information on SDHSAA investment accounts.

Motion by Dan Aaker, second by Craig Cassens, to approve the Finance Reports as presented.
Motion Carried 9-0.

Item #5- Consent Agenda

The consent agenda contained the following items:

1. Vouchers for April of 2020 in the amount of \$112,220.18.
2. Approval of all NFHS Rulebook publications for 2020-21 with the noted exceptions (**exceptions noted in Appendix A**).
3. Approve out of state travel requests for 2020-21.
4. Appoint Executive Director Dan Swartos as Treasurer for FY20 and set the face dollar amount of the surety bond at \$2,000,000.
5. Approve Distinguished Service Recipients for the 2020-21 school year.
6. Consider an application for Cooperative Sponsorship of Activities between Douglas and St. Thomas More in the activity of Debate beginning with the 2020-21 school year
7. Approve proposed changes to the FY20 budget.

Motion by Dr. Brian Maher, second by Randy Soma, to approve the consent agenda as presented.
Motion carried 9-0.

Item #6- Reports

The board heard reports on the following:

- Media Advisory from Brooks Bowman
- Finance Committee from Dan Swartos
- 2020 Board Goals update from Dan Swartos
- There was no report from SDSSA or the SDHSAA Foundation
- Report on basketball medals and trophies from John Krogstrand

Item #7- Consider Merchandise Bids

Motion by Craig Cassens, second by David Planteen, to approve the merchandise bid from Fine Designs of Grimes, IA.

Motion carried 8-0, with Dr. Maher abstaining.

Item #8- Approve FY 19 Audit

Isaac Jahn and Dan Swartos reviewed the FY 19 audit with the board.

Motion by Dr. Jerry Rasmussen, second by Dan Aaker, to approve the FY19 audit and acknowledge its receipt from the Department of Legislative Audit. **(Audit Located in Appendix B and on the SDHSAA Website)**

Motion carried 9-0.

Item #9- Receive Finance Advisory recommendations for FY 20 and FY 21

Dr. Swartos reviewed the Finance Advisory committee's recommendations to the board, which included:

1. Set the state tournament team reimbursement percentage for 2019-20 at 0%
2. Remove participation fees, postage fees, subscription fees, and membership dues as a revenue source and remove team reimbursement as an expenditure from the SDHSAA budget, beginning in 2021-22, with feedback generated from member schools during the 2020-21 school year and final consideration by the Board in Spring 2021.

Motion by David Planteen, second by Mark Murphy to acknowledge receipt of the Finance Advisory recommendations.

Motion carried 9-0.

Item #10- Approve team reimbursement for the 2019-20 school year

Dr. Swartos presented an overview of the projected year end FY20 budget and in keeping with the Finance Advisory recommendations, recommended setting team reimbursement at 0% for 2019-20.

Motion by Craig Cassens, second by Barry Mann, so set team reimbursement at 0% for 2019-20 school year.

Motion carried 9-0.

Item #11- Approve participation fees for the 2020-21 school year

Motion by Randy Soma, second by Dr. Jerry Rasmussen, to keep participation fees at \$60 per sport/activity for 2020-21.

Motion carried 9-0.

Item #12- Conduct a first reading of the FY21 SDHSAA Budget

Isaac Jahn and Dr. Swartos went through the first reading of the FY21 budget.

Motion by Dan Aaker, second by Dr. Brian Maher, to approve the first reading of the FY21 SDHSAA Budget.
Budget found in Appendix C.

Motion carried 9-0.

Chairman Ruesink declared the Board in recess at 10:30 AM and back in session at 10:45 AM.

Item #13- Approve region/state awards for the 2020-21 school year

Dr. Swartos presented the region/state awards recommendations.

Motion by David Planteen, second by Dr. Brian Maher, to approve the awards as presented.

Motion carried 9-0.

Item #14- Conduct a 2nd Reading of the sites/venues for the 2023/24 school year

Motion by Dr. Jerry Rasmussen, second by Craig Cassens, to approve the 2023/24 venues as presented.
2023/24 sites and venues found in Appendix D.

Motion carried 9-0.

Item #15- Conduct a 2nd reading on proposed changes to the SDHSAA athletics handbook, proposed changes from the Sports Officials Advisory Council, and proposed changes from the Sports Medicine Advisory Council.

David Planteen addressed the 20% rule concerns that were raised during the Open Forum portion of the meeting.

Motion by Dan Aaker, second by Dr. Brian Maher, to approve all items as a 2nd reading for final approval.

All changes can be found in Appendix E.

Motion carried 9-0.

Item #16- Conduct 1st Reading on proposed changes to the SDHSAA Fine Arts Handbook

Motion by Randy Soma, second by Craig Cassens, to approve all proposed changes as a 1st reading.
All changes can be found in Appendix F.

Item #17- Set state and sub-state tournament ticket prices effective the 2020-21 school year.

Motion by David Planteen, second by Mark Murphy, to approve the 2020-21 ticket prices with the following changes:

- All Classes of Basketball: Adult Season \$45, Adult Session \$15, Student Season \$30, Student Session \$10
- Track and Field: Adult Session \$12, Student Session \$7
- Eliminate Oral Interp admission
- Combine Show Choir and Jazz Band
- Clarify that single class Volleyball is Adult Season \$45, Adult Session \$15, Student Season \$30, Student Session \$30

Motion carried 9-0.

Item #18- Review/Approve SDHSAA Board Election and Constitutional Amendment Results

Dr. Swartos presented the following Board Election and Constitutional Amendment Election Results

East River At-Large Superintendent:

- Tom Culver, Avon- 70 (46%)
- Heath Larson, Chester Area- 33 (22%)
- Dr. Kelly Glodt, Pierre- 32 (21%)
- Jeff Kusters, Frederick- 17 (11%)

Division I Principal:

- Michael Talley, Rapid City Central- 84
- Dan Conrad, Sioux Falls Washington- 62

Small School Group Board of Education

- Marty Weismantel, Groton Area- 149

Amendment #1

- Yes- 143 (93%)
- No- 11 (7%)

Motion by Dr. Brian Maher, second by Barry Mann, to approve the election results, with Michael Talley and Marty Weismantel winning seats on the Board, passage of Constitutional Amendment #1, and a runoff election between Tom Culver and Heath Larson for the East River At-Large Position, with runoff ballots being due July 31, 2020.

Motion carried 9-0.

Item #19- Consider changes to the 2020 Summer Contact period moratorium and end date

Motion by Dr. Brian Maher, second by Dr. Jerry Rasmussen, to change the 2020 Summer Moratorium from July 1-7 to July 3-5 and end date from July 31 to August 2nd.

Motion carried 5-4, with Rasmusen, Maher, Mann, Planteen, and Ruesink voting "Aye" and Soma, Aaker, Cassens, and Murphy voting "No".

Item #20- Approval of Resolution recognizing services rendered by Dr. Brian Maher, David Planteen, and Moe Ruesink, who are completing their terms on the SDHSAA Board of Directors.

Motion by Craig Cassens, second by Dan Aaker, to approve the resolutions with thanks to Dr. Maher, Mr. Planteen, and Mr. Ruesink for their service.

Motion carried 9-0.

Item #21- Election of SDHSAA Chairperson and Vice-Chairperson for 2020-21.

Dr. Swartos asked the Board for nominations for the Chairperson position.

Motion by Randy Soma, second by Dr. Brian Maher, to nominate Craig Cassens.

Hearing no more nominations, a vote was called. *Motion carried 8-0, with Cassens abstaining.*

Dr. Swartos asked the Board for nominations for the Vice-Chairperson position.

Motion by Mark Murphy, second by Craig Cassens, to nominate Randy Soma.

Hearing no more nominations, a vote was called. *Motion carried 8-0, with Soma abstaining.*

Item #22- Approve SDHSAA Policy Manual for 2020-21

It was moved by Dan Aaker, second by Randy Soma, to approve the 2020-21 Policy Manual as presented.
Policy Manual found in Appendix G of the minutes.

Motion carried 9-0.

Item #22.5- Consider changes to Competitive Dance for 2020-21

Motion by Randy Soma, second by Craig Cassens, to change team routines from 3 to 2 at the State Competitive Dance competition.

Motion carried 9-0.

Item #23- Board Sharing

Chairman Ruesink asked the Board for any items they would like to share:

- Randy Soma thanked Isaac Jahn for his work with the Association and the outgoing Board members.
- David Planteen thanked Isaac for his work and thanked Dr. Maher and Moe Ruesink for their service on the Board.
- Mark Murphy echoed the thanks to Isaac and to Dr. Maher, Moe Ruesink, and David Planteen for their service.
- Dr. Rasmussen thanked the outgoing members of the Board for their five years of service.
- Dan Aaker echoed the thanks.
- Barry Mann wished good luck to the outgoing Board members and was thankful for an in-person Board Meeting.
- Craig echoed the thanks to Isaac Jahn and the outgoing Board members.
- Moe Ruesink Noted his appreciation to everyone, thanked Isaac, wished luck to fellow outgoing board members, and thanked the SDHSAA staff for their work.
- Dr. Maher thanked Isaac and the Staff and gave well wishes to the Board members.

Item #24- Executive Session per SDCL 1-25-2(4)

Motion by Craig Cassens, second by Barry Mann to enter executive session.

Motion carried 9-0.

Chairman Ruesink declared the Board in executive session at 11:57 AM and out of executive session at 1:12 PM.

Item #25- Approve contracts for 2020-21

Motion by Dr. Brian Maher, second by David Planteen, to approve 2020-21 contracts for Dr. Daniel Swartos- Executive Director, Jo Auch- Assistant Executive Director, Dr. John Krogstrand- Assistant Executive Director, Brooks Bowman- Assistant Executive Director, Aaron Magnuson- Technology Director, and Administrative Assistants Barb Haberling, Cindy Bresee, Marsha Karst, and Nicole Rinehart, with a 1% salary increase and increases to insurance as negotiated.

Motion carried 9-0

Item #26- Adjourn

Motion by Craig Cassens, second by Dr. Jerry Rasmussen, to adjourn.
Chairman Ruesink declared the meeting adjourned at 1:15 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Daniel Swartos". The signature is written in a cursive style with a large initial "D".

Dr. Daniel Swartos
SDHSAA Executive Director



2020-21 NFHS Rulebook Exceptions: SDHSAA

*(PR)- Playing Rule

*(AR)- Administrative Rule

Basketball:

- Boys and girls use a 35 second shot clock (PR).
- Some varsity play permitted in halves (PR).
- Allow multiple manufacturer's logos/trademarks on visible undergarments with a logo maximum restriction of 2 ¼ x 2 ¼ (PR).
- Allow all sublimated or printed logos around the collar of the undershirt (PR).

Track and Field:

- Distance for girls 100M hurdles (PR)
 - Start to 1st hurdle- 13m
 - Distance between hurdles- 8m
 - Last hurdle to finish- 15m

Volleyball:

- Pre-wrap is not allowed as a headband and/or hair control device. Headbands, if worn, must be black, white, or the predominant color similar to that of the torso of the uniform (excluding the libero) and must be the same for all participants (AR).

Wrestling:

- Allow third person in wrestler's corner during tournaments (must be a student manager)(PR).
- Allow 30 minutes of wrestling as opposed to 5 matches (PR).

SDHSAA- Serving Students Since 1905

Board Chairperson – Mr. Moe Ruesink

Assistant Director – Ms. Jo Auch

Assistant Director – Mr. Brooks Bowman

Executive Director – Dr. Daniel Swartos

Assistant Director – Dr. John Krogstrand

Finance Director – Mr. Isaac Jahn

**SOUTH DAKOTA
HIGH SCHOOL ACTIVITIES ASSOCIATION**

AUDIT REPORT

June 30, 2019



**State of South Dakota
Department of Legislative Audit**
427 South Chapelle
% 500 East Capitol
Pierre, SD 57501-5070

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
ASSOCIATION OFFICIALS
June 30, 2019

Board of Directors:

Dr. Brian Maher – Chairperson
Moe Ruesink – Vice Chairperson
 Silas Blaine
 Steve Morford
 David Planteen
Dr. Jerry Rasmussen
Dr. Paul Turman

Executive Director:

Dr. Daniel Swartos

Finance Director:

Isaac Jahn

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
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MARTIN L. GUINDON, CPA
AUDITOR GENERAL

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
South Dakota High School Activities Association

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the South Dakota High School Activities Association (Association) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Association's basic financial statements, and have issued our report thereon dated April 17, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Association's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Association's internal control. Accordingly, we do not express an opinion on the effectiveness of Association's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Association's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. As required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, appearing to read "Martin L. Guindon". The signature is fluid and cursive, with a large initial "M" and "G".

Martin L. Guindon, CPA
Auditor General

April 17, 2020

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHEDULE OF PRIOR AUDIT FINDINGS

Prior Audit Finding:

Finding No. 2018-001: Financial Statement Reporting Errors

Type of Finding: Material Weakness

Condition:

During fiscal year (FY) 2018, the Association transferred its interest in the South Dakota Community Foundation to the South Dakota High School Activities Association Foundation. The transfer of the asset was within the control of management and unusual in nature. The Association did not report the removal of this asset as a Special Item in the financial statements. Therefore, a material reporting error was noted in the reporting of this asset and an auditor adjustment was prepared, presented to, and accepted by the Association.

The GASB Statement 68 calculation performed by the Association was found to be materially accurate. However, the Association did not properly recognize Pension Expense for FY 2018 due to a posting error.

Recommendation:

We recommend the Association strengthen internal controls over financial reporting.

Views of Responsible Officials:

SDHSAA concurs with the finding.

FY 2019 Status:

Finding resolved.



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MARTIN L. GUINDON, CPA
AUDITOR GENERAL

INDEPENDENT AUDITOR'S REPORT

Board of Directors
South Dakota High School Activities Association

Report on the Financial Statements

We have audited the accompanying financial statements of the South Dakota High School Activities Association, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Association's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association, as of June 30, 2019, and the changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis*, *Schedule of the Association's Contributions*, and the *Schedule of the Association's Proportionate Share of the Net Pension Liability (Asset)* on pages 6-7, 25, and 26 respectively be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Association's basic financial statements. The *Schedule of Budgeted and Actual Revenue – Cash Basis* and *Schedule of Budgeted and Actual Expenditures – Cash Basis* are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The *Schedule of Budgeted and Actual Revenue – Cash Basis* and *Schedule of Budgeted and Actual Expenditures – Cash Basis* are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the *Schedule of Budgeted and Actual Revenue – Cash Basis* and *Schedule of Budgeted and Actual Expenditures – Cash Basis* are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2020 on our consideration of the South Dakota High School Activities Association's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Association's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Association's internal control over financial reporting and compliance.



Martin L. Guindon, CPA
Auditor General

April 17, 2020

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
MANAGEMENT'S DISCUSSION & ANALYSIS

This section of the South Dakota High School Activities Association (SDHSAA) annual financial report presents management's discussion and analysis of the SDHSAA's financial performance during the fiscal year ended June 30, 2019. This analysis should be read in conjunction with the Independent Auditor's Report, Financial Statements, and notes to the financial statements.

Financial Analysis

- During the year, SDHSAA collected \$2,344,754 (or 71.73% of total revenue) from state and sub-state events. Additionally, \$187,846 (or 5.75% of total revenue) was collected in fees from member schools.

Financial Highlights as of June 30, 2019

- Accounts Receivable increased by \$102,818 (or 145.81%) primarily due to 2019 Officials Registration Fees paid via PayPal pending transfer to SDHSAA checking account.
- Current liabilities decreased by \$32,096 (or 38.25%) primarily due to the decrease in severance liabilities.

Subsequent Events as of the Issue Date

- Due to the outbreak of COVID19, SDHSAA canceled spring state events resulting in a loss of net revenue in the amount of approximately \$307,000.
- See Note 13 for details.

Change in Assets and Liabilities

	FY 2018	FY 2019	Increase (Decrease)	% Increase (Decrease)
Assets:				
Cash and Cash Equivalents	\$ 366,674	\$ 421,245	\$ 54,571	14.88%
Investments	1,261,393	1,154,808	(106,585)	(8.45)
Accounts Receivable	70,515	173,333	102,818	145.81
Fixed Assets (Net of Depreciation)	763,938	749,686	(14,252)	(1.87)
Deferred Outflows of Resources	358,787	295,442	(63,345)	(17.66)
Net Pension Asset	3,283	808	(2,475)	(75.38)
Total Assets and Deferred Outflows	<u>2,824,590</u>	<u>2,795,322</u>	<u>(29,268)</u>	<u>(1.04)</u>
Liabilities:				
Current Liabilities	83,921	51,825	(32,096)	(38.25)
Non-Current Liabilities	38,915	47,947	9,032	23.21
Deferred Inflow of Resources (GASB 68)	67,022	63,351	(3,671)	(5.48)
Total Liabilities and Deferred Inflows	<u>189,858</u>	<u>163,123</u>	<u>(26,735)</u>	<u>(14.08)</u>
Net Investment in Capital Assets	763,938	749,686	(14,252)	(1.87)
Restricted for SDRS Pension Purposes (GASB 68)	295,049	232,900	(62,149)	(21.06)
Unrestricted Net Position	1,575,745	1,649,615	73,870	4.69
Total Net Position	<u>\$ 2,634,732</u>	<u>\$ 2,632,201</u>	<u>\$ (2,531)</u>	<u>(0.10%)</u>

Change in Net Position

	FY 2018	FY 2019	Increase (Decrease)	% Increase (Decrease)
Revenues:				
State Events	\$ 1,528,051	\$ 1,505,661	\$ (22,390)	(1.47%)
Sub-State Events	807,777	839,093	31,316	3.88
Corporate Partner	474,758	519,065	44,307	9.33
Fees	168,666	187,846	19,180	11.37
Miscellaneous	134,399	142,037	7,638	5.68
Non-Operating Revenue	91,853	75,384	(16,469)	(17.93)
Total Revenue	<u>3,205,504</u>	<u>3,269,086</u>	<u>63,582</u>	<u>1.98</u>
Expenses:				
General and Administrative	1,525,210	1,682,467	157,257	10.31
Activities	1,582,462	1,565,997	(16,465)	(1.04)
Depreciation Expense	22,949	23,153	204	0.89
Total Expenses	<u>3,130,621</u>	<u>3,271,617</u>	<u>140,996</u>	<u>4.50</u>
Changes before Special Item	<u>74,883</u>	<u>(2,531)</u>	<u>(77,414)</u>	<u>(103.38)</u>
Special Item	(369,925)	0	(369,925)	(100.00)
Changes in Net Position	<u>\$ (295,042)</u>	<u>\$ (2,531)</u>	<u>\$ 292,511</u>	<u>(99.14%)</u>

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT OF NET POSITION
JUNE 30, 2019

Assets:

Current Assets:

Cash and Cash Equivalents	\$ 421,245.02
Investments	1,154,808.46
Accounts Receivable	173,333.08
Total Current Assets	<u>1,749,386.56</u>

Non-Current Assets:

Land	163,870.75
Land Improvements	48,027.26
Less: Accumulated Depreciation-Land Improvements	(47,626.84)
Building	787,943.97
Less: Accumulated Depreciation-Building	(229,316.40)
Equipment, Furniture and Fixtures	160,510.37
Less: Accumulated Depreciation-Equipment, Furniture and Fixtures	(133,723.60)
Net Pension Asset	808.36
Total Non-Current Assets	<u>750,493.87</u>

Total Assets	<u>2,499,880.43</u>
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Deferred Outflows of Resources:

Pension Related Deferred Outflows	295,442.49
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Liabilities:

Current Liabilities:

Accrued Vacation	45,990.79
Accrued Sick Pay	1,034.51
Post Employment Benefit	4,800.00
Total Current Liabilities	<u>51,825.30</u>

Non-Current Liabilities:

Accrued Vacation	28,295.17
Accrued Sick Leave	3,778.75
Post Employment Benefit	15,872.77
Total Non-Current Liabilities	<u>47,946.69</u>

Total Liabilities	<u>99,771.99</u>
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Deferred Inflows of Resources:

Pension Related Deferred Inflows	63,350.67
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Net Position:

Investment in Capital Assets	749,685.51
Restricted for SDRS Pension Purposes	232,900.18
Unrestricted	1,649,614.57
Total Net Position	<u>\$ 2,632,200.26</u>

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Operating Revenue:

Basketball:

State Tournament - Boys	\$ 87,296.00	
State Tournament - Girls	57,726.00	
State Tournament - Boys and Girls	360,515.00	
Sub-State Events		
Elimination Tournaments	<u>427,926.60</u>	
Total Basketball Receipts		\$ 933,463.60

Wrestling:

State Tournament	208,084.00	
Sub-State Events	<u>25,523.00</u>	
Total Wrestling Receipts		233,607.00

Volleyball:

State Tournament	204,045.00	
Sub-State Events	<u>141,771.00</u>	
Total Volleyball Receipts		345,816.00

Football:

State Tournament	220,437.00	
Sub-State Events	<u>243,872.00</u>	
Total Football Receipts		464,309.00

Cross Country		29,780.00
State Track and Field Meet		121,804.00
State Gymnastics Meet		15,307.00
Cheer and Dance		28,801.00
Soccer		9,410.00
All-State Chorus and Orchestra		64,100.00
All-State Band		7,500.00
All-State Jazz Band		2,275.00
Student Council		88,581.00
Television Contract		126,470.00
Ball Bids		50,000.00
Corporate Partner		332,594.86
E-Ticketing		10,000.00
NF News/Student Press Fee		5,456.00
Participation Fees		160,140.00
Subscription & Postage		22,250.00
Sale of Medals		1,681.81
Coaches Clinic		600.00
Rule Books/Publications		28,977.85
Registration of Officials		72,181.58
Officials/Coaches Penalties		5,080.00
Speech Ads/Programs/Shirts		1,178.00
Membership Dues		9,481.80
Miscellaneous		<u>22,856.38</u>

Total Operating Revenue		<u>3,193,701.88</u>
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SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION (continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Operating Expenses:	
General and Administrative	1,682,467.45
Activities	1,565,997.05
Depreciation Expense	23,153.16
Total Operating Expenses	<u>3,271,617.66</u>
Operating Income (Loss)	<u>(77,915.78)</u>
Non-operating Revenue (Expense):	
Earnings on Deposits and Investments	49,982.23
Unrealized Gain (Loss) on Investments	4,592.02
Contributions and Donations	31,904.30
Investment Expense	(11,094.51)
Total Non-operating Revenue (Expense)	<u>75,384.04</u>
Change in Net Position	(2,531.74)
Net Position, July 1, 2018	<u>2,634,732.00</u>
Net Position, June 30, 2019	<u><u>\$ 2,632,200.26</u></u>

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Cash Flows from Operating Activities:		
Cash Received from Customers	\$ 2,574,747.85	
Cash Payments to Suppliers for Goods and Services	(1,659,278.85)	
Cash Payments to Employees for Services	(1,000,573.33)	
Net Cash Provided (Used) by Operating Activities		<u>\$ (85,104.33)</u>
Cash Flows from Investing Activities:		
Sale of Investments	150,000.00	
Interest Received on Investments	64.77	
Net Cash Provided by Investing Activities		<u>150,064.77</u>
Cash Flows from Capital Activities:		
Purchase of Equipment	(10,389.12)	
Net Cash Provided by Capital Activities		<u>(10,389.12)</u>
Net Increase in Cash and Cash Equivalents During the Fiscal Year		54,571.32
Cash and Cash Equivalents at Beginning of Year		<u>366,673.70</u>
Cash and Cash Equivalents at End of Year		<u><u>\$ 421,245.02</u></u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities		
Operating Income (Loss)		\$ (77,915.78)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:		
Activities Expense - Value of Donated Automobiles	31,904.30	
Pension Expense	62,148.83	
Depreciation Expense	23,153.16	
Loss on Disposal of Capital Assets	1,488.56	
Increase in Accounts Receivable	(102,818.58)	
Decrease in Vouchers Payable	(12.89)	
Increase in Accrued Vacation Liability	11,279.50	
Increase in Accrued Sick Leave Liability	1,224.90	
Decrease in Severance Pay Benefit Liability	(30,756.33)	
Decrease in Post Employment Benefit	(4,800.00)	
Total Adjustments		<u>(7,188.55)</u>
Net Cash Provided by Operating Activities		<u><u>\$ (85,104.33)</u></u>
Non-cash Investing, Capital and Financing Activities:		
Value of Donated Automobiles		\$ 31,904.30
Increase in Fair Value of Investments		\$ 4,592.02

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES:

a. Nature of Activities:

The school districts of the State of South Dakota, acting by and through their duly elected school board members, associated together in the creation and development of a voluntary, nonprofit association, the South Dakota High School Activities Association (Association), to direct and coordinate interscholastic activities carried on by member high schools of South Dakota.

b. Significant Accounting Policies:

Date of Management's Review:

Management has evaluated subsequent events through April 17, 2020, the date the financial statements were available to be issued.

Estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

c. Basis of Presentation:

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

Proprietary Funds:

Enterprise Funds – Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the constituency on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Association has one enterprise fund.

d. Measurement Focus and Basis of Accounting:

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues and expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus.

Measurement Focus:

The “economic resources” measurement focus and the accrual basis of accounting are applied to proprietary fund types.

Basis of Accounting:

The financial statements are presented on the accrual basis of accounting; revenues are recorded when earned and expenses are recorded when the obligation is incurred.

e. Capital Assets:

On July 1, 2004, the Association and Delta Dental Plan of South Dakota entered into an agreement of joint venture for the construction of an office building together with related improvements. The Association’s undivided interest is 63% and Delta Dental Plan of South Dakota’s is 37%. Each entity was liable for their share of the construction costs of the building and related improvements, in proportion to their undivided interest. Buildings and land improvements are valued at historical cost. The value reported by the Association reflects their undivided interest of 63% in the building and land improvements. All non-structural and routine repairs are at the expense of the applicable owner.

Land was valued at estimated fair value at the time the joint venture agreement was executed. This value was arrived at by Delta Dental Plan of South Dakota, who prior to entering into an agreement of joint venture with the Association was the sole owner of the property. The value assigned to the property was arrived at by analyzing similar commercial property values. The property is currently held jointly between the Association and Delta Dental Plan of South Dakota as tenants in common. The value reported by the Association represents their undivided interest of 63% in the property.

Equipment, furniture, and fixtures are valued at historical cost. Construction period interest is capitalized in accordance with US GAAP.

Capital assets acquired after July 1, 2007 are capitalized, based on the criteria of a useful life of one year or more, tangible in nature, and a unit cost of \$2,500 or more. Capital assets acquired prior to July 1, 2007 were capitalized at a cost of \$300 or more.

Buildings, equipment and furniture, and land improvements are depreciated over their estimated useful life using the straight-line method of depreciation. The estimated useful life for buildings is 45 years. The estimated useful life for land improvements is 10 years. The estimated useful life for equipment and furniture varies from 3 to 50 years.

f. Budget:

The Association follows these procedures in establishing the budget:

1. At the meeting just prior to the fiscal year end, the Executive Director submits to the Board of Directors a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
2. The Board of Directors approves the first reading of the budget at this meeting.
3. The Board of Directors approves the second reading of the budget and formally adopts the budget at the August meeting.
4. The Board of Directors must approve any revisions to the budget.

5. The budget is developed and approved using the cash basis of accounting. Therefore, the schedule of budgeted and actual revenues and expenditures in the supplementary information is presented on the cash basis of accounting.

g. Employee Fringe Benefits:

The Association pays the cost of single health insurance coverage for those administrative assistant employees and family health insurance coverage for those executive employees who enroll in the Association's group health plan with Wellmark.

Payments made during fiscal year 2019 amounted to \$134,817.35.

The Association pays dental insurance for all employees. Family coverage is optional at the employee's expense. Payments made during fiscal year 2019 amounted to \$4,944.00.

h. Accumulated Unpaid Vacation and Sick Leave:

Sick Leave:

Executive staff, the technology director, the finance director, and administrative assistants earn sick leave at the rate of 12 days per fiscal year and this can be accumulated without limit.

Board action on April 15-16, 2008 changed the reimbursement of unused sick leave. Only employees employed before June 30, 2008 will be eligible for reimbursement of unused sick leave upon termination. The amount is determined by multiplying current base pay times a maximum of 50 days of unused sick leave. Base pay is computed by dividing the current annual salary by 260 days.

Vacation Leave:

Vacation leave is earned by the executive staff, the technology director, and the finance director at a rate of 12 working days after 1 year of service, 15 working days after 2 years, and 20 working days after 7 years. The full-time administrative assistants are eligible for 12 working days of paid vacation after 1 year of service, 15 working days after 2 years, and 18 working days after 7 years. Administrative assistants having 7 years of continuous service are granted 18 working days. Vacation leave is accrued monthly, with a maximum amount of accrual equal to twice the annual rate.

Executive staff, the technology director, and the finance director are eligible for reimbursement of unused vacation leave up to a maximum of 40 days. The administrative assistants are eligible up to a maximum of 36 days. The amount is determined by multiplying current base pay times the number of unused vacation days up to the limits set forth in the policy. Base pay is computed by dividing the current annual salary by 260 days.

The financial statements give effect to these liabilities.

i. Investments:

Investments of the Association are reported at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than a forced or liquidation sale. Unrealized gains and losses due to fluctuations in market value are included in investment income.

j. Cash Flows:

For purposes of the Statement of Cash Flows, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

k. Revenue and Expense Classifications:

In the Statement of Revenues, Expenses and Changes in Fund Net Position, revenues and expenses are classified in a manner consistent with how they are classified in the Statement of Cash Flows. That is, transactions for which related cash flows are reported as capital and related financing activities, noncapital financing activities, or investing activities are not reported as components of operating revenues or expenses.

l. Net Position:

Net Position is classified in the following three components:

1. Investment in capital assets – Consists of capital assets, net of accumulated depreciation.
2. Restricted – Consists of net position with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (b) law through constitutional provisions or enabling legislation; or (c) contractual constraints.
3. Unrestricted – Consists of net position that does not meet the definition of restricted or net investment in capital assets.

m. Application of Net Position:

It is the Association's policy to first use restricted resources, prior to the use of unrestricted resources, when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

n. Long-Term Liabilities:

The accounting for proprietary fund long-term debt is on the accrual basis. The long-term liabilities consist of compensated absences, accrued payroll taxes for the compensated absences, and a post-employment benefit.

o. Available Credit:

The Association holds six corporate credit cards through their corporate partner, Dacotah Bank. The combined credit limit for all six cards is \$75,000.00. At fiscal year end, the Association had no outstanding credit card debt.

2. DEPOSITS AND INVESTMENTS AND CREDIT RISK, CONCENTRATIONS OF CREDIT RISK, AND INTEREST RATE RISK:

State law does not limit the Association's deposit and investment choices. The Association does not have a formal custodial credit risk deposit policy.

Credit Risk – The risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Association's mutual fund investments are susceptible to credit risk because mutual funds are not rated nor does the U.S. Government guarantee them. The Association does not have a formal credit risk investment policy.

Concentration of Credit Risk – The Association places no limit on the amount that may be invested in any one issuer.

Interest Rate Risk – The Association does have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

As of June 30, 2019, the Association had investments maturing as follows:

Investment Type	Fair Value	2019 Investment Maturities (in Years)			
		Less Than 1	1 to 5	6 to 10	Greater than 10
Mutual Funds	\$ 281,109	\$ 95,400	\$ 87,494	\$ 98,215	\$
Exchange-Traded Funds	98,853			98,853	
Total	<u>\$ 379,962</u>	<u>\$ 95,400</u>	<u>\$ 87,494</u>	<u>\$ 197,068</u>	<u>\$</u>

3. RECEIVABLES:

Receivables are not aggregated in the financial statements.

The Association expects all accounts receivable to be collected within one year. Appropriate allowances for estimated uncollectibles have not been established due to the fact that prior receivables have been collected.

4. CHANGES IN CAPITAL ASSETS:

	Balance 7/01/18	Increases	Decreases	Balance 6/30/19
Capital Assets, not being depreciated:				
Land	\$ 163,870.75	\$	\$	\$ 163,870.75
Capital Assets, being depreciated:				
Land Improvements	48,027.26			48,027.26
Building	787,943.97			787,943.97
Equipment, Furniture and Fixtures	177,548.48	10,389.12	27,427.23	160,510.37
Totals	<u>1,013,519.71</u>	<u>10,389.12</u>	<u>27,427.23</u>	<u>996,481.60</u>
Less Accumulated Depreciation for:				
Land Improvements	47,626.84			47,626.84
Building	214,028.76	15,287.64		229,316.40
Equipment, Furniture and Fixtures	151,796.75	9,354.07	27,427.22	133,723.60
Total Accumulated Depreciation	<u>413,452.35</u>	<u>24,641.71</u>	<u>27,427.22</u>	<u>410,666.84</u>
Total Capital Assets, being Depreciated, Net	<u>600,067.36</u>	<u>(14,252.59)</u>	<u>0.01</u>	<u>585,814.76</u>
Capital Assets, Net	<u>\$ 763,938.11</u>	<u>\$ (14,252.59)</u>	<u>\$ 0.01</u>	<u>\$ 749,685.51</u>

5. LONG-TERM LIABILITIES:

Long-term obligations at June 30, 2019 and changes to long-term liabilities during the fiscal year ended are as follows:

	Balance 7/01/18	Increases	Decreases	Balance 6/30/19	Due Within One Year
Accrued Vacation	\$ 63,006.46	\$ 54,092.12	\$ 42,812.62	\$ 74,285.96	\$ 45,990.79
Accrued Sick Pay	\$ 3,588.36	\$ 1,553.11	\$ 328.21	\$ 4,813.26	\$ 1,034.51

6. INCOME TAXES:

The Association is exempt from federal income taxes pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation. Contributions to the organization are deductible for income tax purposes.

Accounting standards prescribe a recognition threshold of more likely than not, and a measurement attribute for all tax positions taken or expected to be taken on a tax return, in order for those tax positions to be recognized in the financial statements. At June 30, 2019, the Association believes that there are no uncertain tax positions or liabilities, or interest and penalties associated with uncertain tax positions. If the Association had interest and penalties related to uncertain tax positions, it would be accounted for as a component of income tax expense. In accordance with the applicable statute of limitations, the Association's tax returns could be audited by the Internal Revenue Service for the years ended June 30, 2015 to 2019.

7. POST EMPLOYMENT BENEFIT:

The Association adopted a policy to provide past Executive Director Marlyn Goldhammer \$400.00 a month, for the rest of his life, to purchase supplemental medical insurance. This benefit went into effect July 1, 2001. Marlyn Goldhammer is the only retiree eligible to receive this benefit.

During fiscal year 2019, a budgeted expense of \$4,800.00 was incurred for this benefit. Future payments have been estimated to total approximately \$20,672.77. No monies have been set-aside for future payments.

8. SEVERANCE PAY BENEFIT:

The Association has a policy where a retirement/severance benefit is available to any qualifying employee. The employee must be at least 55 years of age and has not yet reached their 69th birthday. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made the following January 1 and prior to February 28 the following two years. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period. Payment will be made during the month of June each fiscal year. An employee who has been employed by the Association for at least twenty-five (25) years will be eligible for 100% of their final salary payable over a three (3) year period. Payment will be made during the month of June each fiscal year. A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date. During fiscal year 2019, an expense of \$30,756.33 was incurred for this benefit. No future payments have been scheduled over the next year. No monies have been set aside for future payments.

In the event the employee entitled to the separation pay policy benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the comptroller. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

9. RISK MANAGEMENT:

The Association is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the fiscal year ended June 30, 2019, the Association managed its risks as follows:

Employee Health & Dental Insurance:

See note 1 g.

Liability Insurance:

The Association purchases liability insurance for risks related to torts; theft or damage to property; and errors and omissions of staff members from a commercial insurance carrier.

Board of Directors coverage includes:

- a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or control;
- b) Property damage liability at events under the Association's jurisdiction, sponsorship, and control;
- c) Auto liability insurance of secondary coverage in the amount of \$1,000,000 when driving personal car for Association business; and
- d) Accidental Death/Trip Insurance \$250,000.

Staff member coverage includes any suit brought by a third party for:

- a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship of Directors;
- b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
- c) Advertising injury liability; and
- d) Libel or slander.

Coverage for errors and omissions of staff members is \$1,000,000.

Automobile:

Automobile liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal car for Association business. The insurance coverage is through a commercial carrier.

Property and Building:

Coverage is through a commercial carrier.

Worker's Compensation:

The Association purchases liability insurance for worker's compensation from a commercial carrier.

Unemployment Benefits:

The Association has elected to be self-insured and retain all risk for liabilities resulting from claims for unemployment benefits.

During the fiscal year ended June 30, 2019, no claims for unemployment benefits were paid. At June 30, 2019, no claims had been filed for unemployment benefits and none are anticipated in the next fiscal year.

10. SIGNIFICANT CONTINGENCIES—LITIGATION:

At June 30, 2019, the Association was not involved in any litigation.

11. PENSION NOTE:

Plan Information:

All employees, working more than 20 hours per week during the year, participate in the South Dakota Retirement System (SDRS), a cost sharing, multiple employer defined benefit pension plan administered by SDRS to provide retirement benefits for employees of the State of South Dakota and its political subdivisions. The SDRS provide retirement, disability, and survivor benefits. The right to receive retirement benefits vests after three years of credited service. Authority for establishing, administering and amending plan provisions are found in SDCL 3-12. The SDRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained at <http://sdrs.sd.gov/publications.aspx> or by writing to the SDRS, P.O. Box 1098, Pierre, SD 57501-1098 or by calling (605) 773-3731.

Benefits Provided:

SDRS has three different classes of employees, Class A, Class B Public Safety and Judicial members, and Class C Cement Plant Retirement Fund members.

Members that were hired before July 1, 2017, are Foundation members. Class A Foundation members and Class B Foundation members who retire after age 65 with three years of contributory service are entitled to an unreduced annual retirement benefit. An unreduced annual retirement benefit is also available after age 55 for Class A Foundation members where the sum of age and credited service is equal to or greater than 85 or after age 55 for Class B Foundation judicial members where the sum of age and credited service is equal to or greater than 80. Class B Foundation public safety members can retire with an unreduced annual retirement benefit after age 55 with three years of contributory service. An unreduced annual retirement benefit after age 55 with three years of contributory service. An unreduced annual retirement benefit is also available after age 45 for Class B Foundation public safety members where the sum of age and credited serviced is equal to or greater than 75. All Foundation retirement benefits that do not meet the above criteria may be payable at a reduced level.

Members that were hired on/after July 1, 2017, are Generational members. Class A generational members and Class B Generational judicial members who retire after age 67 with three years of contributory service are entitled to an unreduced annual retirement benefit. Class B Generational public safety members can retire with an unreduced benefit after age 57 with three years of contributory service. At retirement, married Generational members may elect a single-life benefit, a 60 percent joined and survivor benefit, or a 100 percent joint and survivor benefit. All Generational retirement benefits that do not meet the above criteria may be payable at a reduced level. Generational members will also have a variable retirement account (VRA) established, in which they will receive up to 1.5 percent of compensation funded by part of the employer contribution. VRAs will receive investment earnings based on investment returns.

Legislation enacted in 2017 established the current COLA process. At each valuation date:

- Baseline actuarial accrued liabilities will be calculated assuming the COLA is equal to the long-term inflation assumption of 2.25%.
- If the fair value of assets is greater or equal to the baseline actuarial accrued liabilities, the COLA will be:
 - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than 3.5%.
- If the fair value of assets is less than the baseline actuarial accrued liabilities, the COLA will be:
 - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than a restricted maximum such that, that if the restricted maximum is assumed for future COLAs, the fair value of assets will be greater or equal to the accrued liabilities.

All benefits except those depending on the Member's Accumulated Contributions are annually increased by the Cost-of-Living Adjustment.

Contributions:

Per SDCL 3-12, contribution requirements of the active employees and the participating employers are established and may be amended by the SDRS Board. Covered employees are required by state statute to contribute the following percentages of their salary to the plan; Class A Members 6.0% of salary; Class B Judicial Members, 9.0% of salary; and Class B Public Safety Members, 8.0% of salary. State statute also requires the employer to contribute an amount equal to the employee's contribution. The Association's share of contributions to the SDRS for the fiscal years ended June 30, 2019, 2018, and 2017, equal to required contributions each year, were as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 47,219.67
2018	\$ 42,778.76
2017	\$ 42,075.84

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows or Resources to Pensions:

At June 30, 2018 SDRS is 100.02% funded and accordingly has a net pension asset. The proportionate share of the components of the net pension asset of the South Dakota Retirement System, for the Association as of the measurement period ending June 30, 2018 and reported by the Association as of June 30, 2019 are as follows:

Proportionate share of pension liability	\$ 4,240,104.18
Less proportionate share of net pension restricted for pension benefits	<u>4,240,912.53</u>
Proportionate share of net pension liability (asset)	<u>\$ (808.36)</u>

At June 30, 2019, the Association reported an asset of \$808.36 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2018 and the total pension asset used to calculate the net pension asset was based on a projection of the Association's share of contributions to the pension plan relative to the contributions of all participating entities. At June 30, 2018, the Association's proportion was 0.03466010% which is a decrease of 0.0015206% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Association recognized reduction of pension expense of \$62,148.83. At June 30, 2019 the Association reported deferred outflows or resources and deferred inflows or resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 30,552.80	\$
Changes in assumption	205,226.86	
Net difference between projected and actual earnings on pension plan investments		61,092.70
Changes in proportion and difference between Association contributions and proportionate share of contributions	12,443.18	2,257.97
Association contributions subsequent to the measurement date	47,219.65	
TOTAL	\$ 295,442.49	\$ 63,350.67

\$47,219.65 reported as deferred outflow of resources related to pensions resulting from Association contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Year Ended June 30,	
2020	\$ 113,510.82
2021	85,117.89
2022	(7,728.29)
2023	(6,777.05)
TOTAL	\$ 184,123.37

Actuarial Assumptions:

The total pension liability (asset) in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25 percent
Salary Increases	Graded by years of service, from 6.50% at entry to 3.00% after 25 years of service
Discount Rate	6.50% net of plan investment expense

Mortality rates were based on 97% of the RP-2014 Mortality Table, projected generationally with Scale MP-2016, white collar rates for females and total dataset rate for males. Mortality rates for disabled members were based on the RP-2014 Disabled Retiree Mortality Table, projected generationally with Scale MP-2016

A detailed experience analysis covering the period from June 30, 2011 to June 30, 2016, was conducted and appropriate modifications in the economic and demographic assumptions were made effective with the June 30, 2017 actuarial valuation.

Investment portfolio management is the statutory responsibility of the South Dakota Investment Council (SDIC), which may utilize the services of external money managers for management of portion of the portfolio. SDIC is governed by the Prudent Man Rule (i.e., the SDIC should use the

same degree of care as a prudent man). Current SDIC investment policies dictate limits on the percentage of assets invested in various types of vehicles (equities, fixed income securities, real estate, cash, private equity, etc.). The long-term expected rate of return on pension plan investments was determined using a method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018 (see the discussion of the pension plan's investment policy) are summarized in the following table using geometric means:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate or Return</u>
Global Equity	58.0%	4.8%
Fixed Income	30.0%	1.8%
Real Estate	10.0%	4.6%
Cash	2.0%	0.7%
Total	100%	

Discount Rate:

The discount rate used to measure the total pension liability (asset) was 6.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that matching employer contributions will be made at rates equal to the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

Sensitivity of liability (asset) to change in the discount rate:

The following presents the Association's proportionate share of net pension liability (asset) calculated using the discount rate of 6.50% as well as what the Association's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage point higher (7.50%) than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Association's proportionate share of the net pension liability (asset)	\$ 610,533.75	\$ (808.36)	\$ (498,101.99)

Pension Plan Fiduciary Net Position:

Detailed information about the plan's fiduciary net position is available in the separately issued SDRS financial report.

12. FAIR VALUE MEASUREMENTS:

Accounting standards define fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The three-level fair value hierarchy is defined as follows:

Level One: observable inputs such as quoted market prices for identical assets or liabilities in active markets. The types of assets and liabilities included in Level One are highly liquid and actively traded instruments with quoted market prices.

Level Two: inputs include quoted prices in markets that are not active or model inputs that are observable either directly or indirectly for substantially the full term of the asset or liability. The types of assets and liabilities included in Level Two are typically either comparable to actively traded securities or priced with models using observable inputs.

Level Three: inputs are based on prices or valuation techniques that are unobservable. These types of assets and liabilities require significant management judgment or estimation.

The following table presents the assets measured at fair value on a recurring basis as of June 30, 2019, on the accompanying statement of net position by the three-level fair value hierarchy. No liabilities are measured at fair value. The Association has no assets or liabilities measured on a non-recurring basis.

	Total	Level 1	Level 2	Level 3
Exchange-Traded Funds	\$ 194,623.48	\$ 194,623.48	\$ -	\$ -
Total Investments by fair value level	194,623.48	\$ 194,623.48	\$ -	\$ -

Investment measure at Net Asset Value (NAV)

Mutual Funds	844,568.44
Alternative Investments	107,115.61
Total investments measure at NAV	951,684.05
Total investments measured at Fair Value	\$ 1,146,307.53

At each measurement date, the Association estimates the fair value of the financial instruments using various valuation techniques. The Association utilizes, to the extent available, quoted market prices in active markets or observable market inputs in estimating the fair value of investments. When quoted market prices or observable market inputs are not available, the Association utilizes valuation techniques that rely on unobservable inputs to estimate the fair value of investments. The following describes the valuation techniques used to determine the fair value of investments held as of June 30, 2019. Exchange-traded funds classified in Level 1 of the fair value hierarchy are valued using quoted prices in active markets. Mutual funds are valued at the net asset value per share based on valuations of the underlying companies or securities as determined and reported by the fund manager. Alternative Investments are valued at the net asset value per share as determined by independent valuation firms.

13. SUBSEQUENT EVENTS:

Due to COVID19 and the implementation of social distancing to flatten the curve of the virus, Governor Kristi Noem canceled in person classroom schooling effective April 6, 2020. Following her lead, South Dakota High School Activities Association canceled all previously postponed and future state events. In FY20, these cancellations resulted in a loss of budgeted revenue in the amount of approximately \$760,000. Additionally, expenses associated with these state events were avoided in the amount of approximately \$500,000. Sunk costs for these events totaled approximately \$47,000. This resulted in a projected loss of net revenue in the amount of approximately \$307,000.

On March 26, 2020, the United States Congress approved and the President signed an historic stimulus package to help businesses and individuals financially during the COVID19 outbreak. The South Dakota High School Activities Association has applied for Payroll Protection Program assistance in the amount of approximately \$187,500 in an effort to offset the aforementioned loss of net revenue.

SCHEDULE OF REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE ASSOCIATION'S CONTRIBUTIONS
South Dakota Retirement System
Last 10 Fiscal Years
(Dollar amounts in thousands)

	2019	2018	2017	2016	2015
Contractually Required Contribution	\$ 47,220	\$ 42,779	\$ 42,076	\$ 43,167	\$ 39,813
Contributions in relation to the Contractually required contribution	47,220	42,779	42,076	43,167	39,813
Contribution deficiency (excess)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Association's covered-employee payroll	\$ 748,224	\$ 712,980	\$ 701,265	\$ 719,450	\$ 663,550
Contributions as a percentage of Covered-employee payroll	6.31%	6.00%	6.00%	6.00%	6.00%

SCHEDULE OF REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE ASSOCIATION'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY (ASSET)
South Dakota Retirement System
Last 10 Fiscal Years*
(Dollar amounts in thousands)

	2019	2018	2017	2016	2015
Association's proportion of the net pension liability (asset)	0.0346601%	0.0361807%	0.0378359%	0.0363446%	0.0392004%
Association's proportionate share of net pension (liability) asset	\$ (808)	\$ (3,283)	\$ 127,806	\$ (154,148)	\$ (282,423)
Association's covered-employee payroll	\$ 712,980	\$ 701,265	\$ 719,450	\$ 663,550	\$ 685,507
Association's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	0.11%	0.47%	17.76%	23.23%	41.20%
Plan fiduciary net position as a percentage of the total pension liability (asset)	100.02%	100.10%	96.89%	104.10%	107.30%

* The amounts presented for each fiscal year were determined as of the measurement date of the collective net pension liability (asset) which is June 30. Until a full 10-year trend is compiled, the Association will present information for those years for which information is available.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE ASSOCIATION'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY (ASSET)
South Dakota Retirement System

Legislation enacted in 2017 modified the SDRS COLA. For COLAs first applicable in 2018, the SDRS COLA will equal the percentage increase in the most recent third calendar quarter CPI-W over the prior year, no less than 0.5% and no greater than 3.5%. However, if the FVFR assuming the long-term COLA is equal to the baseline COLA assumption (currently 2.25%) is less than 100%, the maximum COLA payable will be limited to the increase that if assumed on a long-term basis, results in a FVFR equal to or exceeding 100%. That condition existed as of June 30, 2017 and exists again this year as of June 30, 2018. Future COLAs are assumed to equal the current restricted maximum COLA which was 1.89% as of June 30, 2017 and is 2.03% as of June 30, 2018.

The changes in actuarial assumptions increased the Actuarial Accrued Liability by 1.5% of the Actuarial Accrued Liability based on the 1.89% COLA, reflecting the current and assumed future restricted maximum COLA of 2.03%.

SUPPLEMENTARY DATA
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHEDULE OF BUDGETED AND ACTUAL REVENUES - CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Budgeted Revenue	Actual Revenue	Variance Favorable/ (Unfavorable)
Activities			
Boys' "B" Basketball	\$ 115,000.00	\$ 87,296.00	\$ (27,704.00)
Girls' "B" Basketball	74,000.00	57,726.00	(16,274.00)
Football	230,000.00	220,437.00	(9,563.00)
Gymnastics	12,000.00	15,307.00	3,307.00
Track & Field	115,000.00	121,804.00	6,804.00
Chorus & Orchestra	55,400.00	64,100.00	8,700.00
All-State Band	9,000.00	7,500.00	(1,500.00)
Cheer & Dance	22,000.00	28,801.00	6,801.00
Cross Country	26,000.00	29,780.00	3,780.00
Soccer	15,000.00	9,410.00	(5,590.00)
All-State Jazz Band	2,000.00	2,275.00	275.00
Combined AA Girls & Boys Basketball	175,000.00	124,140.00	(50,860.00)
Combined A & B Wrestling	200,000.00	208,084.00	8,084.00
Combined B A AA Volleyball	190,000.00	204,045.00	14,045.00
Combined A Girls & Boys Basketball	225,000.00	236,375.00	11,375.00
Student Council	84,000.00	88,581.00	4,581.00
Total Activities	<u>1,549,400.00</u>	<u>1,505,661.00</u>	<u>(43,739.00)</u>
TV Contract - FB/BB/VB/WR	88,500.00	91,470.00	2,970.00
Ball Bids	50,000.00	50,000.00	-
Corporate Partner	377,500.00	377,594.86	94.86
Total	<u>516,000.00</u>	<u>519,064.86</u>	<u>3,064.86</u>
Sub-State Events			
Girls' Basketball	80,000.00	98,234.29	18,234.29
Boys' Basketball	125,000.00	113,361.93	(11,638.07)
Football Playoffs	80,000.00	61,068.90	(18,931.10)
Wrestling	12,000.00	10,213.20	(1,786.80)
Volleyball	65,000.00	73,218.38	8,218.38
Total Sub-State Events	<u>362,000.00</u>	<u>356,096.70</u>	<u>(5,903.30)</u>
Fees			
Fine Arts	153,900.00	160,140.00	6,240.00
Subscription/Postage Fee	22,500.00	22,250.00	(250.00)
NFHS News/Student Press Pass	5,580.00	5,456.00	(124.00)
Total Fees	<u>181,980.00</u>	<u>187,846.00</u>	<u>5,866.00</u>
General			
Music Supplies	150.00	455.50	305.50
Coaches Clinic	900.00	600.00	(300.00)
Membership Dues	10,000.00	9,481.80	(518.20)
Rule Books/Publications	25,000.00	28,977.85	3,977.85
Registration of Officials	70,000.00	72,181.58	2,181.58
Penalties and Fines	8,000.00	5,080.00	(2,920.00)
Sale of Medals	2,300.00	1,681.81	(618.19)
Miscellaneous	22,000.00	22,100.88	100.88
Speech Ads	800.00	800.00	-
Speech Programs/Shirts	500.00	378.00	(122.00)
Fine Arts Vendor Booth	300.00	300.00	-
Interest	500.00	64.77	(435.23)
Total General	<u>140,450.00</u>	<u>142,102.19</u>	<u>1,652.19</u>
GRAND TOTAL	<u>\$ 2,749,830.00</u>	<u>\$ 2,710,770.75</u>	<u>\$ (39,059.25)</u>

SUPPLEMENTARY DATA
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHEDULE OF BUDGETED AND ACTUAL EXPENDITURES - CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Regular Salaries	\$ 748,638.00	\$ 755,739.41	\$ (7,101.41)
Temporary Salaries	500.00	-	500.00
Total Salaries	<u>749,138.00</u>	<u>755,739.41</u>	<u>(6,601.41)</u>
Social Security	57,270.81	54,315.38	2,955.43
Retirement	44,666.28	47,152.69	(2,486.41)
Health Insurance	159,993.32	160,817.35	(824.03)
Dental Insurance	5,093.00	4,944.00	149.00
Employer Sponsored Life Insurance	-	378.00	(378.00)
Worker's Compensation	6,200.00	3,819.00	2,381.00
Severance - 3 Year Plan	30,756.33	30,756.33	-
Post Employment	4,800.00	4,800.00	-
Total Employee Benefits	<u>308,779.74</u>	<u>306,982.75</u>	<u>1,796.99</u>
Legal Costs and Fees/Lobbyist	25,000.00	17,299.43	7,700.57
Retirement/Investment Advisor	1,300.00	-	1,300.00
Audit	12,000.00	-	12,000.00
Clinicians-Coaches Clinic	5,000.00	4,639.26	360.74
Clinicians/Judges/Cheerleaders	200.00	-	200.00
Section V Meeting	12,000.00	9,543.58	2,456.42
11 States Meeting	2,000.00	929.50	1,070.50
Utilities	7,200.00	7,112.42	87.58
Maintenance and Repairs	8,000.00	10,143.20	(2,143.20)
Technology	10,000.00	9,881.99	118.01
Staff In-Service	1,000.00	800.00	200.00
Snow Removal/Lawn	1,600.00	2,995.98	(1,395.98)
NFHS-Debate Topic Meeting	1,500.00	1,525.11	(25.11)
NFHS-Music/Speech Meeting	1,200.00	1,143.68	56.32
NIAAA Meeting	-	2,025.78	(2,025.78)
NF Summer Meeting	30,000.00	20,417.77	9,582.23
NF Winter Meeting	3,200.00	2,181.80	1,018.20
NF Legal Meeting	2,800.00	1,427.02	1,372.98
Staff Travel	70,000.00	34,731.24	35,268.76
Board of Control Travel	21,000.00	20,193.36	806.64
Advisory/Ad Hoc Com/Officials	23,000.00	13,756.07	9,243.93
Dues-Regional Wrestling Assoc.	1,100.00	770.00	330.00
Dues-Regional Basketball Assoc.	5,000.00	5,010.00	(10.00)
Dues-Regional Volleyball Assoc.	2,300.00	2,200.00	100.00
Telephone	10,400.00	9,647.62	752.38
Postage and Permit	19,000.00	20,559.57	(1,559.57)
United Parcel Service	5,200.00	4,232.65	967.35
State Officials Council	12,000.00	13,310.00	(1,310.00)
Internet/Cable	2,500.00	2,515.18	(15.18)
Midwest Officials Summit	1,500.00	467.16	1,032.84
Dues-Football Assoc.	4,200.00	4,090.00	110.00
Dues-Gymnastics Assoc.	340.00	360.00	(20.00)
Rules Interpreter	-	648.39	(648.39)
State Event Directors Reception	2,000.00	3,115.00	(1,115.00)
NASO Travel	2,000.00	450.00	1,550.00
Media	1,500.00	152.88	1,347.12
Officials Gifts	2,500.00	944.46	1,555.54
State Event Directors/Corp Gifts	3,500.00	2,202.69	1,297.31
FB Rules Meeting	1,300.00	1,146.84	153.16
SDIAAA	2,000.00	-	2,000.00
Commercial Printing	20,000.00	15,751.76	4,248.24
Printing-Coaches Clinic	1,000.00	113.75	886.25
Printing-Officials	7,500.00	-	7,500.00
NFOA Membership	20,000.00	20,434.00	(434.00)
Catastrophic/Liability Insurance	173,500.00	157,183.40	16,316.60
State Officials Coordinator	10,500.00	12,691.86	(2,191.86)
Professional Accounting Services	3,000.00	344.00	2,656.00
Technology Conference	1,000.00	-	1,000.00
NSDA National Conference	1,300.00	-	1,300.00
Miscellaneous	16,000.00	11,178.20	4,821.80
Total Purchased Services	<u>570,140.00</u>	<u>450,266.60</u>	<u>119,873.40</u>

SUPPLEMENTARY DATA
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHEDULE OF BUDGETED AND ACTUAL EXPENDITURES - CASH BASIS (continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Office Supplies	6,200.00	4,883.04	1,316.96
Custodial Supplies	1,500.00	906.35	593.65
Subscriptions	2,400.00	2,673.66	(273.66)
Rule Books and Exams	43,000.00	45,180.17	(2,180.17)
Distinguished Service Awards	550.00	477.00	73.00
Inventory of Medals	1,200.00	622.80	577.20
Total Supplies and Materials	<u>54,850.00</u>	<u>54,743.02</u>	<u>106.98</u>
NF Dues/Foundation	2,500.00	2,500.00	-
Travel Accident Insurance	1,000.00	1,000.00	-
D&O Liability Insurance	5,400.00	7,489.00	(2,089.00)
Excess Liability Insurance	500.00		500.00
General Liability/Participant Liability/Auto	17,300.00	12,305.00	4,995.00
Surety Bond	650.00	700.00	(50.00)
Car Liability Insurance	10,600.00	5,788.00	4,812.00
Insurance Office and Contents	2,500.00	5,039.00	(2,539.00)
CSIET	600.00		600.00
Total Other Objects	<u>41,050.00</u>	<u>34,821.00</u>	<u>6,229.00</u>
Officials Observation	<u>7,500.00</u>	<u>5,880.00</u>	<u>1,620.00</u>
Combined Boys' and Girls' "AA" Basketball	105,000.00	126,635.03	(21,635.03)
Combined Boys' and Girls' "A" Basketball	150,000.00	177,383.45	(27,383.45)
Combined "A" and "B" Wrestling	122,277.61	119,251.58	3,026.03
Boys' "B" Basketball	43,000.00	48,114.04	(5,114.04)
Girls' "B" Basketball	36,000.00	32,043.74	3,956.26
Gymnastics	21,400.00	18,745.20	2,654.80
Track and Field	67,000.00	59,884.67	7,115.33
Golf	19,500.00	18,571.76	928.24
Tennis	12,800.00	14,782.89	(1,982.89)
Cross Country	11,090.00	10,975.27	114.73
Football Play-Offs	75,000.00	71,448.35	3,551.65
Combined "B", "A", & "AA" Volleyball	150,000.00	183,710.73	(33,710.73)
Cheer and Dance	16,000.00	16,769.57	(769.57)
Soccer	13,000.00	14,620.70	(1,620.70)
Student Council	70,400.00	73,224.54	(2,824.54)
Oral Interp	16,200.00	16,505.90	(305.90)
One Act Play	16,100.00	17,338.50	(1,238.50)
Debate	17,030.00	11,714.04	5,315.96
All-State Jazz Band	12,650.00	10,710.52	1,939.48
All-State Chorus and Orchestra	50,050.00	46,759.20	3,290.80
All-State Band	32,800.00	27,594.08	5,205.92
Music Miscellaneous	500.00		500.00
Journalism	6,150.00	4,450.66	1,699.34
Visual Arts	12,700.00	10,174.73	2,525.27
Total Events	<u>1,076,647.61</u>	<u>1,131,409.15</u>	<u>(54,761.54)</u>
GRAND TOTAL	<u>\$ 2,808,105.35</u>	<u>\$ 2,739,841.93</u>	<u>\$ 68,263.42</u>

SUPPLEMENTARY DATA
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
NOTES TO THE SCHEDULES OF BUDGET AND ACTUAL REVENUES AND EXPENDITURES
June 30, 2019

Note 1: Purpose of the Schedule

Article IV of the South Dakota High School Activities Association's (Association) Constitution requires the Board of Directors to adopt a budget for each fiscal year.

Note 2: Significant Accounting Policies

- A. Reporting Entity – The accompanying schedules include primary activities, events, fees, and general areas administered by the Association for the fiscal year ended June 30, 2019.
- B. Basis of Accounting – The information presented in the Schedules of Budgeted and Actual Revenues and Expenditures are presented on the cash basis of accounting. The Association's basic financial statements are reported on the accrual basis of accounting and, therefore, the schedule's data may not be directly traceable to the basic financial statements.
- C. Sub-State Events – School Districts throughout the State host sub-state events. The School Districts collect the revenue and subtract from that revenue the expenditures applicable to hosting the sub-state events. The School Districts then remit payment to the Association for the Association's share of the sub-state proceeds. The payment received by the Association is reflected in the Schedule of Budgeted and Actual Revenues. Generally accepted accounting principles require the total revenue earned and the total expenditures incurred be reported on the accrual basis of accounting in the basic financial statements, therefore, the schedule's data may not be directly traceable to the basic financial statements.

SDHSAA

APPENDIX C

Revenue Budget
2020-2021

	2019-2020 Budgeted	2019-2020 YTD + June Anticipated	2020-2021 Budgeted	2020-2021 Increase (Decrease)
Revenue Budget				
4100.00 State Event Revenue				
4101.00 Boys "B" Basketball	110,000.00	-	115,000.00	5,000.00
4104.00 Girls "B" Basketball	65,000.00	3,808.00	61,000.00	-4,000.00
4109.00 Football	215,000.00	161,190.00	225,000.00	10,000.00
4110.00 Gymnastics	12,000.00	11,980.00	14,500.00	2,500.00
4111.00 Track and Field	115,000.00	-	100,000.00	-15,000.00
4113.00 All-State Chorus & Orchestra	75,000.00	76,042.00	75,000.00	0.00
4114.00 All-State Band	9,000.00	-	8,500.00	-500.00
4116.00 Cheer & Dance	21,000.00	24,826.00	25,000.00	4,000.00
4118.00 Cross Country	23,000.00	23,298.00	21,500.00	-1,500.00
4119.00 Soccer	15,000.00	25,462.00	15,000.00	0.00
4120.00 All-State Jazz Band	2,000.00	-	2,000.00	0.00
4121.00 Combined "AA" Girls & Boys	200,000.00	-	-	-200,000.00
4103.00 Basketball "AA" Boys	0.00	-	120,000.00	120,000.00
4106.00 Basketball "AA" Girls	0.00	-	55,000.00	55,000.00
4122.00 Combined "B" & "A" Wrestling	250,000.00	228,491.75	200,000.00	-50,000.00
4112.00 Volleyball "B"	0.00	-	38,000.00	38,000.00
4117.00 Volleyball "A"	0.00	-	34,000.00	34,000.00
4115.00 Volleyball "AA"	0.00	-	28,000.00	28,000.00
4123.00 Combined "B" "A" & "AA" Volleyball	150,000.00	136,685.00	-	-150,000.00
4125.00 Student Council	84,000.00	-	90,000.00	6,000.00
4102.00 Basketball "A" Boys	0.00	-	180,000.00	180,000.00
4105.00 Basketball "A" Girls	0.00	-	64,000.00	64,000.00
4126.00 Combined "A" Girls & Boys Basketball	175,000.00	-	-	-175,000.00
Total 4100.00 State Event Revenue \$	1,521,000.00	\$ 691,782.75	\$ 1,471,500.00	-\$ 49,500.00
4200.00 Sponsorship Revenue				
4201.00 Televised State Championships	88,500.00	88,500.00	92,000.00	3,500.00
4202.00 Ball Bids	50,000.00	50,000.00	50,000.00	0.00
4203.00 Corporate Program	312,500.00	320,014.00	312,500.00	0.00
4204.00 Televised Sub-State Events	35,000.00	35,000.00	35,000.00	0.00
4205.00 E-Ticketing	10,000.00	10,000.00	10,000.00	0.00
4206.00 ALLIANCE HIGHWAY SAFETY	20,000.00	20,000.00	20,000.00	0.00
4207.00 Merchandise Partner	0.00	-	75,000.00	75,000.00
Total 4200.00 Sponsorship Revenue \$	516,000.00	\$ 523,514.00	\$ 594,500.00	\$ 78,500.00
4300.00 Sub-State Event Revenue				
4301.00 Girls Basketball Sub-State	90,000.00	103,844.42	95,000.00	5,000.00
4302.00 Boys Basketball Sub-State	125,000.00	142,406.50	135,000.00	10,000.00
4303.00 Football Sub-State	90,000.00	71,107.10	80,000.00	-10,000.00
4304.00 Wrestling Sub-State	10,500.00	10,696.00	10,500.00	0.00
4305.00 Volleyball Sub-State	70,000.00	72,951.92	70,000.00	0.00
Total 4300.00 Sub-State Event Revenue \$	385,500.00	\$ 401,005.94	\$ 390,500.00	\$ 5,000.00
4400.00 Fee Revenue				
4401.00 Participation Fees	153,900.00	118,600.00	157,000.00	3,100.00
4402.00 Postage	22,250.00	22,250.00	22,250.00	0.00
4403.00 NF News/Student Press Pass	5,580.00	5,524.00	5,580.00	0.00
4404.00 Sub-State Broadcast Media Fee	1,000.00	1,000.00	1,000.00	0.00
Total 4400.00 Fee Revenue \$	182,730.00	\$ 147,374.00	\$ 185,830.00	\$ 3,100.00
4500.00 General Revenue				
4501.00 Music Supplies	150.00	119.48	150.00	0.00
4503.00 Coaches Clinic	900.00	60.00	-	-900.00
4504.00 Membership Dues	10,000.00	10,326.29	10,000.00	0.00
4505.00 Rule Books/Publications	25,000.00	26,397.00	25,000.00	0.00
4506.00 Registration of Officials	70,000.00	7,978.00	66,000.00	-4,000.00
4507.00 Penalties & Fines	8,000.00	8,112.00	8,000.00	0.00
4512.00 Sale of Medals	2,300.00	1,431.00	2,300.00	0.00
4513.00 Miscellaneous	22,000.00	13,147.89	20,000.00	-2,000.00
4516.00 Speech Ad Revenue	0.00	300.00	-	0.00
4517.00 Speech Programs/Shirts	500.00	1,206.00	500.00	0.00
4518.00 Music Program Ad Sales	0.00	300.00	-	0.00
Total 4500.00 General Revenue \$	138,850.00	\$ 69,377.66	\$ 131,950.00	-\$ 6,900.00
4600.00 Non-Operating Income Revenue				
4602.00 Interest Income	500.00	8.99	40.00	-460.00
4607.00 Contributions & Donations	38,000.00	-	-	-38,000.00
4611.00 PPP Loan	0.00	179,500.00	-	0.00
Total 4600.00 Non-Operating Income Revenue \$	38,500.00	\$ 179,508.99	\$ 40.00	-\$ 38,460.00
Total Income \$	2,782,580.00	\$ 2,012,563.34	\$ 2,774,320.00	-\$ 8,260.00

SDHSAA
G&A Expense Budge
2020-2021

	2019-2020 Budgeted	2019-2020 YTD + June Anticipated	2020-2021 Budgeted	2020-2021 (Increase) Decreases
G&A Expenses				
5100 Salarie				
5110.00 Regular Salaries	764,954.00	773,600.22	765,629.58	(675.58)
5120.00 Temporary Salaries	500.00	-	500.00	-
Total 5100 Salaries \$	765,454.00	\$ 773,600.22	\$ 766,129.58	-\$ 675.58
5200.00 Employee Benefi				
5210.00 Social Security	58,519.00	58,519.00	58,570.66	(51.66)
5220.00 South Dakota Retirement Systems	45,897.00	48,187.24	45,937.77	(40.77)
5230.00 Health Insurance	169,334.00	172,831.54	169,334.00	-
5232.00 Dental Insurance	5,093.00	4,944.00	4,944.00	149.00
5233.00 Employer Sponsored Group Life Insurance	378.00	378.00	378.00	-
5240.00 Workmen's Compensation	6,200.00	3,017.00	2,695.00	3,505.00
5290.00 Supplemental Medical	4,800.00	4,800.00	4,800.00	-
Total 5200.00 Employee Benefits \$	290,221.00	\$ 292,676.78	\$ 286,659.44	\$ 3,561.56
5300.00 Purchased Service				
5311.00 Legal Costs and Fees/Lobbyist	25,000.00	18,735.00	18,000.00	7,000.00
5312.00 403(b) Retirement Advisor	1,300.00	-	-	1,300.00
5313.00 Legislative Audit	12,000.00	25,735.50	18,000.00	(6,000.00)
5314.00 Clinicians-Coaches Clinic	5,000.00	-	5,000.00	-
5316.00 Test Supervisor	200.00	29.55	200.00	-
5317.00 Appeals Committees	200.00	-	200.00	-
5319.00 Section V Meeting	2,000.00	623.16	2,000.00	-
5320.00 11 States Meeting	2,000.00	1,327.26	1,500.00	500.00
5321.00 Utilities	7,200.00	7,200.00	7,200.00	-
5323.00 Maintenance & Repairs	8,000.00	8,751.55	8,000.00	-
5324.00 Technology	11,500.00	11,500.00	12,500.00	(1,000.00)
5325.00 Staff In-Service	500.00	40.82	500.00	-
5326.00 Snow Removal/Lawn Care	1,600.00	1,900.00	1,600.00	-
5327.00 NFHS - Debate Topic Meeting	1,500.00	1,021.66	-	1,500.00
5329.00 NFHS - Music/Speech Meeting	1,200.00	1,477.45	1,200.00	-
5331.00 NF Summer Meeting	30,000.00	3,440.51	27,000.00	3,000.00
5332.00 NF Winter Meeting	3,200.00	2,392.63	2,500.00	700.00
5333.00 NF Legal Meeting	2,800.00	516.40	2,000.00	800.00
5334.00 Staff Travel	70,000.00	15,874.90	32,000.00	38,000.00
5335.00 Board of Directors Travel	21,000.00	16,762.71	21,000.00	-
5336.00 Advisory/Ad Hoc Com./Officials	23,000.00	11,030.44	15,000.00	8,000.00
5337.00 Dues - Wrestling Association	1,100.00	790.00	1,100.00	-
5338.00 Dues - Basketball Association	5,000.00	4,850.00	5,000.00	-
5339.00 Dues - Volleyball Association	2,300.00	2,420.00	2,300.00	-
5340.00 Telephone	10,400.00	7,383.78	10,400.00	-
5341.00 Postage & Permit Mail	19,000.00	21,784.45	19,000.00	-
5342.00 United Parcel Service	5,200.00	3,521.81	4,000.00	1,200.00
5343.00 State Officials Council	12,000.00	13,247.00	13,000.00	(1,000.00)
5344.00 Internet/Cable	2,500.00	1,998.13	2,500.00	-
5345.00 Midwest Official's Summit	1,500.00	1,280.54	1,500.00	-
5346.00 Dues - Football Association	4,200.00	4,040.00	4,200.00	-
5347.00 Dues - Gymnastics Association	340.00	330.00	340.00	-
5351.00 State Event Directors Reception	2,000.00	257.63	1,000.00	1,000.00
5354.00 NASO Meeting	2,000.00	2,013.35	2,000.00	-
5355.00 Media	1,500.00	188.93	250.00	1,250.00
5356.00 Officials Gifts	2,500.00	1,304.69	1,500.00	1,000.00
5357.00 State Event Directors/Corp Gift	3,500.00	3,500.00	3,500.00	-
5358.00 FB Rules Meeting	1,300.00	1,109.14	-	1,300.00
5359.00 SDIAAA	2,000.00	-	2,000.00	-
5360.00 Commercial Printing	20,000.00	9,617.59	15,000.00	5,000.00
5362.00 Printing - Officials	7,500.00	-	-	7,500.00
5364.00 NFOA Membership @ \$17.00	20,000.00	18,309.00	20,000.00	-
5365.00 Catastrophic/Liability Ins.	141,405.00	141,405.60	134,334.75	7,070.25
5368.00 State Officials Coordinator	10,500.00	12,408.92	11,000.00	(500.00)
5369.00 Professional Accounting Services	3,000.00	1,858.30	3,000.00	-
5370.00 Technology Conference	1,000.00	1,083.67	-	1,000.00
5371.00 NSDA National Conference	1,300.00	888.93	-	1,300.00
5372.00 Professional Cleaning Services	9,360.00	8,520.00	9,360.00	-
5390.00 Miscellaneous	12,000.00	15,358.83	12,000.00	-
Total 5300.00 Purchased Services \$	533,605.00	\$ 407,829.83	\$ 453,684.75	\$ 79,920.25

5400.00 Supplies & Materia

5410.00 Office Supplies	6,200.00	5,277.99	6,200.00	-
5411.00 Custodial Supplies	1,500.00	322.04	750.00	750.00
5412.00 Subscriptions	2,400.00	1,376.86	2,400.00	-
5414.00 Rule Books	43,000.00	22,420.73	43,000.00	-
5416.00 Distinguished Service Awards	550.00	432.00	550.00	-
5417.00 Inventory of Medals	1,200.00	-	1,200.00	-
Total 5400.00 Supplies & Materials	\$ 54,850.00	\$ 29,829.62	\$ 54,100.00	\$ 750.00

5600.00 Other Object

5640.00 NF Dues/NF Foundation	2,500.00	2,500.00	2,500.00	-
5647.00 Travel Accident Insurance	1,000.00	950.00	1,000.00	-
5649.00 D & O Liability Insurance	10,756.00	10,576.00	10,756.00	-
5650.00 Excess Liability Insurance	3,246.00	3,246.00	3,246.00	-
5651.00 GenLib/ParticipantLiab/Auto	13,072.00	13,072.00	11,764.80	1,307.20
5652.00 Surety Bond	700.00	700.00	700.00	-
5658.00 Car Liability Insurance	5,979.00	5,979.00	5,979.00	-
5659.00 Ins. Office and Contents	5,050.00	5,405.02	5,531.00	(481.00)
5664.00 General Liability Insurance - Member Schools	16,296.00	16,012.00	16,296.00	-
Total 5600.00 Other Objects	\$ 58,599.00	\$ 58,440.02	\$ 57,772.80	\$ 826.20

5900.00 Officials Observator

5910.00 Officials Observation	6,000.00	6,085.00	6,000.00	-
Total 5900.00 Officials Observations	\$ 6,000.00	\$ 6,085.00	\$ 6,000.00	\$ 0.00

8500.00 Non Operating Expense

8540.00 Capital Expenditures - Equipment	5,400.00	5,289.50	-	5,400.00
Total 8500.00 Non-Operating Expenses	\$ 5,400.00	\$ 5,289.50	\$ 0.00	\$ 5,400.00

Total G&A Expense: \$ 1,714,129.0 \$ 1,573,750.9 \$ 1,624,346.5 \$ 89,782.4

SDHSAA

Athletics Expense Budget
2020-2021

	2019-2020 Budgeted	2019-2020 YTD + June Anticipated	2020-2021 Budgeted	2020-2021 (Increase) Decrease
Athletic Expenses				
5970.00 Combined "AA" Girls' & Boys				
5971.00 Officials - Combined AA Basketball	20,000.00	-	-	20,000.00
5972.00 Management Fee - Combined AA Basketball	12,000.00	-	-	12,000.00
5973.00 Arena Rent/Facilities Fee/Custodial - Combined AA Basketball	70,000.00	-	-	70,000.00
5974.00 Team Expenses - Combined AA Basketball	12,000.00	-	-	12,000.00
5975.00 Tournament Bands - Combined AA Basketball	300.00	-	-	300.00
5977.00 Awards - Combined AA Basketball	2,500.00	2,613.20	-	2,500.00
5978.00 Tickets/Passes - Combined AA Basketball	21,000.00	-	-	21,000.00
Total 5970.00 Combined "AA" Girls' & Boys	\$ 137,800.00	\$ 2,613.20	\$ 0.00	\$ 137,800.00
6050.00 Basketball "AA" Boys				
6051.00 Officials - Boys "AA" Basketball	-	-	9,000.00	9,000.00
6052.00 Management Fee - Boys "AA" Basketball	-	-	8,500.00	8,500.00
6053.00 Arena Rent/Facilities Fee/Custodial - Boys "AA" Basketball	-	-	15,000.00	15,000.00
6054.00 Team Expenses - Boys "AA" Basketball	-	-	20,000.00	20,000.00
6055.00 Tournament Bands - Boys "AA" Basketball	-	-	300.00	300.00
6057.00 Awards - Boys "AA" Basketball	-	-	1,300.00	1,300.00
6058.00 Tickets/Passes - Boys "AA" Basketball	-	-	5,000.00	5,000.00
Total 6050.00 Combined "AA" Boys	\$ 0.00	\$ 0.00	\$ 59,100.00	\$ 59,100.00
6110.00 Basketball "AA" Girls				
6111.00 Officials - Girls "AA" Basketball			9,000.00	9,000.00
6112.00 Management Fee - Girls "AA" Basketball			-	0.00
6113.00 Rent/Custodial/Facility Fees - Girls "AA" Basketball			38,600.00	38,600.00
6114.00 Team Expenses - Girls "AA" Basketball			15,000.00	15,000.00
6115.00 Tournament Bands - Girls "AA" Basketball			300.00	300.00
6117.00 Awards - Girls "AA" Basketball			1,300.00	1,300.00
6118.00 Tickets/Passes - Girls "AA" Basketball			0.00	0.00
Total 6110.00 Girls "AA" Basketball	\$ 0.00	\$ 0.00	\$ 64,200.00	\$ 64,200.00
5980.00 Combined "A" Girls' & Boys Basketball				
5981.00 Combined "A" Girls' & Boys Basketball - Official	20,000.00	-	-	20,000.00
5982.00 Combined "A" Girls' & Boys Basketball - Management Fee	12,000.00	-	-	12,000.00
5983.00 Combined "A" Girls' & Boys Basketball - Arena Rent, Facilities Fee & Cu	30,000.00	-	-	30,000.00
5984.00 Combined "A" Girls' & Boys Basketball - Team Expenses	19,000.00	-	-	19,000.00
5985.00 Combined "A" Girls' & Boys Basketball - Tournament Bands	300.00	-	-	300.00
5987.00 Combined "A" Girls' & Boys Basketball - Awards	3,300.00	3,222.00	-	3,300.00
5988.00 Combined "A" Girls' & Boys Basketball - Tickets	20,000.00	-	-	20,000.00
Total 5980.00 Combined "A" Girls' & Boys Basketball	\$ 104,600.00	\$ 3,222.00	\$ 0.00	\$ 104,600.00
6030.00 Basketball "A" Boys				
6031.00 Officials - Boys "A" Basketball	-	-	10,500.00	(10,500.00)
6032.00 Management Fee - Boys "A" Basketball	-	-	8,500.00	(8,500.00)
6033.00 Arena Rent, Facilities Fee & Custodial - Boys "A" Basketball	-	-	90,000.00	(90,000.00)
6034.00 Team Expenses - Boys "A" Basketball	-	-	20,000.00	(20,000.00)
6035.00 Tournament Bands - Boys "A" Basketball	-	-	300.00	(300.00)
6037.00 Awards - Boys "A" Basketball	-	-	1,600.00	(1,600.00)
6038.00 Tickets - Boys "A" Basketball	-	-	7,200.00	(7,200.00)
Total 6030.00 Boys "A" Basketball	\$ 0.00	\$ 0.00	\$ 138,100.00	\$ 138,100.00
6090.00 Basketball "A" Girls				
6091.00 Officials - Girls "A" Basketball			10,500.00	(10,500.00)
6092.00 Management Fee - Girls "A" Basketball			5,500.00	(5,500.00)
6093.00 Arena Rent, Facilities Fee & Custodial - Girls "A" Basketball			1,500.00	(1,500.00)
6094.00 Team Expenses - Girls "A" Basketball			19,000.00	(19,000.00)
6095.00 Tournament Bands - Girls "A" Basketball			300.00	(300.00)
6097.00 Awards - Girls "A" Basketball			1,600.00	(1,600.00)
6098.00 Tickets - Girls "A" Basketball			-	-
Total 6090.00 Girls "A" Basketball	\$ 0.00	\$ 0.00	\$ 38,400.00	\$ 38,400.00
5990.00 Combined "A" & "B" Wrestling				
5991.00 Officials - Combined "B" & "A" Wrestling	23,000.00	25,833.90	23,000.00	-
5992.00 Management Fee - Combined "B" & "A" Wrestling	11,000.00	11,000.00	11,000.00	-
5993.00 Floor Removal/5% Gross/Custodial - Combined "B" & "A" Wrestling	45,000.00	66,337.59	54,000.00	(9,000.00)
5994.00 Team Expenses - Combined "B" & "A" Wrestling	8,000.00	-	12,000.00	(4,000.00)
5995.00 Awards - Combined "B" & "A" Wrestling	2,000.00	2,777.40	2,500.00	(500.00)
5996.00 Tickets/Passes/Box Office/Surcharge - Combined "B" & "A" Wrestling	28,000.00	8,371.25	10,000.00	18,000.00
5997.00 Track Wrestling - Combined "B" & "A" Wrestling	13,050.00	14,558.80	13,050.00	-
Total 5990.00 Combined "A" & "B" Wrestling	\$ 130,050.00	\$ 128,878.94	\$ 125,550.00	\$ 4,999.00

6010.00 Boys' "B" Basketball

6011.00 Officials - Boys B Basketball	9,500.00	-	9,500.00	-
6012.00 Management Fee - Boys B Basketball	8,000.00	-	8,000.00	-
6013.00 Arena Rent / Custodial - Boys B Basketball	4,300.00	-	4,300.00	-
6014.00 Team Expenses - Boys B Basketball	18,000.00	-	18,000.00	-
6015.00 Tournament Bands - Boys B Basketball	600.00	-	600.00	-
6017.00 Awards - Boys B Basketball	1,500.00	1,938.00	2,000.00	(500.00)
6018.00 Tickets/Passes - Boys B Basketball	1,500.00	1,022.98	1,500.00	-
Total 6010.00 Boys' "B" Basketball	\$ 43,400.00	\$ 2,961.98	\$ 43,900.00	-\$ 600.00

6070.00 Girls "B" Basketball

6071.00 Officials - Girls B Basketball	10,000.00	12,827.77	8,500.00	1,500.00
6072.00 Management Fee - Girls B Basketball	5,500.00	5,500.00	5,500.00	-
6073.00 Arena Rental/Custodial - Girls B Basketball	2,500.00	2,500.00	1,500.00	1,000.00
6074.00 Team Expenses - Girls B Basketball	17,000.00	-	15,000.00	2,000.00
6075.00 Tournament Bands - Girls B Basketball	300.00	150.00	300.00	-
6077.00 Awards - Girls B Basketball	1,400.00	1,834.00	1,800.00	(400.00)
6078.00 Tickets/Passes - Girls B Basketball	500.00	-	-	500.00
Total 6070.00 Girls "B" Basketball	\$ 37,200.00	\$ 22,811.77	\$ 32,600.00	\$ 4,600.00

6170.00 Gymnastics

6171.00 Officials - Gymnastics	10,000.00	10,129.67	10,500.00	(500.00)
6172.00 Management Fee - Gymnastics	4,000.00	4,000.00	4,000.00	-
6173.00 Arena Rent/Custodial - Gymnastics	1,000.00	1,000.00	1,000.00	-
6174.00 Team Expenses - Gymnastics	2,300.00	-	2,300.00	-
6177.00 Awards - Gymnastics	1,500.00	1,558.84	1,500.00	-
6178.00 Tickets - Gymnastics	350.00	-	-	350.00
Total 6170.00 Gymnastics	\$ 19,150.00	\$ 16,688.51	\$ 19,300.00	-\$ 150.00

6200.00 Track & Field

6201.00 Officials/Announcers - Track & Field	8,800.00	-	12,000.00	(3,200.00)
6202.00 Management Fee/Computer Person - Track & Field	6,100.00	-	6,100.00	-
6204.00 Team Expenses - Track & Field	31,000.00	-	36,000.00	(5,000.00)
6206.00 Supplies/Film/Ammo/Finish Lynx - Track & Field	8,600.00	407.77	7,500.00	1,100.00
6207.00 Awards - Track & Field	8,500.00	16,199.64	8,500.00	-
6208.00 Tickets - Track & Field	2,000.00	-	-	2,000.00
Total 6200.00 Track & Field	\$ 65,000.00	\$ 16,607.41	\$ 70,100.00	-\$ 5,100.00

6220.00 Golf

6221.00 Officials - Golf	1,200.00	1,200.00	1,200.00	-
6222.00 Management Fee - Golf	1,800.00	600.00	1,800.00	-
6223.00 Greens Fees/Cart Rental - Golf	10,800.00	3,600.00	10,800.00	-
6226.00 Supplies - Golf	1,500.00	1,200.00	1,500.00	-
6227.00 Awards - Golf	4,200.00	2,542.54	4,200.00	-
Total 6220.00 Golf	\$ 19,500.00	\$ 9,142.54	\$ 19,500.00	\$ 0.00

6240.00 Tennis

6241.00 Officials - Tennis	6,600.00	2,800.00	6,600.00	-
6242.00 Management Fee - Tennis	3,000.00	2,000.00	3,000.00	-
6243.00 Indoor Court Rental - Tennis	1,500.00	4,150.00	1,500.00	-
6247.00 Awards - Tennis	1,600.00	1,420.24	1,600.00	-
Total 6240.00 Tennis	\$ 12,700.00	\$ 10,370.24	\$ 12,700.00	\$ 0.00

6260.00 Cross Country

6261.00 Officials-XC	500.00	276.00	500.00	-
6262.00 Management Fee - XC	3,000.00	3,000.00	3,000.00	-
6263.00 Rental of Course - XC	400.00	400.00	400.00	-
6265.00 Computer Scoring - XC	3,200.00	3,300.00	3,000.00	200.00
6266.00 Supplies - XC	500.00	654.99	500.00	-
6267.00 Awards - XC	3,800.00	3,435.72	3,800.00	-
Total 6260.00 Cross Country	\$ 11,400.00	\$ 11,066.71	\$ 11,200.00	\$ 200.00

6280.00 Football Championships

6281.00 Officials - Football	10,400.00	14,418.84	12,000.00	(1,800.00)
6283.00 Rent of Dome - Football	12,000.00	21,116.81	50,000.00	(38,000.00)
6284.00 Team Expenses - Football	7,700.00	-	7,700.00	-
6285.00 Tournament Bands - Football	500.00	-	500.00	-
6287.00 Awards/Dist Champions - Football	2,800.00	2,868.44	2,800.00	-
6288.00 Tickets/Passes - Football	1,700.00	382.50	1,700.00	-
6290.00 Sub-State Losses	2,500.00	7,074.49	3,000.00	(500.00)
Total 6280.00 Football Championships	\$ 37,600.00	\$ 45,861.08	\$ 77,700.00	-\$ 40,100.00

6340.00 Combined B/A/AA Volleyball

6341.00 Officials - Combined B/A/AA Volleyball	23,500.00	26,789.52	-	23,500.00
6342.00 Management Fee - Combined B/A/AA Volleyball	10,000.00	10,000.00	-	10,000.00
6343.00 Arena Rent/Custodial Fee - Combined B/A/AA Volleyball	48,000.00	38,906.44	-	48,000.00
6344.00 Team Expenses - Combined B/A/AA	50,000.00	-	-	50,000.00
6345.00 Tournament Bands - Combined B/A/AA	150.00	-	-	150.00
6347.00 Awards - Combined B/A/AA Volleyball	4,800.00	4,854.00	-	4,800.00
6348.00 Tickets/Passes - Combined B/A/AA Volleyball	7,000.00	6,674.34	-	7,000.00
Total 6340.00 Combined B/A/AA Volleyball	\$ 143,450.00	\$ 87,224.30	\$ 0.00	\$ 143,450.00

6300.00 Volleyball "B"

6301.00 Officials - Volleyball "B"	-	-	9,500.00	-	9,500.00
6302.00 Management Fee - Volleyball "B"	-	-	3,000.00	-	3,000.00
6303.00 Arena Rent/Custodial Fee - Volleyball "B"	-	-	500.00	-	500.00
6304.00 Team Expenses - Volleyball "B"	-	-	17,000.00	-	17,000.00
6305.00 Tournament Bands - Volleyball "B"	-	-	300.00	-	300.00
6307.00 Awards - Volleyball "B"	-	-	1,600.00	-	1,600.00
6308.00 Tickets/Passes - Volleyball "B"	-	-	-	\$	0.00
Total 6300.00 Volleyball "B"	\$ 0.00	\$ 0.00	\$ 31,900.00	-\$	31,900.00

6320.00 Volleyball "A"

6321.00 Officials - Volleyball "A"	-	-	9,500.00	-	9,500.00
6322.00 Management Fee - Volleyball "A"	-	-	3,000.00	-	3,000.00
6323.00 Arena Rent/Custodial Fee - Volleyball "A"	-	-	500.00	-	500.00
6324.00 Team Expenses - Volleyball "A"	-	-	18,000.00	-	18,000.00
6325.00 Tournament Bands - Volleyball "A"	-	-	300.00	-	300.00
6327.00 Awards - Volleyball "A"	-	-	1,600.00	-	1,600.00
6328.00 Tickets/Passes - Volleyball "A"	-	-	-	\$	0.00
Total 6320.00 Volleyball "A"	\$ 0.00	\$ 0.00	\$ 32,900.00	-\$	32,900.00

6350.00 Volleyball "AA"

6351.00 Officials - Volleyball "AA"	-	-	9,500.00	-	9,500.00
6352.00 Management Fee - Volleyball "AA"	-	-	3,000.00	-	3,000.00
6353.00 Arena Rent/Custodial Fee - Volleyball "AA"	-	-	5,720.00	-	5,720.00
6354.00 Team Expenses - Volleyball "AA"	-	-	15,000.00	-	15,000.00
6355.00 Tournament Bands - Volleyball "AA"	-	-	300.00	-	300.00
6357.00 Awards - Volleyball "AA"	-	-	1,600.00	-	1,600.00
6358.00 Tickets/Passes - Volleyball "AA"	-	-	300.00	-	300.00
Total 6350.00 Volleyball "AA"	\$ 0.00	\$ 0.00	\$ 35,420.00	-\$	35,420.00

6370.00 Cheer & Dance

6371.00 Judges - Cheer & Dance	5,000.00	4,076.00	5,000.00	-	
6372.00 Management Fee - Cheer & Dance	2,000.00	2,000.00	2,000.00	-	
6373.00 Rent/Custodial - Cheer & Dance	1,000.00	1,000.00	1,000.00	-	
6374.00 Team Expenses - Cheer & Dance	7,000.00	-	12,000.00		(5,000.00)
6377.00 Awards - Cheer & Dance	2,600.00	2,652.04	2,600.00	-	
6378.00 Tickets - Cheer & Dance	300.00	-			300.00
Total 6370.00 Cheer & Dance	\$ 17,900.00	\$ 9,728.04	\$ 22,600.00	-\$	4,700.00

6380.00 Soccer

6381.00 Officials - Soccer	4,000.00	4,547.32	4,000.00	-	
6382.00 Management Fee - Soccer	1,500.00	1,500.00	1,500.00	-	
6383.00 Custodial Fee - Soccer	500.00	500.00	500.00	-	
6384.00 Team Expenses - Soccer	5,150.00	-	5,150.00	-	
6387.00 Awards - Soccer	1,300.00	1,358.00	1,300.00	-	
6388.00 Tickets - Soccer	250.00	-	250.00	-	
Total 6380.00 Soccer	\$ 12,700.00	\$ 7,905.32	\$ 12,700.00	\$	0.00

Total Athletics Expenses \$ 792,450.00 \$ 375,082.04 \$ 847,870.00 \$ (55,420.00)

SDHSAA

Fine Arts Expense Budget 2020-2021

	2019-2020 Budgeted	2019-2020 YTD + June Anticipated	2020-2021 Budgeted	2020-2021 (Increase) Decrease
6400.00 Student Council				
6401.00 SDSCA Executive Director Stipend	1,500.00	1,500.00	1,500.00	-
6402.00 Convention Meals	38,000.00	-	38,000.00	-
6403.00 Convention Room Rental	11,000.00	-	11,000.00	-
6404.00 Convention Guest Speaker	6,000.00	1,351.32	6,000.00	-
6405.00 Convention Shirts	6,500.00	-	6,500.00	-
6406.00 Convention DJ (HS)	4,000.00	-	4,000.00	-
6407.00 Convention DJ (MS)	800.00	630.00	1,000.00	(200.00)
6409.00 NFHS Transportation (Airfare)	4,000.00	-	0.00	4,000.00
6410.00 NFHS Adult Rooms (3 nights)	500.00	477.36	0.00	500.00
6411.00 NASC Transportation (Mileage)	1,000.00	27.22	0.00	1,000.00
6412.00 NASC Lodging	850.00	-	0.00	850.00
6413.00 NASC Meals	600.00	-	0.00	600.00
6414.00 NASSCED Transportation (airfare)	500.00	500.00	-	500.00
6415.00 NASSCED Lodging	450.00	450.00	-	450.00
6416.00 NASSCED Meals	100.00	100.00	0.00	100.00
6417.00 NDSCC Transportation (airfare)	300.00	-	0.00	300.00
6418.00 NDSCC Lodging	800.00	-	0.00	800.00
6419.00 NDSCC Meals	1,000.00	-	0.00	1,000.00
6420.00 SDSCA Board Travel	1,500.00	1,304.72	0.00	1,500.00
6421.00 Awards	0.00	-	400.00	(400.00)
6422.00 NASSCED Registration Fee	0.00	-	-	-
Total 6400.00 Student Council	79,400.00 \$	6,346.62 \$	68,400.00 \$	11,000.00
6450.00 Oral Interp				
6451.00 Judges - Oral Interp	10,000.00	9,548.84	10,000.00	-
6452.00 Management Fee - Oral Interp	200.00	200.00	200.00	-
6457.00 Awards - Oral Interp	3,000.00	2,245.70	3,000.00	-
6459.00 Programs - Oral Interp	2,000.00	1,057.00	1,500.00	500.00
Total 6450.00 Oral Interp	15,200.00 \$	13,051.54 \$	14,700.00 \$	500.00
6470.00 One Act Play				
6471.00 Judges - One Act Play	9,000.00	7,776.28	9,000.00	-
6472.00 Management Fee - One Act Play	1,800.00	2,140.09	1,800.00	-
6477.00 Awards - One Act Play	3,200.00	6,844.00	3,200.00	-
6479.00 Programs - One Act Play	2,100.00	1,265.00	1,500.00	600.00
Total 6470.00 One Act Play	16,100.00 \$	18,025.37 \$	15,500.00 \$	600.00
6500.00 Debate				
6501.00 Judges - Debate	14,000.00	9,441.96	14,000.00	-
6502.00 Management Fee - Debate	200.00	200.00	200.00	-
6507.00 Debate Awards - Debate	2,300.00	2,195.52	2,300.00	-
6508.00 NFHS Speech Award - Debate	80.00	78.50	80.00	-
6510.00 Computer (Joy of Tournaments) - Debate	200.00	225.00	200.00	-
6511.00 Computer Operator - Debate	200.00	200.00	200.00	-
6512.00 Extemp Draw Facilitator - Debate	50.00	50.00	50.00	-
Total 6500.00 Debate	17,030.00 \$	12,396.98 \$	17,030.00 \$	0.00

6540.00 All-State Jazz Band

6541.00 Guest Conductors - ASJB	8,600.00	-	8,600.00	-
6542.00 Rent/Custodial - ASJB	300.00	-	300.00	-
6543.00 Chairman/Site Expense - ASJB	250.00	250.00	250.00	-
6544.00 Audition Expenses - ASJB	1,000.00	1,000.00	1,000.00	-
6546.00 Music - ASJB	800.00	-	800.00	-
6547.00 Awards - ASJB	250.00	230.10	250.00	-
6549.00 Faculty Performance Session - ASJB	350.00	-	350.00	-
6550.00 Programs - ASJB	1,100.00	-	1,100.00	-
Total 6540.00 All-State Jazz Band	12,650.00	\$ 1,480.10	\$ 12,650.00	\$ 0.00

6610.00 All-State Chorus & Orchestra

6611.00 Guest Conductors - All-State Chorus & Orchestra	6,000.00	5,660.00	6,000.00	-
6612.00 Arena Rent/Custodial - All-State Chorus & Orchestra	40,000.00	25,653.40	30,000.00	10,000.00
6613.00 Chairman/Site Expense - All-State Chorus & Orchestra	1,800.00	1,100.00	1,500.00	300.00
6614.00 Audition Expense - All-State Chorus & Orchestra	13,000.00	8,333.19	10,000.00	3,000.00
6615.00 Piano - All-State Chorus & Orchestra	3,765.00	3,765.00	3,765.00	-
6616.00 Music - All-State Chorus & Orchestra	2,500.00	2,871.68	2,500.00	-
6617.00 Awards - All-State Chorus & Orchestra	1,700.00	1,665.90	1,700.00	-
6618.00 Tickets/Passes/Box Office - All-State Chorus & Orchestra		-		-
6620.00 Programs - All-State Chorus & Orchestra	3,400.00	3,989.00	4,000.00	(600.00)
6621.00 Sound System - All-State Chorus & Orchestra	1,000.00	3,552.50	4,000.00	(3,000.00)
Total 6610.00 All-State Chorus & Orchestra	73,165.00	\$ 56,590.67	\$ 63,465.00	\$ 9,700.00

6630.00 All-State Band

6631.00 Guest Conductor - All-State Band	5,100.00	529.49	5,100.00	-
6632.00 Arena Rent/Custodial - All-State Band	500.00	-	500.00	-
6633.00 Chairman - All-State Band	400.00	250.00	400.00	-
6634.00 Audition Expense - All-State Band	20,000.00	24,075.92	20,000.00	-
6636.00 Music - All-State Band	1,200.00	942.23	1,200.00	-
6637.00 Awards - All-State Band	1,000.00	824.57	1,000.00	-
6640.00 Printing - All-State Band	1,500.00	1,069.00	1,500.00	-
Total 6630.00 All-State Band	29,700.00	\$ 27,691.21	\$ 29,700.00	\$ 0.00

6650.00 Music Miscellaneous

6653.00 SDMEA Convention	\$ 500.00	-	-	500.00
Total 6650.00 Music Miscellaneous	500.00	\$ 0.00	\$ 0.00	\$ 500.00

6670.00 Journalism

6673.00 Journalism Convention	3,000.00	1,162.13	3,000.00	-
6674.00 Journalism Adjudicator	1,500.00	1,708.32	1,500.00	-
6675.00 Journalism Postage	200.00	86.59	200.00	-
6677.00 Journalism Awards	400.00	856.50	800.00	(400.00)
Total 6670.00 Journalism	5,100.00	\$ 3,813.54	\$ 5,500.00	\$ 400.00

6680.00 Visual Arts

6681.00 Judges - Visual Arts	6,000.00	0.00	6,000.00	-
6683.00 Rent/Repair - Visual Arts	4,000.00	0.00	4,000.00	-
6685.00 Gallery Reception - Visual Arts	1,200.00	0.00	1,200.00	-
6687.00 Awards - Visual Arts	1,500.00	1,092.32	1,500.00	-
Total 6680.00 Visual Arts	12,700.00	\$ 1,092.32	\$ 12,700.00	\$ 0.00

Total Fine Arts Expenses \$ 261,545.00 \$ 140,476.35 \$ 239,645.00 \$ 21,900.00

Total Budgeted Revenue	\$ 2,774,320.00
Total Budgeted Expenses G&A	1,624,346.57
Total Budgeted Athletics	847,870.00
Total Budgeted Fine Arts	239,645.00
Net Profit (Loss)	\$ 62,458.43



South Dakota High School Activities Association

804 North Euclid, Suite 102 • P.O. Box 1217 • Pierre, South Dakota 57501

Phone: (605) 224-9261 • Fax: (605) 224-9262

APPENDIX D

Site Selection Committee Recommendations

2019-20 Committee Members: Moe Ruesink- Sioux Valley (Chair), Randy Soma (Brookings), Casey Meile (Sioux Falls Public), Randy Marso (Brandon Valley), Barry Mann (Wakpala), Jared Vasquez (Rapid City Stevens), Terry Rotert (Huron), Gene Brownell (Aberdeen)

Basketball Sites (B Boys remain in Aberdeen)

Year	B Girls	A Girls	A Boys	AA Girls	AA Boys
2022	Watertown	Brookings (Frost)	Rapid City	Rapid City	Sioux Falls
2023	Huron	Sioux Falls Pentagon	Sioux Falls	Bkgs (Frost)	Rapid City

2023-24 Sites

Activity	Site	Dates
Boys A Golf	Rapid City (Hart Ranch)	Oct. 2-3, 2023
Boys AA Golf	Brandon Valley	Oct. 2-3, 2023
Girls A Tennis	Sioux Falls	Oct. 2-3, 2023
Girls AA Tennis	Sioux Falls	Oct. 5-6, 2023
Soccer	Brandon Valley	Oct. 14, 2023
Journalism	Spearfish- BHSU	Oct. 16, 2023
Cheer & Dance	Rapid City	Oct. 20-21, 2023
Cross Country	Rapid City	Oct. 21, 2023
Chorus & Orchestra	Sioux Falls	Oct. 27-28, 2023
Football	Vermillion	Nov. 9-11, 2023
Combined Volleyball	Rapid City	Nov. 16-18, 2023
Oral Interp	Harrisburg	Dec. 1-2, 2023
One-Act Play	Brandon Valley	Feb. 1-3, 2024
Gymnastics	Rapid City	Feb. 9-10, 2024
Combined Wrestling	Rapid City	Feb. 22-24, 2024
Debate & IE	Watertown	Mar. 1-2, 2024
Girls B Basketball	Rapid City Ice Arena	Mar. 7-9, 2024
Boys B Basketball	Aberdeen	Mar. 14-16, 2024
Girls A Basketball	Brookings (Frost Arena)	Mar. 7-9, 2024
Boys A Basketball	Rapid City	Mar. 14-16, 2024
Girls AA Basketball	Sioux Falls Pentagon	Mar. 7-9, 2024
Boys AA Basketball	Sioux Falls	Mar. 14-16, 2024
Visual Arts	Sioux Falls	Mar. 14-16, 2024
All-State Band	TBD	Mar. 21-23, 2024
SDSCA Student Council	Rapid City	Mar. 24-26, 2024
All-State Jazz Band/S. Choir	Aberdeen- NSU	Apr. 25-27, 2024
Boys A Tennis	Rapid City	May 13-14, 2024
Boys AA Tennis	Rapid City	May 16-17, 2024
Track & Field	Sturgis/Spearfish/RC	May 24-25, 2024
Boys/Girls B Golf	Mitchell	June 5-6, 2024
Girls A Golf	Vermillion	June 5-6, 2024
Girls AA Golf	Pierre	June 5-6, 2024

**** Subject to change pending Board action on changes to Athletic Handbook**

SDHSAA- Serving Students Since 1905

Board Chairperson – Mr. Moe Ruesink
Assistant Director – Ms. Jo Auch
Assistant Director – Mr. Brooks Bowman

Executive Director – Dr. Daniel Swartos
Assistant Director – Dr. John Krogstrand
Finance Director – Mr. Isaac Jahn



APPENDIX E

Basketball (*all carried with a vote of 8 “Aye”, 0 “No”, and 1 “Abstain”*)

- Change first allowable girls practices Monday Week 21, first allowable contest Friday Week 22.
- Change first allowable boys contest Thursday Week 23.
- Eliminate restriction on pre-wrap as a hair control device.
- Continue SoDak16 contests at neutral site for Class A and B, direct SDhSAA staff to select sites that are closer in proximity to the higher seed.
- Allow mercy rule in contests between AA and A or B by mutual agreement prior to the start of the contest.

Competitive Cheer/Dance (*all carried with a vote of 8 “Aye”, 0 “No”, and 1 “Abstain”*)

- Changes to safety scoresheet in Cheer and Dance.
- Cheer- Allow teams with two or fewer male competitors to compete in the Stunting/Tumbling Category. Teams with three or more male competitors must compete as a Co-Ed team. A minimum of four teams must compete for a Co-Ed team championship to be awarded.
- Cheer- Rubric changes and clarifications.
- Dance- Require one safety judge, with a recommendation of 4 performance judges during the regular season. State will have 1 safety judge and 4 performance judges.
- Class A Dance- Teams may compete in two categories and be considered for Grand Champion. During the regular season, teams may compete in three categories.

Football

- Class 11 AAA/AA/A- Change first allowable practice date to Monday Week 6. In 2020, this would be August 10 rather than August 13 under current guidelines. *Carried with a vote of 5 “Aye”, 3 “No”, and 1 “Abstain”.*
- Class 11B & 9-Man- Change first allowable practice date to Thursday Week 5. In 2020, this would be August 6 rather than August 10 under current guidelines. *Carried with a vote of 6 “Aye”, 2 “No”, and 1 “Abstain”.*
- Change the language of the current “Ten Percent Rule” for classifying teams playing as cooperatives to a “Twenty Percent Rule” to calculate a cooperative’s total enrollment. *Carried with a vote of 8 “Aye”, 0 “No”, and 1 “Abstain”.*
- 11AAA/AA- Implement a running clock rule, such that in any contest where the score differential is 35 points or greater after halftime, a running clock would be used for the remainder of the contest, to include the postseason. *Carried with 8 “Aye”, 0 “No”, and 1 “Abstain”.*

Golf (*all carried with a vote of 9-0*)

- AA- Day two championship pairings would implement a “combination system”, where the next eight best individual scores from athletes not on the top four teams after day one would be immediately before team leaders on day two.
- AA- Allow two coaches on-course coaching abilities.

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Gymnastics (*both carried with a vote of 9-0*)

- Top nine teams from each class will qualify to the state meet. The champion from each Region/State Qualifying Meet will advance to the state competition with the next seven highest scores from each class advancing as wildcards, regardless of region, creating the nine team qualifiers in each class.
- Remove all-around in-season qualifying standards. The All-Around division at the state meet will simply be those participants that qualified for state in each of the four events.

Soccer- the one proposal listed (switching seasons from fall to spring) was defeated on a 9-0 vote. As such, it does not need a second reading. However, it could be brought forward for a second reading a consideration for passage as a first reading.

Tennis (*all carried with a vote of 9-0*):

- During the regular season, the host school would have the option to play short sets as a match format.
- Allow “between point coaching”, with the coach outside the fends and on the same side of the court as their player(s).
- Rotate when Class A and AA will play their state tournament on a two-year rotation. Each class will complete a two-year cycle and then the classes will rotate dates for the next two-year cycle.

Track and Field/Cross Country:

- Require all schools to utilize athletic.net (a free service) for all result uploading, rosters, meet entries, result tracking, and meet information beginning with the 2020-21 school year. *Carried 9-0.*
- Allow for a “finals only” event in class A and B regions in the 100/110 hurdles if fewer than 16 individuals are entered. *Carried 9-0.*
- Class A and Class B utilize a “Top 24” performance standard for qualification in the State Track and Field Meet. *Carried with a vote of 7 “Aye”, 1 “No”, and 1 Abstain.*
- Implement Javelin as a SDHSAA standard event with Spring 2021 as a regular season only event, followed by a scored State Track and Field Meet event for Class AA in Spring of 22. Only rubber-tipped (non-metallic) javelins would be legal for SDHSAA competition. *Carried with a vote of 7 “Aye”, 1 “No”, and 1 “Abstain”.*
- Allow the 200m dash to be “reversed” in direction if agreed upon by the meet manager and meet referee, if the facility permits, and if the wind direction would be in favor of the switch. The State Meet would remain at the “common” finish. *Carried with a vote of 8 “Aye”, 0 “No”, and 1 “Abstain”.*

- Change the order of races at the Region and State Meets based upon the rotation of the 4x800m relay on an annual basis. On years where the girls 4x800m is held first, all track events would be run with the girls event first; on years where the boys 4x800m is held first, all track events would be run with the boys event first. *Carried with a vote of 9-0.*
- Beginning in Spring 2022, all three classes of the State Track & Field Meet will be held at a single site/venue over three days. A sub-committee will be formed during the 2020-21 school year to finalize schedule and logistic details. *Carried with a vote of 8 "Aye", 0 "No", and 1 "Abstain".*

Wrestling (*all carried with a vote of 9-0*):

- Increase the minimum number of duals to be wrestled for eligibility in the State Dual Championships from 8 to 10.
- Change the selection of teams for the State Dual Championships as follows:
 - Power Point system continues to be utilized.
 - At the end of the season, the top ten teams in each class by Power Points would be evaluated for the eight positions at the State Dual Championships, with the following criteria to determine seeding:
 - Head-to-Head
 - Common Opponents
 - Power Point Average
 - Last year's place at the State Dual Tournament
 - Last year's team place at the State Individual Tournament
 - Coin flip
- Amend the State Tournament schedule as follows:
 - Thursday Session 1- Individual First Round 10:00 AM
 - Thursday Session 2- Team Dual quarterfinals 3:30 PM
 - Thursday Session 2- Team Dual Semifinals to follow Dual Quarterfinals
 - Friday Session 1- Individual Quarterfinals/1st Rd WB; 10:00 AM
 - Friday Session 1- Individual 2nd Round WB; to follow opening round
 - Friday Session 2- Individual Semifinals; 3:30 PM
 - Friday Session 2- Team Dual Championships; to follow individual Semi's
 - Saturday Session 1- Individual 3rd Round WB; 10:00 AM
 - Saturday Session 1- Individual 4th Round WB; to follow opening round
 - Saturday Session 2- Individual 3rd/5th/7th Place Matches; 3:30 PM
 - Saturday Session 2- Individual Championships, to follow opening round
- Change the language in the SDHSAA Handbook to require that a minimum of five wrestlers be seeded in each weight class at Regions.
- Impose a December 1st annual deadline for Dual schedules to be posted on the SDHSAA website. After that date, no further dual events could be scheduled, and only SDHSAA Office approved changes or deletions could be made without a win/loss/forfeit being recorded.
- Require SDHSAA Dual events to utilize a Random Draw system as mandated by the NFHS Rule, where the starting weight for a dual would be determined at random.

- Hold a Girls Division at the State Individual Wrestling Championships beginning in 2020-21. The division would include four weight classes to be determined by certified weight by SDHSAA staff based upon enrolled participants weight certification. Each weight class would include the top eight seeded participants across the state, regardless of classification or Region. Track/Wrestling criteria would be used to assist in the development of divisions and seeds in the first year of competition.

In/Out of Season/AD Advisory

- Utilize a one-year classification cycle in 2021-22 to better align with neighboring states for classification, alignment, and scheduling purposes. *Carried with a vote of 9-0.*

Sports Officials Advisory (both carried with a vote of 9-0)

- Require Cross Country officials to complete an online rules meeting and exam during the Fall Sports testing/exam period on an annual basis. Fine structures would implemented comparable to other sports.
- Change the Officials Code of Ethics- Item #25 to read:
 - An official may not participate in a State Tournament in the classification that ~~may~~ involves his/her own children, ~~and/or~~ stepchildren, siblings or step-siblings as players. ~~statisticians, student managers, or cheerleaders.~~ The official may, however, participate in another classification at the State Tournament level. ~~Exceptions A)tennis will allow a parent to officiate where his or her own children and/or stepchildren are statisticians or student managers. B)Wrestling officials may not officiate in a combined state wrestling tournament in which his or her own children and/or stepchildren are players, statisticians, student managers, or cheerleaders due to the nature of the tournament.~~

FINE ARTS PROPOSALS FOR 2020-21 SCHOOL YEAR

Music

1. Music Handbook Changes:

- Mandatory Fall Region Music Meetings: still require all head music instructors to attend, but require attendance in-person or virtually.
- Make the following changes to Section 11.I of the All-State Chorus Handbook:
SPOT CHECK OF CHORUS MEMBERS: Mixed quartets (by number) will be auditioned by the Chorus Committee during the first rehearsal to check preparation. Auditions will be open only to the directors involved. In case of unpreparedness, the school will be rated as unsatisfactory and will be placed on “spot check probation”. A letter explaining the reason for the unsatisfactory rating will be sent to the school’s administration by the SDHSAA. The school will automatically be required to audition the next time they attend the All-State Chorus activities. With a successful audition and the recommendation of the Choral Committee, the school will be removed from the “spot check probation” list. The procedures, which will be followed in conducting the spot checks, are as follows:
 - 1) Forty quartets will be spot checked. All 40 quartets will be pulled from rehearsal and will not return until their portion of the spot check has been completed. **Any school that is on Spot Check probation will be included in the 40 total schools being spot checked.**
 - 2) Quartets will be randomly selected and announced by the SDHSAA at least 1 day prior to the first rehearsal.
 - 3) Quartets will be spot checked in each category and will be in a ratio equal to the number of quartets possible to participate in each category. The quartets to be spot checked at this year’s All-State Chorus will be selected in the following manner:
 - a) 18 quartets from schools bringing one quartet
 - b) 10 quartets from schools bringing two quartets
 - c) 3 quartets from schools bringing three quartets
 - d) 3 quartets from schools bringing four quartets
 - e) 6 quartets from schools bringing five quartets
 - 4) Four quartets will sing simultaneously with a Choral Committee member in front of and listening to each quartet.
 - 5) Any quartet whose preparedness is in question will be asked to sing by themselves for the entire Choral Committee.
 - 6) Quartets not passing the audition before the entire Choral Committee will be placed on "spot check probation".
 - 7) **Any school that fails a spot check twice in a row will be provided with a plan of assistance by the SDHSAA. This plan MUST be followed in order to be permitted to attend the next All-State Chorus event. If a school fails three spot checks in a row, they will not be permitted to participate in All-State Chorus for 1**

- year. A plan of assistance must be followed in order to become eligible again after one year of ineligibility.
- Change Section 6.3 of the All-State Jazz Handbook pertaining to All-State Jazz auditions: Recordings shall be submitted online. All auditions must be recorded by the student's band director or private instructor.

Committee Vote: 10-0 in Favor.

Discussion: Item 1 allows for virtual meetings in the event that directors are unable to attend the mandatory meetings in-person. Item 2 provides further clarification for All-State Chorus Spot Check procedures. Item 3 helps to ensure that all submitted auditions have been done accurately.

Staff Recommendation: Approve

Speech

1. **Debate Handbook Changes:** A Debate sub-committee Committee reviewed the entire Debate Handbook. All recommended changes can be reviewed on the attached copy of the updated Debate handbook. Major changes to debate are as follows:
 - Remove Policy Debate as an SDHSAA sanctioned event
 - Add Informative Speaking to the State Debate Tournament
 - All other changes can be viewed on the attached document.

Committee Vote: 8-0 In Favor.

Discussion: Changes in the handbook were made in order to align SDHSAA rules with NSDA rules. Policy Debate has been dropped due to a lack of participation in that style of debate at the State Tournament.

Staff Recommendation: Approve

2. **One-Act Handbook changes:** The Advisory Committee recommends the following changes:
 - Incorporate the use of a rubric for regional one-act contests (rubric can be seen in advisory minutes)
 - Change Article 4, Section 3.D: ~~A two-page MAXIMUM double-spaced concept paper explaining the marketing campaign strategy and approach to the design of the poster and press release content. The concept paper should identify the target audience for the marketing and discuss the designer's concept of the play~~

- ~~production-~~ A 2-minute maximum length video will be submitted to the SDHSAA which will detail the student's social media marketing strategy. The video will contain at least 3 examples of social media posts that the student would use in their marketing campaign.
- Change Article 10, Section 5: **ONE-ACT PLAY AWARDS DRESS POLICY**. Students receiving awards at the region contest or State Festival ~~must~~ **are strongly encouraged to** wear dress clothes, cast or State Festival shirts, or play costumes (**NO** caps, **NO** blue jeans).
 - Adopt "Death of a Salesman" as the 2020-21 Technical Theatre Contest prompt
- Committee Vote:** 8-0 in Favor.

Discussion: Item 1 will give schools better feedback from judges at regional contests. Item 2 is meant to make use of social media in the Theatrical Marketing contest, as this is a main method that is used in real life. Item 3 is a simple change to the awards attire policy. The committee agreed that Item 4 will be appropriate for the technical theatre contest.

Staff Recommendation: Approve

3. **Oral Interp Handbook Changes :** The Advisory committee recommends the following changes to the Interp Handbook:
- remove Article 5, Section 15.4.D "Limited stage movement shall be allowed. The narrator may move about and the compositional groupings may change."
 - Change Article 9, Section 6: **SPEECH ACTIVITIES AWARDS DRESS POLICY**. Students receiving awards at district or region contests or the State Festival ~~must~~ **are strongly encouraged to** wear "Competition Appropriate" Clothing.
 - Adopt "Magical" as the 2020-21 Storytelling Theme

Committee Vote: 8-0 in Favor.

Discussion: The committee agreed that the above recommendations are appropriate for SDHSAA Oral Interp contests.

Staff Recommendation: Approve

Journalism

No proposals for Journalism

Visual Arts

No proposals for Visual Arts

Student Council

No proposals for Student Council

MEDIA

No proposals for Media

SDHSAA MUSIC ADVISORY COMMITTEE – 2020 AGENDA

Zoom Meeting

Tuesday April 7, 2020

10:00am

1. Call meeting to order

The meeting was called to order at 10:04. Committee members present were Ben Koch, Ann Deckert, Phil Carlson, Kristin Schmeling, Mackenzie McKeithan Jensen, Jessica Perkins, Trisha Fisher, Ryan Stahle, Kim Burguier, Jeff Patzlaff and SDHSAA staff member, Brooks Bowman.

2. Additions to the agenda

There were no additions to the agenda.

3. Approve the minutes from the April 9, 2019 Annual Meeting

Motion: Kim Bruguier motioned to approve the minutes.

Second: Jeff Patzlaff seconded the motion.

The motion passed unanimously.

4. Calendar of Music Events for 2019-20

- a. All State Orchestra Audition Registration Due – September 22, 2020
- b. All State Chorus Registration Due – October 9, 2020
- c. All State Orchestra Auditions
 - i. Huron – Tuesday, October 13
 - ii. Rapid City – Tuesday, October 13 (evening) and Wednesday, October 14
 - iii. Tea Area High School – Thursday, October 15
- d. 2020 All State Chorus and Orchestra – October 30-31, 2020 – Sioux Falls
- e. All State Band Audition Registrations Due – December 15
- f. All State Band Auditions
 - January 15, 2020 – Aberdeen
 - January 16, 2020 – Brandon Valley
 - January 22, 2020 – Watertown
 - January 23, 2020 – Sioux Falls
 - January 29, 2020 – Pierre
 - January 30, 2020 – Rapid City
- g. State Music Education Conference – October 29 - 31, 2020 at the Denny Sanford Premier Center
- h. SD In-Service Music Conference at SDSU, Brookings – February 11-13, 2021
- i. All State Jazz Band Auditions Registration and Recordings Due – March 1st
- j. All State Band – March 25-27, 2021 – Location TBD
- k. Dates for Solo/Ensemble & Large Group Region Music Contest – February-May, 2020. **NOTE: The earliest date that a Region Contest can be held is Monday of Week 31 (February 1, 2021) the last day a Region Contest can be held is Wednesday of Week 45 (May 11, 2021).** Following their submission to the SDHSAA, the Region Contest dates will be posted on the SDHSAA website.

- I. All State Jazz Band – May 6 - 8, 2021 – Mitchell Performing Arts Center
- 5. Region Music Contests:
 - a. Discuss online region meetings
The committee discussed the option on holding region music meetings online.

Motion: Ben Koch motioned to still require head directors to attend fall region music meetings, but to require attendance either virtually or in person.

Second: Phil Carlson seconded the motion.

The committee still encourages attendance in person when possible.

The motion passed unanimously.

- 6. Items for All-State Music
 - a. Review the conductors submitted for All-State Chorus, Orchestra, Band and Jazz Band for the 2020-21 concerts (State Chairs will report)
Chorus - Dr. Mark Myers
Orchestra – Dr. Kevin Sutterland
Jessica Perkins discussed audition materials. She asked if the SDHSAA buy a blanket license for ASO audition material? Brooks will contact publishers to see what the cost would be.
Band – Aaron Perrine, Travis Cross
Jazz Band – Kris Berg, Adam Larson, Matt Niess
 - b. Review the audition report provided for All-State Orchestra
Brooks reviewed audition numbers. See attached reports.
 - c. Review the Audition report provided for All-State Band
Brooks reviewed audition numbers. See attached reports.
 - d. Review the Audition report provided for All-State Jazz Band
Brooks reviewed audition numbers. See attached reports.
 - e. Review the financial reports for All-State Chorus and Orchestra and All-State Band.
Brooks reviewed financial reports for ASC&O and ASB.
 - f. Reports from SDBA or SDMEA
SDBA – no report
SDMEA – cancelled 7th 8th festival choir. Conference performer/presenter applications due April 15th.
 - g. All-State Band, Jazz Band, and Orchestra Judging Personnel
ASB – The committee reviewed ASB judge survey results. By consensus, the committee decided to replace Grant Manhart with Bethany Amundson. If Bethany is unavailable, Brooks will contact Haley Armstrong.

ASO – All judges will be rehired.

ASJ – All judges will be rehired.

7. General Concerns brought up by the committee or directors:

a. Develop a formal policy for spot checks

1st fail – probation, required to spot check the next year.

Question – are probation schools included in the 40 quartets or on top of 40 quartets?

Only 40 schools spot checked. Probation schools thrown into pool of other 40.

Question – if a school is on probation and does not participate the following year(s), are they still on required to do a mandatory spot check when they return? Keep them on probation.

2nd fail – probation again. The SDHSAA will provide a plan of assistance that schools must follow in order to be eligible to participate.

Question – what is the consequence if they fail a spot check twice in a row?

If a school fails a spot check twice, they will be ineligible to participate the next year. A plan of assistance must be followed in order to become eligible again after one year of ineligibility.

By consensus the committee agrees to the policy as stated above.

b. Review Article 6, Section 1-5 and revise with non-gender specific titles

Replace girls vocal group and boys vocal group with “Like Vocal Group”

By consensus the committee agrees to the policy as stated above.

c. Review Parallel Program Rule

No changes recommended

d. Consider using NSU as ASB audition site in Aberdeen

No changes recommended.

e. Discuss rules for use of metronome in ASJ auditions

Ryan Stahle suggests that we ask judges about their preference. If a judge asks for the use of a metronome for recordings, allow the use of a metronome. If the judge does not require the use of a metronome, no metronome will be permitted.

By consensus the committee agrees to the policy as stated above.

f. Discuss rules for recording of students for ASJ auditions

After some discussion, the committee agreed by consensus that all ASJ auditions must be recorded by the student’s band director or private instructor.

8. Organization of the Committee Starting in 2020-2021
In order to adhere to the policies set forth in the SDHSAA Constitution and By Laws regarding the make-up of advisory committees, the SDHSAA staff will be recommending to the board that the Music Advisory Committee change to the following:
AA Band – rotating between West and East every term
AA Vocal – rotating between West and East every term
A/B Band - rotating between West and East every term
A/B Vocal - rotating between West and East every term
Orchestra Rep – ASO State Chairperson
Administrator Rep - rotating between West and East every term
9. Set Date for the 2021 meeting. ***Prior to the Music Advisory meeting, the members of the Committee should check their own school and region music calendars for conflicts such as region Large Group Contest dates, spring concert dates, school musical play dates, meeting dates, etc. (recommended date is April 12, 2021)***
10. Submit NFHS Music Association “Outstanding Music Educator” Award Nominations
Brooks will send out an email to all music instructors requesting nominations for this award.
11. Adjournment

The meeting was adjourned at 12:17

All-State Orchestra	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
1st Violin	35	40	40	32	37	44	43	35	35	47	39	37	41
2nd Violin	82	91	80	75	78	61	108	66	73	59	66	62	63
Alto Saxophone	0	0	0	0	0	0	0	0	0	0	8	0	0
Bass Clarinet	6	5	3	4	8	4	4	3	1	4	2	2	0
Bassoon	6	7	8	12	7	8	6	10	10	7	5	6	11
B-Flat Clarinet	23	27	20	21	18	20	22	24	31	29	23	22	24
E-Flat Clarinet	0	10	0	0	0	2	2	0	0	0	4	0	38
Cello	45	47	39	43	43	44	44	39	37	40	47	41	0
English Horn	1	2	1	2	0	3	3	3	1	0	1	0	0
Flute	22	32	29	21	27	24	22	21	19	23	19	19	20
French Horn	24	22	21	20	20	14	19	19	23	25	15	9	21
General Percussion	14	14	18	16	15	13	16	17	15	14	12	16	23
Harp	3	5	5	4	2	2	2	4	3	2	4	3	4
Mallets	7	4	10	0	4	7	17	13	2	0	9	7	0
Oboe	10	13	12	8	6	8	8	7	9	14	6	7	6
Piano	0	0	6	0	4	5	5	5	0	0	4	1	0
Piccolo	5	1	7	6	4	7	10	8	2	4	5	7	9
String Bass	20	19	22	28	24	26	18	17	21	17	14	14	22
Timpani	13	9	12	10	5	7	11	12	13	11	5	5	12
Trap Set	0	0	0	0	0	0	0	0	0	0	2	0	0
Trombone	19	21	17	18	22	20	23	17	18	17	14	14	14
Trumpet	30	32	27	24	23	21	21	15	20	22	17	17	22
Tuba	11	11	7	8	6	9	9	9	6	6	5	8	7
Viola	41	34	33	41	44	32	36	42	49	37	29	33	39
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
TOTAL	417	446	417	393	397	381	449	386	388	378	355	330	376

All-State Jazz Band	2014	2015	2016	2017	2018	2019	2020
Vibes	5	5	6	6	1	4	5
Drums/Traps	13	18	18	13	5	12	11
Electric Bass	13	12	9	8	9	9	11
Guitar	9	8	6	9	5	8	8
Piano	9	8	8	4	4	5	4
Trumpet	26	33	31	42	30	31	27
Alto Sax	22	26	20	20	21	24	23
Baritone Sax	12	12	12	9	10	10	10
Bass Trombone	5	5	5	5	3	5	4
Tenor Sax	15	14	17	14	12	11	13
Trombone	25	28	20	22	17	20	26
	2014	2015	2016	2017	2018	2019	2020
TOTAL	154	169	152	152	117	139	142

All-State Band	2007	2008	2009	2010	2011	2012	2013
Alto Sax	63	69	63	77	60	61	61
Baritone Sax	8	19	14	16	15	13	24
Bass Clarinet	15	16	15	19	20	22	19
Bass Trombone	0	0	0	0	0	0	0
Bassoon	12	8	9	15	10	14	14
Clarinet	106	99	93	88	117	99	99
Contra-Alto Clarinet	0	0	0	0	0	0	0
Contrabass Clarinet	6	3	3	2	5	7	8
Euphonium	24	24	24	25	21	27	21
Flute	87	73	88	93	96	89	78
Horn	49	38	48	39	41	42	35
Oboe	17	25	23	15	11	11	11
Percussion	59	59	64	56	62	59	73
Piano	0	0	0	0	0	0	0
String Bass	4	6	0	7	5	6	5
Tenor Sax	23	29	27	33	21	22	23
Trombone	73	60	61	57	51	52	44
Trumpet	110	101	91	84	74	73	74
Tuba	33	33	26	22	26	27	28
TOTAL Auditions	689	662	649	648	635	624	617

2014	2015	2016	2017	2018	2019	2020
52	58	66	87	72	65	58
18	17	17	22	21	17	16
24	17	17	18	17	17	18
0	0	1	3	1	2	3
14	12	12	9	8	12	13
102	100	104	110	94	92	97
0	0	0	0	0	3	0
7	5	1	6	4	0	0
24	22	24	32	28	33	32
88	87	87	111	92	90	89
43	44	44	43	46	29	34
11	13	13	19	15	15	10
62	61	51	84	62	63	56
0	1	4	2	4	7	5
3	7	5	10	9	7	7
21	21	24	28	24	24	23
45	42	46	57	48	55	53
99	82	86	77	100	94	89
27	24	29	28	22	22	20
640	613	636	670	667	647	623

2020 Speech Meeting Agenda – April 6, 2020 – 10:00am – Zoom Meeting Debate and Individual Events

The meeting was called to order at 10:01am

Members present were Natasha Karels, Tommy Merriman, Susan Oleson, Adam Rudebusch, Eric Martens, Michelle McIntyre, Kerry Konda, Joey Lore, and SDHSAA staff member, Brooks Bowman. Travis Dahle was also present.

1. Review minutes from March 12, 2019 meeting

Motion: Kerry motioned to approve the minutes.

Second: Adam Rudebusch seconded the motion.

The motion passed unanimously.

2. Dates for the 2020-21 Debate & Individual Events program
 - a. First Allowable Debate & Individual Events Competition – November 2, 2020
 - b. State Debate & I.E. Tournament - March 5-6, 2021 at Aberdeen HS
3. Dates and site for the 2022 State Debate Tournament - March 4-5, 2022 at Harrisburg
4. Review and discuss In-Season Participation Rule

Motion: Tommy Merriman motioned to change page 2, item D to state: **D. IN-SEASON**

PARTICIPATION RULE. Once a student reports for the school's Debate & Individual Events (Forensics) squad, the student can compete only at tournaments and contests as a representative of his/her own school's team. Participation on a "club" or non-school sponsored team is not permissible. However, a student can participate as an individual, not affiliated with a school in ~~non-team contests~~ **scholarship competitions such as, but not limited to**, the American Legion Oratory Contest, Voice of Democracy Contest, ~~etc.~~ Students will be permitted to participate in the NSDA Big Questions Debate and World Schools Debate qualifiers outside of the regular debate season.

Second: Kerry Konda seconded the motion.

Brooks Bowman will make changes in the General Speech Handbook as well.

The motion passed unanimously.

5. Discuss the future of Policy Debate in South Dakota – review sub-committee report
Travis Dahle reported on the sub committee's findings regarding policy debate. See report attached.

Motion: Kerry Konda made a motion to remove Policy debate as an SDHSAA sponsored event

Second: Tommy Merriman seconded the motion

The motion passed unanimously.

The committee reviewed and discussed the proposal submitted by Travis Dahle on behalf of the sub-committee. There was discussion over number of judges required.

Motion: Tommy Merriman made a motion to accept schedule changes for the state debate tournament, as proposed by sub-committee.

Second: Susan Oleson seconded the motion.

The motion passed 7-1, with Kerry Konda dissenting.

Motion: Kerry Konda motioned that class AA would have 3 rounds of IE, and Class A would follow sub-committee's guidelines for IEs.

Second: Tommy Merriman seconded the motion.

The motion passed unanimously.

6. Determine date for release of extemp topics prior to state tournament

Motion: Kerry Konda made a motion to release extemp topics 1 week before the state tournament.

Second: Tommy Merriman seconded the motion.

The motion passed unanimously.

7. Discuss the addition of Informative Speaking to the state tournament

Motion: Tommy Merriman made a motion to form a sub-committee to develop a proposal for adding Informative Speaking to the State Debate Tournament.

Second: Eric Martens seconded the motion.

The motion passed unanimously.

8. Discuss judging requirements

L-D and IE judges required to be increased by 1.

Motion: Tommy Merriman made a motion to increase the number of L-D and IE judges schools are required to bring to the state tournament by 1.

Second: Kerry Konda seconded the motion.

The motion passed unanimously.'

Motion – Kerry Konda motioned to remove all policy debate judging requirements from the handbook

Second – Eric Martens seconded the motion.

The motion passed unanimously.

9. Review Chapter 4, Article 1, Section 2 – Illegal Resources

No changes recommended.

10. Determine date for tournament entry form deadline

No changes recommended

11. Other items the committee would like to consider

- Dropping Huron as a host & possibly adding a West River school (page 4)

No changes recommended for Huron. If site selection wants to add a west river school, its ok.

- Hiring of State Debate Judges (page 6 - under management of state tournament)

Brooks will create google doc to share with debate coaches to show who has been hired. Brooks will reach out to coaches for additional judges needed. The SDHSAA will always try to get 21 hired judges.

- Electronic Retrieval usage (page 11)

Motion: Kerry Konda made a motion to create a sub-committee to review and revise the debate handbook to align with NSDA rules.

Second: Tommy Merriman seconded the motion.

The motion passed unanimously.

The sub-committee will also look at final round placings for IEs

- Use of laptops (page 11)
No changes recommended
- Update Extemp topics selection (page 14)
No changes recommended
- Electronic retrieval in extemp (page 14)
No changes recommended

2020 Speech Meeting Agenda - One-Act Play

1. Review One-Act Play Reports
 - a. Review the participation report from the February 2020 State Festival
10/17 AA Superior plays, 8/13 A, 7/16 B. 46 total plays at the State Festival.
2. Dates for 2020-21 One-Act Play contests:
 - a. First Allowable One-Act Play Competition: January 11, 2021
 - b. Class "B" & Class "A" Region Contests - January 18-21 & January 25-28, 2021
 - c. State Festival – February 4-6, 2021 at Brandon Valley
 - d. 2022 State Festival – February 3-5, 2022 at RC Central

3. EdTA partnership proposals

After some discussion, the committee did not recommend adding EdTA workshops or competitions to our state festival.

4. Discuss the implementation of a rubric for regional contests

Motion: Adam Rudebusch motioned to approve the use of a rubric for regional one-act contests.

See attached rubric.

Second: Joey Lore seconded the motion.

The motion passed unanimously.

5. Discuss creating a standard lighting plot that each regional and state site must use

After some discussion, the committee did not recommend adding a standard lighting plot for regional and state festival use.

6. Reports from Technical Theatre sub-committees

The committee reviewed the Theatrical Marketing contest guidelines. The sub-committee recommends replacing the required concept paper with a 2-minute video which details their social media marketing campaign strategy. The video will contain at least 3 examples of social media posts that the student would use in their marketing campaign.

Motion: Susan Oleson motioned to accept the changes proposed by the sub-committee.

Second: Joey Lore seconded the motion.

The committee suggested that no links be submitted. All video files should be sent to the SDHSAA.

The motion passed unanimously.

7. Other topics the committee members or schools wish to discuss

- AA schools compete to advance to state festival

Motion to table this item – Kerry Konda

Susan Oleson seconded the motion.

The motion passed unanimously.

- Awards attire policy

Motion: Adam Rudebusch made a motion to change the policy to state that “Students receiving awards at the region contest or State Festival ~~must~~ are strongly encouraged to wear dress clothes, cast or State Festival shirts, or play costumes (**NO** caps, **NO** blue jeans).

Second: Joey Lore seconded the motion.

The motion passed unanimously.

- Require at least 1 Superior winner from class A and/or B in tech theatre contests

Have one judge per class/per category.

Motion: Tommy Merriman motioned to hire one judge per class and per category to judge the 3 theatrical design contests.

Second: Susan Oleson seconded the motion.

The motion passed unanimously.

- Floor plan and lighting form at region contests

Motion: Adam Rudebusch motioned to no longer require schools to submit the regional floor plan and lighting form.

Second: Tommy Merriman seconded the motion.

The motion passed unanimously.

- Review page 6, article 6, section 6 – use of music

No changes we recommended.

8. Choose 2010-21 prompt for Technical Theatre Contest – 2020's theme was *The Pirates of Penzance*

Motion: Susan Oleson made a motion to approve Death of a Salesman, by Arthur Miller as the Technical Theatre Contest Prompt for the 2020-21 school year.

Second: Joey Lore seconded the motion.

The motion passed unanimously.

9. Selection of judges for 2021

By consensus, the committee agreed to allow the SDHSAA to select judges to be hired for the 2020-21 State Festival. A list of selected judges will be sent to the committee for approval before judges will be hired.

2020 Speech Meeting Agenda – Oral Interp.

1. Dates Scheduled for 2019

- a. Class “B” District Contest – November 2-5 & November 9-12, 2020
- b. Class “A” & “B” Region Contests November 16 – 19 & November 23 - 25, 2020
- c. 2020-2021 State OI Festival December 4-5, 2020 – Watertown
- d. 2021-2022 State OI Festival December 3-4, 2021 – Huron

2. Review Article 5, Section 15.4.D

Motion: Adam Rudebusch made a motion to remove Article 5, Section 15.4.D “Limited stage movement shall be allowed. The narrator may move about and the compositional groupings may change.”

Second: Michelle McIntyre seconded the motion.

The motion passed unanimously.

3. Consider AA competition to advance to state festival

Motion: Kerry Konda motioned to table this item.

Second: Michelle McIntyre seconded the motion.

The motion passed unanimously.

4. Discuss creation of a judge database for region chairs to use for hiring qualified judges

The SDHSAA will develop a database of certified judges which will be distributed to region chairs for use in hiring region contest judges.

5. Discuss awards attire policy

Motion: Adam Rudebusch motioned to adopt same verbiage as is used in the One Act Handbook regarding attire to be worn at awards ceremonies.

Second: Eric Martens seconded the motion.

The motion passed unanimously.

6. Storytelling theme selection – 2019's theme was ***Heroism***

Motion: Tommy Merriman motioned to approve "Magical" as the 202 Storytelling theme.

Second: Joey Lore seconded the motion.

The motion passed unanimously.

7. Selection of judges for 2020

By consensus, the committee agreed to allow the SDHSAA to select judges to be hired for the 2020-21 State Festival. A list of selected judges will be sent to the committee for approval before judges will be hired.

8. Other topics the committee wishes to discuss

Michelle discussed adding superior with distinction.

Motion: Adam Rudebusch motioned to add recognition of students receiving a perfect score from all judges. Superior with Distinction recipients will be recognized as such during awards ceremonies.

Second: Eric Martens seconded the motion.

9. SDHSAA Speech Advisory Committee – review

The SDHSAA recommends the following advisory committee assignments:

Debate Advisory Committee - 2 class AA reps, 1 class A rep, 1 administrative rep, and 1 at large rep.

Speech Advisory Committee – Class AA One-Act, Class A One-Act, Class B One-Act, Class AA Interp, Class A Interp, Class B Interp, 1 Administrative rep.

10. Discuss nominations for the 2020-21 NFHS Speech, Debate, and Theatre Outstanding Educator

Brooks will send out a nomination request to all coaches/directors.

11. Set date for next year's meeting.

No date was set for the 2020-21 school year.

12. Adjournment

The meeting was adjourned at 2:04pm

State Debate Changes

Lots to discuss

Background

Last year there was a proposal to end policy debate

After some discussions, it was assigned a committee to do some research and report back this year

Tasks

1. Determine if Policy Debate should continue to be a sanctioned event by the SDHSAA
2. Make schedule adjustments if needed
3. Make sweepstakes adjustments if needed

Initial comments

1st – Debate people hate change

2nd – we're slow to adapt

3rd – we need to be proactive sometimes

4th – we will never have 100% agreement – need to have strong support however!

Initial Results - will get into more detail with each

1. Eliminate Policy Debate as a SDHSAA Event
2. IF there are x number of entries we will add either 1 more IE round or 2 more debate prelim rounds for that event.
3. Schedule changes.
4. No changes to the way that sweeps are currently done.

Policy Debate

Near unanimous agreement – Policy Debate should end as a sanctioned event by the SDHSAA

Context: Last year–9 invitational tournaments in SD

2 – zero entries 3 – 4 entries (2 schools)

2 – 5 entries (3 schools) 1 – 6 entries (3 schools)

State – 8 entries/4 schools (2 entries never did CX)

Impact to the State Tournament

Opens up A LOT of time and judging requirements that are no longer needed (still need them for LD)

Asked about changing the schedule

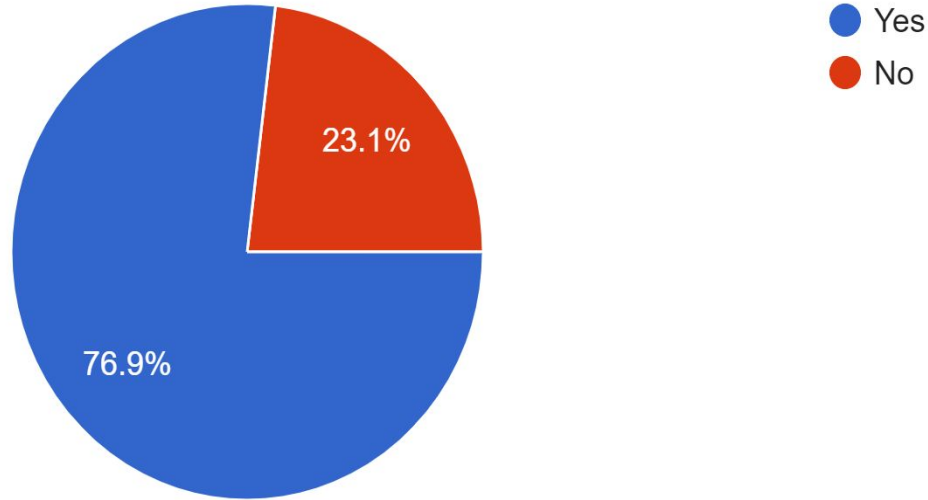
First asked about IF entries reached a certain number, would you support – got lots of feedback

Found a baseline and asked the following:

Adding Individual Event Rounds?

At the State Debate and IE Tournament, IF an individual event reaches 19 or more entries, there should be a 3rd PRELIMINARY round added (if there ...will only be 2 preliminary rounds of competition)

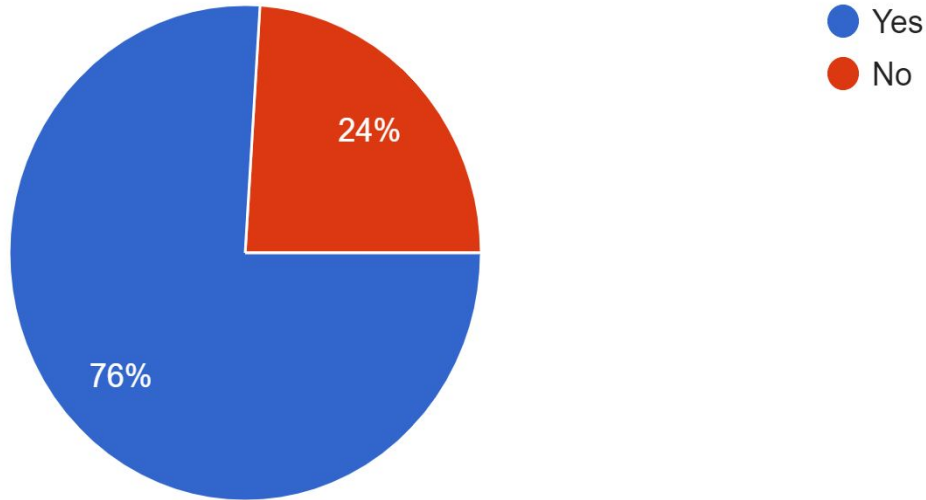
26 responses



Adding extra debate rounds

At the State Debate and IE Tournament, IF a Debate event reaches 16 or more entries, there should be a 4th & 5th PRELIMINARY round added (again...ill only be 3 preliminary rounds of competition).

25 responses



Extra Rounds

Only 3 schools in A & AA were opposed to the changes

Biggest concern – Judging

I'll address that as I go through the schedule

Schedule Changes - Friday

8:30 – Rd 1 of LD

9:30 – Rd 2 of LD

10:30 – Rd 3 of LD

All pre-set – ‘powered’ rounds start at round 4

Powering Rounds and determining out-rounds

At its basic level, 3-0 teams will face off against 3-0 teams, 2-1 against each other, 1-2 against each other and 0-3 teams against each other.

Rd 5 - 4-0's against each other, etc.

Out-rounds - all 3-2 teams or higher break.

Bracketing - Record, ballots, opp rec, opp ballot, coin flip

Schedule Changes - Friday

12:00 – IE rd 1 (draw at noon, speak at 12:30)

1:30 – IE rd 2 (draw at 1:30, speak at 2)

3:00 – IE rd 3 (draw at 3, speak at 3:30)

With three rounds, we might need to increase judge requirements some OR ensure more hired judges

Schedule Changes - Friday

4:30 – Rd 4 of LD

6:15 – Rd 5 of LD & Rd 1 of PF

7:30 – Rd 2 of PF

8:30 – Rd 3 of PF

The three PF rounds still only need the same number of volunteer community judges as previous years

(again, all 3 are pre-set rounds – ‘powered’ starts on Saturday with round 4)

Schedule Changes - Saturday

8:00 – Rd 4 of PF & Octo-finals of LD (if needed)

9:30 – Rd 5 of PF & Quarter-finals of LD

11:00 – Octo-finals of PF (if needed)/Semis of LD

12:30 – Quarter-finals of PF/**Finals** of LD

The volunteer judges will all be used for these PF rounds (maybe not $\frac{1}{4}$'s – up to host I suppose)

Schedule Changes - Saturday

1:30 – IE Finals

3:00 – PF Semi-finals

4:00 – PF Finals

5:15 – Awards

This allows us to really showcase the premier event of SD Debate – Public Forum – we can set these rounds up in large rooms/auditoriums

Sweepstakes

Don't need to change – yet

With the possible addition of IE or debate rounds
there will be some changes

However – the top teams will still have to have a
wide and deep team to compete for the top spots!

**SDHSAA One Act Play
One-Act Judges Evaluation Form**

Play _____

School _____

Rating System: S--Superior E--Excellent G--Good F--Fair

Circle your selection using the above ratings for each question. Circle N/A if a particular question is not applicable.

Interpretation

Is the director's interpretation consistent and well thought through?	S	E	G	F	N/A
Does the director's concept capture the playwright's intent?	S	E	G	F	N/A
Did the cast understand the director's concept?	S	E	G	F	N/A
Musical - Are the singers interpreting the songs (as opposed to merely singing the notes)?	S	E	G	F	N/A

Notes on interpretation:

Tempo, Rhythm

Did the play move smoothly?	S	E	G	F	N/A
Did the tempo/pace assist the mood of the play?	S	E	G	F	N/A
Was the tempo/rhythm in keeping with the playwright's intent?	S	E	G	F	N/A
Did the actors pickup lines/cues?	S	E	G	F	N/A
Were the non-speaking moments effective in the tempo/rhythm of the delivery of the play?	S	E	G	F	N/A
Was there "good energy" on stage?	S	E	G	F	N/A

Notes on tempo, rhythm:

Blocking, Composition, Picturization

Was the blocking interesting?	S	E	G	F	N/A
Was the stage used effectively?	S	E	G	F	N/A
Were attractive pictures created on stage?	S	E	G	F	N/A
Were different levels used?	S	E	G	F	N/A
Was the blocking natural and comfortable?	S	E	G	F	N/A

Notes on blocking, composition, picturization:

Characterization

Were the characters believable?	S	E	G	F	N/A
Was there depth in the development of each character?	S	E	G	F	N/A
Were the characters consistent?	S	E	G	F	N/A

Were the actors committed to their characters?	S	E	G	F	N/A
Were relationships established between characters?	S	E	G	F	N/A
Were the actors playing objectives rather than emotions?	S	E	G	F	N/A

Notes on characterization:

Ensemble

Did the ensemble exhibit teamwork and interaction?	S	E	G	F	N/A
Was the ensemble able to avoid any "star" personalities?	S	E	G	F	N/A
Was the ensemble used to its full potential?	S	E	G	F	N/A

Notes on ensemble:

Dance

Was the choreography interesting to watch?	S	E	G	F	N/A
Was the choreography within the capabilities of the cast?	S	E	G	F	N/A

Notes on dance:

Technical

Do the technical aspects of this production work to support the director's concept?	S	E	G	F	N/A
Do all the technical aspects of the production work together?	S	E	G	F	N/A

Notes on technical:

Lighting

Did the lighting enhance the overall appearance of the production?	S	E	G	F	N/A
Were the performance areas well defined by the lighting?	S	E	G	F	N/A
Were inappropriate shadows or poorly lit areas avoided?	S	E	G	F	N/A
Were the lighting cues on time?	S	E	G	F	N/A
Were gobos used with a valid purpose?	S	E	G	F	N/A
Musical - Did the lighting change to support the builds in the music and tempo changes?	S	E	G	F	N/A

Notes on lighting:

Set

Was the scenery attractive and engaging to look at?	S	E	G	F	N/A
Were the set pieces relevant to the story?	S	E	G	F	N/A
Was attention paid to a design concept?	S	E	G	F	N/A
Did the set design support the period of the play?	S	E	G	F	N/A
Did the set work for the delivery of the text?	S	E	G	F	N/A
Was the set well built and safe?	S	E	G	F	N/A

Notes on set:

Costumes/Makeup

Did the costumes support the concept and period of the play?	S	E	G	F	N/A
Were the costumes consistent in their design for the entire cast?	S	E	G	F	N/A
Were the costumes well made?	S	E	G	F	N/A
Did the makeup support the age and personality of the characters?	S	E	G	F	N/A
Was the makeup applied skillfully?	S	E	G	F	N/A

Notes on costumes, makeup:

Sound, Music

Did the sound/music support the mood of the play?	S	E	G	F	N/A
Could each character be heard?	S	E	G	F	N/A
Were the sound cues on time?	S	E	G	F	N/A
Musical - Did the musicians perform the songs well?	S	E	G	F	N/A

Notes on sound, music:

Overall Effect of the Production

Did all aspects of the production, technical and performance, work together to present a cohesive show?	S	E	G	F
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Notes on overall effect of the production:

Additional Notes:

Note: This form is to be used for evaluation purposes in the judging of shows at regions and state.

DEBATE & INDIVIDUAL EVENTS HANDBOOK 2020-21

**South Dakota
High School Activities Association**

Direct All Correspondence to:
SDHSAA
PO Box 1217
Pierre, South Dakota 57501
Telephone: (605) 224-9261
FAX: (605) 224-9262

Website: <http://www.sdhsaa.com>

Review information in the General Speech Handbook for regulations pertaining to all speech events.

DEBATE & INDIVIDUAL EVENTS GENERAL INFORMATION

IMPORTANT DATES

	2020-21	2021-22	2022-23
First Practice	Not Restricted	Not Restricted	Not Restricted
First Allowable Competition (Monday Week 18)	November 3	November 2	November 1
Intent to Participate Form (SP-7) due	January 20	January 20	January 20
Class “AA” & “A” State Tournament Forms (Tues. Week 35) Online Form due*	March 2	March 1	Feb. 28
Class “AA” & “A” State Tournament (Friday –Saturday, Week 35)	March 5-6 Aberdeen	March 4-5 Harrisburg	March 3-4

***NOTE: LATE ENTRY FEE – ONLINE entries electronically submitted after the deadline will be assessed a \$50.00 late entry fee.**

ORIGINAL ORATORY MANUSCRIPTS. A copy of all original orations that are listed as entries and reserved entries for the state tournament do not need to be submitted to the SDHSAA but must be immediately available for review at the tournament if requested.

MANDATORY DEBATE & INDIVIDUAL EVENTS RULES MEETING DATES:

Approximate date available online – August 15, ~~2020~~

Date to be completed – October 1, ~~2020~~

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A. PARTICIPATION FEES FOR DEBATE AND INDIVIDUAL EVENTS TOURNAMENT. Each school will be assessed a \$60.00 participation fee. This fee will be billed to your school and is due by May 1.

B. CONTEST LIMITATION FOR STUDENTS.

- A. SDHSAA “Debate Regulations” establish a 12-contest limitation for students during the Debate & Individual Events season: **“Exclusive of the SDHSAA State Debate & Individual Events Tournament and the National Speech & Debate Association district tournament, a student may compete in no more than 12 invitational forensic contests* in a season. Each school will be required to certify compliance with this regulation when entering students for the State Tournament.”**

***NOTE:** An “invitational forensic contest” is one that includes debate or debate and individual events.

- B. The “12 Contest Limitation” applies to all students who compete in either debate and/or individual events during the “debate” season.

C. CONTESTS HELD DURING N.S.D.A. QUALIFIER TOURNAMENTS. During the two weekends when the South Dakota NSDA Districts hold their district qualifier tournaments, only schools that are members of the district can enter a forensics tournament. Specifically, during the weekend of the Northern Tournament, only Northern NSDA schools can compete in forensics competition and only in their own district tournament. During the weekend of the Rushmore Tournament, only Rushmore NSDA schools can compete in forensics competition and only in their own district tournament. **(NOTE:** This rule also applies to Oral Interpretation competition that occurs during the forensics season following the State Oral Interpretation Festival.) An exception to this policy exists whereby SDHSAA member schools that are members of the Nebraska/Wyoming NSDA District can compete in one out-of-state forensic tournament during the weekends of the South Dakota NSDA district tournaments.

D. IN-SEASON PARTICIPATION RULE. Once a student reports for the school’s Debate & Individual Events (Forensics) squad, the student can compete only at tournaments and contests as a representative of his/her own school’s team. Participation on a “club” or non-school sponsored team ~~or as an individual~~ is not permissible. However, a student can participate as an individual, not affiliated with a school in ~~non-team contests~~ **scholarship competitions such as, but not limited to,** the American Legion Oratory Contest, ~~and~~ Voice of Democracy Contest, ~~etc.~~ Students will be permitted to participate in the NSDA Big Questions Debate and World Schools Debate qualifiers outside of the regular debate season.

E. SDHSAA INTERSTATE SPEECH COMPETITION SANCTION POLICY. Speech contests and tournaments that are held in other states during the school year must secure interstate sanctioning before SDHSAA member schools participate.

1. SANCTION REQUIREMENT FOR SPEECH COMPETITION.

- a. No competition will be held on Sunday.

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- b. Each school entered in the competition guarantees its membership is in good standing in its own state high school association.
- c. Each participant shall be eligible under the rules of his or her home state association.
- d. Awards shall be limited to those permitted by the state association with the most restrictive award rule.

2. **SANCTIONING OF BORDERING STATE COMPETITION.** In January 2000, the SDHSAA Board of Directors determined that competition that is held in states bordering South Dakota **is sanctioned** and no sanction form is required provided the competition is held within 300 miles of the South Dakota state border. ****[This rule only applies for physical travel and not digital competitions. Other sanctioning and rules apply such as no Sunday competition.](#)

3. **300 MILE OUT-OF-STATE TRAVEL RESTRICTION.** During the school year speech and debate contestants representing SDHSAA member schools must follow a 300-mile limitation (starting at the South Dakota border) when attending speech contests and tournaments held out-of-state.

300 Mile Exception: SDHSAA member schools are limited to one (1) interstate meet or tournament per year that exceeds 300 one-way miles from the South Dakota State border. If the competition is in a non-bordering state, the competition must receive interstate sanction from the SDHSAA. All Sanction requirements including the "No Sunday Competition" and the "No Interstate Competition on NSDA Qualifier Tournament Weekends" must be followed.

4. **COMPETITION DURING SUMMER MONTHS.** During the summer vacation period; there is no mileage restriction. Each SDHSAA member school shall decide whether their speech group(s) shall be allowed to travel during the summer vacation period.

F. INTERSTATE SANCTION DENIAL. All interstate sanctions for forensics contests scheduled to be held at the same time as the State Debate & Individual Events Tournament shall be denied.

G. SCHOOLS MAY ENTER ONLY INDIVIDUAL EVENTS. [Students may be entered in speaking events without involvement in debate. Students may be double entered in individual events, but can not be double entered in both extemporaneous speaking events.](#)

H. STATE TOURNAMENT FORMAT

- SDHSAA member schools with A.D.M. enrollments of 575 and above will compete in the Class "AA" State Tournament. Each "AA" school may enter up to two entries in each of the following events: Lincoln-Douglas Debate, Public Forum Debate, Original Oratory, [Informative](#) and U.S. or Foreign Extemporaneous.
- Class "A" schools are all schools with A.D.M. enrollments below 574.999. Class "A" schools may enter up to two entries in each of the following events: Lincoln-Douglas Debate, Public Forum Debate, Original Oratory, [Informative](#), and U.S. or Foreign Extemporaneous.
- [↓](#)

I. STATE DEBATE AND INDIVIDUAL EVENTS TOURNAMENT SCHOOL CLASSIFICATIONS.

Class "AA" Schools

Aberdeen Central	Harrisburg	RC Stevens		
Brandon Valley	Mitchell	Sioux Falls Lincoln	Sioux Falls Washington	Sioux Falls
Jefferson				
Brookings	Pierre	Sioux Falls O'Gorman	Watertown	
Douglas	RC Central	Sioux Falls Roosevelt	Yankton	

Class "A" Schools

Class "A" includes all schools other than those classified as "AA" that participate in debate or individual events.

[↓](#) **STATE TOURNAMENT PUBLIC FORUM DEBATE PROPOSITION.** The Public Forum topic to be debated at the State Tournament will be the February topic announced on or before January 1st by the National Speech & Debate Association. The topic will be announced on the NSDA website (www.speechanddebate.org).

[K](#) **STATE TOURNAMENT LINCOLN-DOUGLAS PROPOSITION.** The Lincoln-Douglas resolution to be used for the State Tournament shall be the proposition released by the National Speech & Debate Association for use in January/February.

[L](#) **STATE TOURNAMENT DRESS POLICY FOR AWARDS.** Students receiving awards at the State Tournament [are encouraged to](#) wear "Competition Appropriate" clothing.

[M](#) **STATE DEBATE & INDIVIDUAL EVENTS TOURNAMENT ROTATION AND TIME SCHEDULE.** Listed below is information about the rotation and the future dates and sites for the State Debate & Individual Events Tournament. **This is subject to change and is not final until contracts are approved by the SDHSAA Board of Directors.** The anticipated time schedule for this year's State Debate & Individual Events Tournament is on the next page.

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Deleted: J. —POLICY DEBATE PROPOSITION FOR 2019-20. The following proposition shall be used for the entire debate season:[↓](#)

POLICY DEBATE PROBLEM AREA[4](#)

Arms Sales[5](#)

POLICY DEBATE PROPOSITION[6](#)

Resolved: The United States federal government should substantially reduce Direct Commercial Sales and/or Foreign Military Sales of arms from the United States.

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STATE DEBATE & INDIVIDUAL EVENTS TOURNAMENT ROTATION FOR FUTURE DATES AND SITES

HOSTING COMMUNITIES:

Aberdeen	Yankton	Huron	Harrisburg
Mitchell	Watertown	Brookings	Sioux Falls O’Gorman

FUTURE DATES & SITES (Standard Calendar Week 35):

2020-21	Aberdeen	March 5-6, 2021
2021-22	Harrisburg	March 4-5, 2022
2022-23	Mitchell	March 3-4, 2023
2023-24	TBD	March 1-2, 2024

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NOTE: All students participating at the State Debate and Individual Events Tournament shall be accompanied by qualified staff personnel or will be prohibited from participating.

STATE DEBATE & INDIVIDUAL EVENTS TOURNAMENT SCHEDULE

March 6-7, 2020

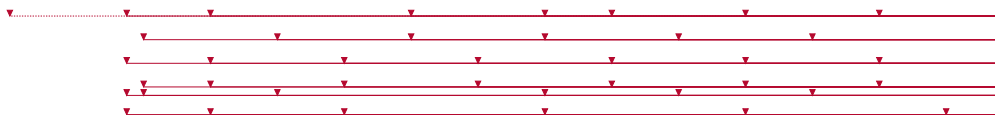
Huron High School, Huron, South Dakota **Friday March 5th, 2021**

7:30	Registration Opens
7:45 a.m.	SDHSAA Judges Breakfast Meeting at Aberdeen High School (SDHSAA hired judges only)
8:30	Lincoln-Douglas Debate: Round 1
9:30	Lincoln-Douglas Debate: Round 2
10:30	Lincoln-Douglas Debate: Round 3
12:00 p.m.	Extemp Draw: Round 1
	Original Oratory & Informative Speaking: Round 1
12:30	Extemp Speak: Round 1
1:30	Extemp Draw: Round 2
	Original Oratory & Informative Speaking: Round 2
2:00	Extemp Speak: Round 2
3:00	Extemp Draw: Round 3 (for any division that had at a minimum 19 entries)
	Original Oratory & Informative Speaking: Round 3 (for any division that had at a minimum 19 entries)
3:30	Extemp Speak: Round 3
4:30	Lincoln-Douglas Debate: Round 4 (for any division that had at a minimum of 16 entries)
5:45	Meeting of Evening Session Public Forum Debate Judges
6:15	Lincoln-Douglas Debate: Round 5 (for any division that had at a minimum of 16 entries)
	Public Forum Debate: Round 1
7:30	Public Forum Debate: Round 2
8:30	Public Forum Debate: Round 3

Saturday, March 6 (Judge strikes will take place 15 minutes prior to the start of the semi-final rounds in LD)

7:45 a.m.	Meeting of Morning Session Public Forum Debate Judges
8:00	Lincoln-Douglas Debate: Octo-Finals (if needed)
	Public Forum Debate: Round 4 (for any division that had at a minimum of 16 entries)
9:30	Public Forum Debate: Round 5 (for any division that had at a minimum of 16 entries)
9:30	Lincoln-Douglas Debate: Quarter-Finals
11:00	Public Forum Debate: Octo-Finals (if needed)
	Lincoln-Douglas Debate: Semi-Finals
12:30	Public Forum Debate: Quarter-Finals
	Lincoln-Douglas Debate: Finals
1:30	Extemp Draw: Finals
	Original Oratory & Informative Speaking: Finals
2:00	Extemp Speak: Finals
3:00	Public Forum Debate: Semi-Finals
4:00	Public Forum Debate: Finals

5:15 State Debate & Individual Events Tournament Awards Presentation



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8:00 Registration Opens

8:15 a.m. **SDHSAA Judges Breakfast Meeting at Huron High School (SDHSAA hired judges only)**

9:00 State Policy Debate: Round 1

→ 10:45... State Policy Debate: Round 2

→ 12:30 p.m. State Policy Debate: Round 3

→ 2:00... Extemp Draw: Class "AA" & Class "A" – Round 1

→ Original Oratory: Class "AA" & Class "A" – Round 1

2:30 Extemp Speak: Class "AA" & Class "A" – Round 1

3:30 Extemp Draw: Class "AA" & Class "A" – Round 2

→ Original Oratory: Class "AA" & Class "A" – Round 2

4:00 Extemp Speak: Class "AA" & Class "A" – Round 2

5:15 L-D Debate: Class "AA" & Class "A" – Round 1

5:30 Meeting of Evening Session Public Forum Debate Judges

6:15 Public Forum Debate: Class "AA" & Class "A" – Round 1

→ L-D Debate: Class "AA" & Class "A" – Round 2

→ L-D Debate: Class "AA" & Class "A" – Round 2

→ L-D Debate: Class "AA" & Class "A" – Round 3

8:00 Public Forum Debate: Class "AA" & Class "A" – Round 3

Saturday, March 7 (judge strikes will take place 15 minutes prior to the start of semi-final rounds)

7:45 a.m. **Meeting of Morning Session Public Forum Debate Judges**

8:00 State Policy Debate: Octofinals

→ L-D Debate: Class "AA" – Octofinals

→ L-D Debate: Class "A" – Quarterfinals

→ Public Forum Debate: Class "AA" – Octofinals

→ Public Forum Debate: Class "A" – Quarterfinals

9:30 Public Forum Debate: Class "AA" – Quarterfinals

→ Public Forum Debate: Class "A" – Semifinals

→ 10:00... State Policy Debate: Quarterfinals

→ L-D Debate: Class "AA" – Quarterfinals

→ L-D Debate: Class "A" – Semifinals

11:00 Public Forum Debate: Class "AA" – Semifinals

→ Public Forum Debate: Class "A" – Finals

→ 11:45... Extemp Draw: Class "AA" & Class "A" – Finals

→ 12:00... Original Oratory: Class "AA" & Class "A" – Finals

→ 12:15 p.m. Extemp Speak: Class "AA" & Class "A" – Finals

→ 1:15... Public Forum Debate: Class "AA" – Finals

→ State Policy Debate: Semifinals

→ L-D Debate: Class "AA" – Semifinals

→ L-D Debate: Class "A" – Finals

→ 3:00... State Policy Debate: Finals

→ L-D Debate: Class "AA" – Finals

5:00 State Debate & Individual Events Tournament Awards Presentation

→ (awards may begin before 5:00pm if rounds finish early)

CONTEST REGULATIONS FOR DEBATE & INDIVIDUAL EVENTS

CHAPTER 1 – GENERAL STATE DEBATE & INDIVIDUAL EVENTS REGULATIONS

ARTICLE I-STATE DEBATE & INDIVIDUAL EVENTS TOURNAMENT

MANAGEMENT AND CONTEST EVENTS

Section 1. MANAGEMENT OF STATE TOURNAMENT. Management of the state tournament is the responsibility of the SDHSAA Assistant Executive Director in charge of speech activities with the assistance of the Speech Advisory Committee members present at the state tournament. The Committee shall have the power to meet all unforeseen emergencies at the State Tournament.

Section 2. STATE TOURNAMENT ENTRY SUBMISSION. Schools entering the State Tournament MUST be registered online by Tuesday of Standard Calendar Week 35. (March 2, 2021). **Schools whose entry form is not electronically submitted on or before the submission deadline will be penalized by paying a \$50.00 late fee.**

Section 3. STATE TOURNAMENT CONTEST EVENTS.

A. Debate Events.

1. Lincoln-Douglas Debate
2. Public Forum Debate

B. Speech/Individual Events.

1. Extemporaneous Speaking. Extemporaneous Speaking at the State Tournament will be divided into two contest types:
 - a. United States Extemp with topics dealing with domestic issues.
 - b. International Extemp with topics of an international nature.
2. Original Oratory
3. Informative Speaking

Section 4. ENTRY LIMITS FOR STATE TOURNAMENT.

Students are not allowed to enter into two debate events at the State Debate Tournament.

A. LINCOLN-DOUGLAS AND PUBLIC FORUM DEBATE.

Each school entering the Tournament may enter:

1. Lincoln-Douglas - one or two debaters
2. Public Forum - one or two teams. (A team consists of two speakers.)

B. EXTEMPORANEOUS SPEAKING.

A school shall be entitled to enter one or two contestants in each Extemporaneous Speaking event:

1. United States Extemp
2. International Extemp

NOTE: No student is allowed to enter both Extemporaneous Speaking contest divisions at the State Tournament in the same contest year.

C. ORIGINAL ORATORY.

Each school may enter one or two Original Oratory contestants. Students are allowed to double enter in one extemp event or informative speaking and original oratory. **No student may enter in more than two individual events.**

D. INFORMATIVE SPEAKING.

Each school may enter one or two Informative contestants. Students are allowed to double enter in one extemp event or original oratory. **No student may enter in more than two individual events.**

Section 5. WITHDRAWAL FROM CONTEST NOTIFICATION AND PENALTIES. If a school finds it necessary to withdraw from the State Tournament after filing an "Intent to Participate" Form, such school shall notify the SDHSAA of its withdrawal **by February 21**. Failure to file such notice of withdrawal makes the school responsible for all participation fees it would have otherwise incurred. If a school is unable to give notice of withdrawal before the deadline due to weather conditions, the illness of contestants or some other act of God, a report should be filed with the SDHSAA as soon as possible. The report should provide an explanation of the circumstances for not notifying the SDHSAA of withdrawal from the Tournament.

Section 6. FINANCING THE STATE TOURNAMENT. The SDHSAA shall provide the financing for the State Tournament administrative expenses (including a limited number of SDHSAA hired judges). Each participating school is to provide its own meals, lodging, transportation, incidental expenses and **required judges.**

Section 7. ETHICAL BEHAVIOR, SCOUTING OPPOSING SCHOOLS, AND AUDIENCE CONDUCT DURING ROUNDS. Scouting of opposing teams or debaters during the **tournament** is considered highly unethical. It is also considered unethical conduct for any member of the audience or other participants to distract a speaker.

While an audience is always encouraged, members of an audience observing a debate during the State Tournament **shall not** be allowed to take notes. **Observers may not use electronic devices during the round.** Observers may only observe competition involving teams from their own school until such time as their school is eliminated from competition and then

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1. Schools may enter either one or two 2-person switch side teams.

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they may observe any round. **NOTE:** No debater/team still competing in the tournament can observe another debate in their event until they are eliminated from competition in the event.

Observers who exhibit distracting behavior during a round may be asked to leave the round by the judge(s).

Section 8. VIDEO TAPING, AUDIO RECORDING AND FLASH PICTURES. Except at the direction of the contest management, the use of flash cameras during a State Tournament round are prohibited.

Section 9. PROCEDURE TO FOLLOW IN THE EVENT OF A PROTEST. (Adopted: June, 2010)

Complete all of the following within 20 minutes

- Listen to Protest
- Search Debate and Individual Events rules for relevant information including potential penalties
- Consult judges
- Inform other affected coach/coaches that a complaint has been received and get relevant information
- Make decision
- Announce decision to coaches involved
- Inform coaches that a written protest must be made within 24 hours

If there is judge conflict following a debate round at the state tournament the ballot will be thrown out. If this results in a tie, both teams will be awarded a win for the round. The conflict would have to be known to the committee prior to the round finishing.

ARTICLE II – CONTESTANTS

Section 1. STUDENT ELIGIBILITY.

A. Students entered in invitational forensic contests, the National Speech & Debate District Tournament or the State Debate & Individual Events Tournament must meet all SDHSAA eligibility regulations.

B. Students in grades 7 through 12 may participate in the SDHSAA State Debate & Individual Events Tournament.

Section 2. IN-SEASON PARTICIPATION RULE. Once a student reports for the school's Debate & Individual Events (Forensics) squad, the student can compete only at tournaments and contests as a representative of his/her own school's team. Participation on a "club" or non-school sponsored team or as an individual is not permissible. However, a student can participate as an individual, not affiliated with a school in non-team contests scholarship competitions such as, but not limited to, the American Legion Oratory Contest, and Voice of Democracy Contest, etc. Students will be permitted to participate in the NSDA Big Questions Debate and World Schools Debate qualifiers outside of the regular debate season

Section 3. Students and teams in the State Tournament will be recognized by school name and team name.

ARTICLE III - STATE DEBATE & INDIVIDUAL EVENTS TOURNAMENT AWARDS POLICY

Section 1. SCHOOL AWARDS FOR THE DEBATE EVENTS.

- A. Championship and Runner-up plaques will be presented to the schools of the 1st and 2nd place Class "AA" and Class "A" Lincoln-Douglas debaters and Public Forum Debate teams.
- B. Semi-finalist plaques will be presented to the school of each team/debater eliminated in the Semi-Final round.

Section 2. INDIVIDUAL STUDENT AWARDS FOR THE DEBATE EVENTS.

- A. Individual trophies will be presented to the members of the 1st and 2nd place Class "AA" and Class "A" Lincoln-Douglas debaters and Public Forum teams.
- B. Bronze medals will be presented to the members of the semi-final Lincoln-Douglas debaters, and Public Forum teams.
- C. Antique Bronze medals will be presented to the members of each team/debater losing in the quarter-final round.

Section 3. AWARDS FOR STATE INDIVIDUAL EVENTS CONTESTS.

- A. Individual trophies shall be presented to the Class "AA" and Class "A" 1st, 2nd, and 3rd place speakers in each of the Extemporaneous Speaking events Original Oratory and in Informative Speaking.
- B. Antique Bronze medals shall be presented to the individuals placing 4th through 6th in the final round of each Extemporaneous Speaking event Original Oratory and in Informative Speaking.

Section 4. SDHSAA STATE TOURNAMENT SWEEPSTAKES AWARDS

- A. Championship and Runner-up Team trophies will be presented to the 1st and 2nd place sweepstakes teams in Class "AA" and Class "A". A 3rd place sweepstakes plaque will be awarded for class "AA" and class "A" as well.

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B. Sweepstakes points will be awarded for all entries from each school in each of the State Debate & Individual Events Tournament contests (Original Oratory, Informative Speaking, United States Extemp, International Extemp, Lincoln-Douglas Debate, and Public Forum Debate).

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C. Sweepstakes points will be calculated based the following points system:

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1. State L-D & Public Forum Debate

Each win = 6 points
Each loss = 3 points

2. Individual Events (prelim rounds)

1st place = 6 points
2nd place = 5 points
3rd place = 4 points
4th place = 3 points
5th place = 2 points
6th place or lower = 1 point

3. Individual Events (Final Rounds)

1st place = 12 points
2nd place = 10 points
3rd place = 8 points
4th place = 6 points
5th place = 4 points
6th place or lower = 2 points

D. Calculating Sweepstakes Placings

Due to not knowing how many rounds will occur each year based on entries and in order to ensure a balance between Debate and Individual events, the following sweepstakes calculations will be used:

1. Each teams' total sweepstakes earned in the Individual Events (Domestic Extemp, International Extemp, Original Oratory, Informative Speaking) will be added together. This total will then be divided by the total sweepstakes points that could potentially be earned. For example, in 2020, the most a team could have earned was 138 points. SF Washington earned 79 points, for a percentage earned of 57.25 out of 100.

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2. Each teams' total sweepstakes earned in the Debate Events (Public Forum Debate, Lincoln-Douglas Debate) will be added together. This total will then be divided by the total sweepstakes points that could potentially be earned. Example, in 2020, the most a team could have earned was 207 points. SF Washington earned 114 points, for a percentage earned of 55.07 out of 100.

3. The two percentages earned will be added together for a total score. In the examples above with SF Washington, their total would have been 112.32 out of 200. The top three teams in Class AA and in Class A will be awarded 1st, 2nd and 3rd place trophies.

4. Sweepstakes tie breakers are:

- The largest number of State Champions
- The largest number of 2nd place recipients
- The largest number of 3rd place recipients

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Section 5. SDHSAA STATE TOURNAMENT AWARDS POLICY. During the State Tournament, no awards will be given out prior to the official Awards Presentation session. Schools finding it necessary to leave the tournament prior to the awards session will need to make arrangements to pick up their awards at the SDHSAA office in Pierre.

CHAPTER 2 – STATE TOURNAMENT POLICIES REGARDING JUDGES AND JUDGING

ARTICLE I-JUDGE NEEDS AND CRITERIA TO JUDGE

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Section 1. PHILOSOPHY FOR ASSIGNING JUDGES. The philosophy being used in assigning judges is to use three judge panels for all rounds in both the Class "AA" and Class "A" Tournaments. The debate Championship rounds will use five judges.

A. **Lincoln-Douglas Exception:** Rounds I, II and III of Lincoln-Douglas Debate will be preset using three judge panels. To achieve three judge panels, judges may be piggy-backed to judge flights "A" and "B" in some preliminary rounds. **However, the Committee has the discretion to use single judge panels in the preliminary rounds (Rounds I – III) if necessary.** Three judge panels must be used in quarter-finals and semi-finals. Five judge panels will be used in the Championship rounds.

Section 2. CRITERIA FOR JUDGES.

- A. All State L-D Debate Judges must meet the requirement of having judged Lincoln Douglas Debate at two tournaments at the JV level or higher.
- B. Assistant coaches, hired, or volunteers, who judge at the State Tournament shall have graduated from high school at least two years prior to the current school year.
- C. It is desirable for schools to utilize competent lay judges (non-coach) for Public Forum Debate.
- D. All judges hired by the SDHSAA must complete the NFHS online course, "Adjudicating Speech and Debate", every three years.
- E. All judges and coaches judging Lincoln Douglas debate must have a paradigm completed on Tabroom.com specific to LD one week prior to the state tournament. If a judge fails to fill out a paradigm, doing so counts as a missed round and the school who hired the judge will be fined \$75.
- F. At least 24 hours before the tournament, SDHSAA will release the names of all judges listed to judge at the state tournament.

Section 3. STATE TOURNAMENT SCHOOL OBLIGATION JUDGE POLICY.

- A. **Debate Judges:** Schools are allowed to enter up to 4 total combined Lincoln Douglas debaters, and Public Forum teams with no more than two entrants in any event. In order to provide 3-judge panels, schools will be expected to meet the judge requirements listed below:

1. Each school that enter(s) (a) LD debater(s) must provide one judge for each LD debater entered who is available to judge all LD. *Note teams that provide more judges than needed results in fewer rounds for those judges.
2. 1 to 2 Public Forum teams: a team must provide 1 person who can judge public forum and list them on tournament registration and cannot be the same person as the LD judge.
3. Individual Events
a. 7-8 entries = 3 judges (can be the same as debate judges)
b. 4 entries = 2 judges (can be the same as debate judges)
c. 3 or fewer entries = 1 judge
5. Coaches Judging Obligations:
 - a. Head debate coaches are expected to judge in all preliminary debate events, but will be excused from the judging pool if their students are competing past the preliminary rounds. Unless their team is still competing in the final round, all head coaches are required to be available to judge if needed in the final round.
 - b. The State Tournament Committee may move judges across events as the situation warrants. If a judge was originally listed in Public Forum and was moved over into the LD pool, there is no fine if that judge does not have a paradigm on Tabroom.
 - c. Debate judges should also be competent to judge Individual Events.
 - d. All head and assistant coaches are expected to judge all events in which their school has entries.
 - e. Head coaches must register online for all events that they have students entered in.

- B. All judges (both school provided and those employed by the SDHSAA) are expected to remain available for the duration of the tournament.

- C. **Additional Public Forum Debate Judges:** The securing of additional Public Forum lay judges will be the responsibility of the school hosting the state tournament, and the South Dakota High School Activities Association.

ARTICLE II- JUDGING INSTRUCTIONS AND STATE TOURNAMENT BALLOTS

Section 1. JUDGE INSTRUCTION SHEET AND BALLOTS USED. In State Tournament debate and related forensic individual events, each judge shall be provided with an instruction sheet that contains the points he/she should consider to arrive at a decision.

- A. Public Forum Debate judges, in addition to the instruction sheet containing the points that should be considered in arriving at a decision, will be provided with a sample ballot.
- B. The ballot for each of the individual events will include the judging instructions for the contest event. The judges are not expected to prepare written notes or a critique of any of the speeches.
- C. **NO ORAL COMMENTS.** Judges will give no oral comments during or after any debates or round of individual events.

Section 2. INSTRUCTIONS FOR JUDGES.

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1. 5 or 6 individual event entries: -- 2 judges. These judges may also be judges for debate. ¶
2. 4 or fewer individual event entries: -- 1 judge. This judge may also be a debate judge. ¶

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Deleted: A. Policy and Lincoln-Douglas Debate Judge Instructions: In arriving at a decision, the Policy or Lincoln-Douglas judge shall consider the following points: ¶

1. The ability of each team/debater to interpret and analyze the proposition, discovering its meaning and boundaries and determining the main issues, reducing the question to the form of a logical brief. ¶
2. The ability of the teams/debaters to establish or overthrow a case by means of proof, involving skill in the selection and application of evidence. ¶

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A. Public Forum Debate Judge Instructions: In arriving at a decision, the Public Forum judge shall consider the following points:

1. **Analysis:** The ability to select, interpret, and explain the most important issues in the topic.
2. **Evidence:** Supporting arguments with facts and expert opinions.
3. **Reasoning:** The ability of the teams to reason logically, conclusively, and persuasively toward definite and valid conclusions.
4. **Crossfire:** Asking civil, relevant, brief questions to clarify the issues, support one's own case, and refute the opponent.
5. **Rebuttal:** Effectively countering the arguments of the opponent.
6. **Delivery:** Speaking persuasively in a pleasant, understandable style.

B. Extemporaneous Speaking Judge Instructions

1. A judge shall render a decision on the basis of the effectiveness with which a speaker handles his/her particular topic. The relative merits of the topics are not to be considered.
2. Each speaker shall be graded on his or her relative effectiveness as compared to other contestants. On the discussion proper, the speakers shall be graded between 75 percent and 100 percent. The poorest speaker should receive no less than 75 percent and the best speaker should receive no more than 100 percent. No two speakers are to be given the same final percentages.
3. In ranking contestants in extemporaneous speaking, the judges shall rank the contestants 1, 2, 3, 4, 5 and shall rank all other contestants 6.
4. As a basis for judging the effectiveness of extemporaneous speaking, the judges are required to observe chiefly the following points:
 - a. Ability to answer the question.
 - b. Organizing and outlining the material.
 - c. Originality of treatment.
 - d. Degree of conversational quality.
 - e. Effective use of voice and action in delivery.
 - f. Diction.
 - g. Making audience contact.

C. Original Oratory and Informative Speaking Judge Instructions

1. The decision of the judges shall be based upon these two factors:
 - a. **Composition of the speech.** In judging the composition of the orations, the judge shall consider the originality of the composition, the style, the structure, and any other factors that he/she deems pertinent.
 - b. **Presentation of the speech.** In judging the presentation of the oration, the judge shall consider the speaker's sincerity, poise, and audience contact; his/her control and effective use of the voice; his/her bodily action; and his/her application of all other principles necessary to a proper presentation of the oration.

c. Only Informative is allowed to use visual aids. students may or may not use visual aids within their Informative speech. If used, the student is expected to set up visual aids in an expedient manner. Students cannot use electronic equipment or any banned material (guns, controlled substances, etc.) as a visual aid, nor can they use live animals or another person. Visual aids should contribute to the audience's understanding, emphasize information, and provide a creative outlet that augments the content of the Informative speech. If a student has included a visual aid that is justified and interesting, then they likely have effectively incorporated a visual aid into their speech. Visual aids should be a very small part in considering ranking of students.

2. Each of the foregoing factors, composition and presentation, shall count 50 percent toward the final ranking of the oration. The poorest speaker should receive no less than 75 percent and the best speaker should receive no more than 100 percent. **No two speakers are to be given the same final percentage.**
3. In ranking the contestants in original oratory, the judges shall rank the top contestant 1, 2, 3, 4, 5 and shall rank all other contestants 6.

ARTICLE III- CHARACTER OF JUDGES AND RESPONSIBILITY TO MEET ASSIGNMENTS

Section 1. EXPECTATIONS, CONDUCT & INTEGRITY OF JUDGES.

- A. Judges employed by the SDHSAA for the State Tournament will be expected to maintain the highest standards of ethical conduct, integrity and behavior before, during and immediately following the State Tournament. The conduct and actions of a judge will not impair or prejudice their effectiveness as a judge. Such standards of conduct would include:

1. Making decisions based upon the rules for the debate or individual events contest being judged.

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2. Avoiding judging situations in which the judge could have a conflict of interest.
3. Judges shall arrive at their decisions independently from other judges and individuals.
4. Judges shall not consult with one another until their ballots are submitted to the contest management.
5. Judges shall direct any questions regarding contest procedure or interpretation of contest regulations to the committee conducting the State Tournament.
6. Judges shall not fraternize with any of the tournament contestants or give oral critiques or suggestions to speakers or teams.
7. Judges will be expected to dress in a professional manner befitting the occasion (Non-appropriate attire includes jeans, shorts and t-shirts).
8. Judges will be expected to report to all assigned rounds mentally alert and capable of listening to the round and making a sound judgment.

B. Following investigation of an alleged violation of the “Ethical Conduct Standards” (as listed above), if a judge has been found to have violated the ethical standards of the tournament, the judge could be denied part of his/her financial reimbursement or if the offense is deemed of a sufficiently serious nature, the judge could be suspended from the tournament.

Section 2. JUDGES MISSING ASSIGNED ROUNDS.

- A. If a school’s head coach, assistant coach or provided judge should miss an assigned round of debate or individual events during the State Tournament, their school will be assessed a \$75.00 fine for each round missed.
- B. Judges hired by the SDHSAA that miss an assigned round will be assessed a \$75.00 fee per round missed.

CHAPTER 3 – STATE TOURNAMENT POLICIES REGARDING DEBATE EVENTS

ARTICLE I-GENERAL REGULATIONS GOVERNING DEBATE

Section 1. UNPRINTED LETTERS ARE BARRED FROM DEBATE. In Lincoln-Douglas Debate and Public Forum, no speaker shall introduce into the debate the testimony of authorities, letters or written matter from experts, which has not appeared in print.

Section 2. COACHING DURING DEBATE FORBIDDEN. The debaters shall be separated from the audience and shall receive no coaching while the debate is in progress.

Section 3. TOURNAMENT TIMEKEEPERS. In the State Tournament, one judge shall be appointed to serve as timekeeper.

Section 4. DEBATE PREP TIME. Each team/debater will be allowed prep time between constructive arguments, cross-examination and rebuttal arguments. The total prep time allowed will be that established by the National Speech & Debate Association. **NOTE:** The allowable prep time is the total time for each side to use during the debate. If a team/debater uses more than a total of their allowable prep time, the excess time comes off the allotted time for that team’s/debater’s next speech.)

Section 5. TIME LOST THROUGH INTERRUPTION. Time lost through interruption, if unavoidable, shall be made good to the speaker.

Section 6. NEW ISSUES IN REBUTTAL. New issues cannot be introduced in rebuttal speeches.

Section 7. FORFEITURE RULE. There will be a 15 minute forfeiture rule for all rounds.

Section 8. ROUNDS THAT ARE FORFEITED. In a situation where a forfeit occurs, the forfeit will not be considered a bye, the win would be recorded and the team would be eligible for a bye later in the tournament.

ARTICLE II- REGULATIONS GOVERNING LINCOLN-DOUGLAS DEBATE SPEECHES AND STATE TOURNAMENT TOPIC

Section 1. ORDER AND LENGTH OF LINCOLN-DOUGLAS DEBATES. All Lincoln-Douglas debates will observe the following format:

Affirmative Constructive Speech	6 min.	Affirmative Rebuttal Speech	4 min.
Negative Cross-Examination of Affirmative	3 min.	Negative Rebuttal Speech	6 min
Negative Constructive Speech	7 min.	Affirmative Rebuttal Speech	3 min.
Affirmative Cross-Examination of Negative	3 min.	Prep Time	4 min

Section 2. STATE TOURNAMENT DEBATE TOPIC. The debate resolution to be used during the State Tournament shall be the one used for the January and February invitational tournaments taken from the NSDA.

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Section 7. ELECTRONIC RETRIEVAL USAGE IN DEBATE EVENTS. The use of non-networked computers will be allowed in all debate and individual events excluding those which are to be memorized. Laptop use is not mandatory. Those debaters and teams using laptops in debate rounds must adhere to the following “Guidelines for Laptop Use in Debate Events.” ¶

Section 8. GUIDELINES FOR USE OF LAPTOPS IN DEBATE EVENTS ¶

A. Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage the equipment. ¶

B. Computers with built in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment. ¶

C. Wired connections (Ethernet or phone) during rounds of competition are not permitted. ¶

D. Computers or other electronic devices may not be used to receive information from any sources (coaches or assistants included) inside or outside of the room in which the competition occurs. Internet access, use of email, instant messaging, or other means of receiving information from sources inside or outside of the competition room are prohibited. (This does not prohibit non-electronic communication between debate partners during prep time.) ¶

E. **Penalty:** Contestants found to have violated provisions A through C above will forfeit the round of competition. Contestants found to have violated provision D (above) will be disqualified from the tournament and will forfeit all rounds. ¶

F. **Availability of Evidence:** Contestants electing to use computers have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically, but must be provided in a format readable by the opposing team and the judge. ¶

G. Contestants electing to use computers have the responsibility for providing their own computers, batteries, extension cords, and all other necessary accessories. The tournament host will not be responsible for providing computers, printers, software, paper, or extension cords for contestants. ¶

H. Because public speaking decorum remains an important element in debate, all debaters are expected to stand at the front of the room facing the judge while speaking. ¶

I. Contestants choosing to use laptop computers and related equipment accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional speech time or prep time, should equipment failure occur. ¶

J. By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. ¶

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Section 1. TYPE OF DEBATE. State Policy Debate schools shall use the cross-examination debate style during the State Policy Debate Tournament. ¶

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ARTICLE III-REGULATIONS GOVERNING PUBLIC FORUM DEBATE SPEECHES

Section 1. TYPE OF DEBATE. The rules and customs of Public Forum Debate may be found at the NSDA website: www.speechanddebate.org.

Section 2. PUBLIC FORUM DEBATE TOPIC. The topic to be debated at the State Tournament will be the February topic that is used for the February invitational tournaments. The topic that will be debated will be announced on the NSDA by January 1.

Section 3. DETERMINING SIDES & SPEAKER ORDER. (COIN FLIP) The contest begins with a coin flip. The winner of the coin flip has one of three choices:

- Choose a side (Pro or Con) to advocate.
- Plan to begin the debate as 1st speaker or go second.
- Defer the first choice to the opposing team.

If the winner of the coin toss chooses side or speaker order, the other team gets the remaining choice.

Section 4. TYPE, LENGTH (TIME LIMITS) & ORDER OF SPEECHES.

Team A 1 st speaker	4 min	A1 summary	2 min
Team B 1 st speaker	4 min	B1 summary	3 min
Crossfire between A1 & B1	3 min	Grand Crossfire (All speakers)	3 min
Team A 2nd speaker	4 min		
Team B 2nd speaker	4 min	A2 final focus	2 min
Crossfire between A2 & B2	3 min	B2 final focus	2 min

ARTICLE V-STATE TOURNAMENT

ELIMINATION and PAIRING SYSTEM

DIRECTIONS FOR ELIMINATION and PAIRING ROUNDS

These directions will be followed in pairing Policy, Lincoln-Douglas, and Public Forum Debate

Section 1. PRELIMINARY ROUNDS “OPEN EVENT” PAIRING CRITERIA. If there are fewer than 6 teams/debaters in a debate division, the first three rounds of competition in that division will be an “Open Event” with rounds between the two classes. If “open event” pairing is necessary, the pairing philosophy will be to preserve as many rounds within each school’s own class as possible. Therefore, the first two rounds will be paired within class (i.e., Class “AA” against Class “AA” and Class “A” against Class “A”) the third round will be randomly paired.

Section 2. PAIRING ROUNDS I, II, AND III for Double Elimination when there are fewer than 15 entries in that division and event.

- Prior to the State Tournament, the SDHSAA shall randomly pre-draw the pairings for the first three rounds of debate. Each team/debater is guaranteed one affirmative and one negative round over the three preliminary rounds, with the exception of Public Forum which will conduct a coin flip to determine the sides.
- A team shall not debate its own counterpart, nor may schools debate each other twice in the same round. (See “Conflict Criteria” below.)
- Conflict Criteria:** In Rounds I, II and III, teams will be paired to avoid conflicts.
 - The meeting of two teams from the same school.
 - The meeting of two teams which have met previously.
 - The meeting of two schools which have met previously.
 - Schools debating each other twice in the same round.
- If it is not possible to pair the tournament, the conflicts may be waived in ascending order.
 - General Rule on Choosing Sides and Speaker Order: In LD Debate, each debater will be guaranteed one affirmative and one negative round in the preliminary rounds. In Public Forum, a coin flip is standard operating procedure at the beginning of each round, regardless of how many times teams and schools may meet during the tournament.

Section 3. PAIRING ROUNDS I, II, III, IV, AND V for Double Elimination when there are 16 or more entries in that division and event.

A. Pairing Presets (Rounds 1-3)

Preset rounds are sections with the following priorities in order:

- Avoid two entries from the same school debating each other
- Avoid entries debating each other more than once
- Avoid any entry in LD debating on the same side of the topic more than twice
- Avoid any entry drawing a bye (due to uneven numbers) more than once
- Avoid any entry debating more than one opponent from the same school
- Avoid any school drawing a bye (due to uneven numbers) more than once

B. Pairing Power-matched Rounds IV & V

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After round 3, entries are ordered or seeded by the following:

1. Highest number of rounds won
2. Highest total entry speaker points with highest and lowest ballots' scores dropped (drop the highest and lowest total team score in PF, not the lowest score of each speaker)
3. Highest total entry speaker points
4. Lowest average opponent seed
5. Coin flip/random number

C. Debates are assigned within brackets. All entries with the same win count are grouped in the same bracket. Pull ups begin with the top bracket (the most wins). In a non-side-locked round, which is all rounds in PF and odd numbered rounds in LD, pull ups are required either if numbers are uneven or there is no way to avoid scheduling a debate between entries from the same school or entries that have previously debated. In side-locked (even rounds in LD), pull ups are also required if the number of teams due to debate affirmative is not equal to the number due to debate negative. Until these conditions are met, pull up an entry or entries from the brackets below according to the following priorities in order:

1. Pull entries up only if they are due to debate the short side in a side-locked round
2. The pull up should not force a debate between entries in the same school
3. The pull up should not force a debate between entries that have previously debated.
4. The pull up should come from the nearest bracket possible
5. The pull up should have the worst (highest) average opponent seeding

Do not avoid pulling an entry up because they have been previously pulled up. Pull ups are re-seeded into their new bracket as they would be based on the tiebreakers other than win/loss. For example, if a pull up has the eight best high/low speaker points out of 12 entries in a bracket, they are given the eight position despite having fewer wins.

D. Pairing

Once the bracket has an even number of entries, schedule entries such that the entry with the best (lowest) SOP score debates the entry with the worst (highest) SOP score. Then the second best debates the second worst, and so on. SOP (Seed + Opponent Seed) scores are calculated by adding the seeding of the entry together with their average opponent seed up to that point in the tournament. Break this pattern of SOP as minimally as possible to avoid higher pairing priorities. In an event with an uneven number of entries, the bye goes to the worst SOP score overall that has not yet been awarded a bye. If two entries must debate against each other a second time in either preliminary or elimination rounds, in LD, the second debate must have sides reversed from the first debate. The following priorities should be used in pairing power matched debates:

1. Avoid two entries from the same school debating each other
2. Avoid entries debating each other more than once
3. Avoid any entry in LD debating on the same side as a previous round in side-locked rounds
4. Pair entries according to their position in the bracket as determined by SOP scores

Section 4. PROCEDURES TO DETERMINE BYES: All rounds that are randomly paired will use a random drawing for byes. Schools not having two entries in a debate event are not eligible for a bye in any pre-set rounds for that event.

- A. Byes may occur in rounds 4 and 5 (described in section 3) or in elimination rounds due to the seeding of entries based on preliminary results as described in Section 3. Due to the seeding process, it is possible for a team that receives a bye in the preliminary rounds to receive a bye in the first elimination round. No more than one (1) bye can be given to a school throughout the preliminary rounds of the tournament.
- B. A Bye will count as three ballots won for the team receiving the bye. A bye will not count in determining the strength of opposition when used in seeding.

Section 5. Elimination Rounds – Single Elimination

A. Eliminate all teams with a losing record after preliminary rounds.

B. Remaining teams will be seeded into an appropriate bracket as determined by the number of remaining teams. Options include an octo-final bracket for 9-16 teams remaining; a quarter-final bracket for 5-8 teams remaining; a semifinal bracket when four or fewer teams remain. The bracket will be viewable to head coaches in the tabulation room.

C. Teams will be seeded using the same seeding rules used for power matching as explained in Section 3. Teams will be placed in the appropriate bracket for the next round of competition. The highest seed will debate the lowest seed. In situations where an incomplete bracket exists, the top seeds will receive a bye to the next round. For example, if 13 teams break to the elimination round, the teams will be seeded into an octo-final bracket with seeds 1, 2, and 3 receiving a bye. Seed 4 would debate seed 13, seed 5 would debate seed 12, etc. First brackets will be released at 7:30pm, and the rest will be released as they become available.

D. Brackets would be maintained throughout the elimination portion of the tournament with the exception of the occurrence where two teams from the same school would meet before the final round.

1. The SDHSAA committee would be required to adjust brackets with the lower of the two seeds moving up one position into a higher seed to avoid the conflict.

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Win-loss ¶
Ballot count ¶
Strength of opposition as determined by opponents' win-loss percentage ¶
Random draw ¶

2. In the event the two teams from the same school are seeded next to each other, and the above adjustment would not work, the committee may move the lower seed down a position.
- E. All elimination rounds would be flip for sides except where two teams had met in a preliminary round. The teams would then meet on the opposite sides (except in Public Forum where a coin flip will always determine a side).
- F. It is possible for teams to meet in preliminary and elimination rounds before the final round.
- G. The winner of the majority of ballots in each debate advances, while their opponent is eliminated.
- H. **Semi-Final And Championship Round Judge Procedures:**
 1. A judging panel of three judges is to be used in the semi-final round.
 2. In **L-D Debate**: The committee will create a list of available judges from the judge pool of which a panel of five (in semifinal rounds) or seven (in the final round) judges with the fewest number of objections from the Criteria List below (sub-points 1-7) will be chosen at random. The coaches will be asked to agree on three. If, after three minutes, the coaches cannot agree, they may each strike one judge and the remaining three judges will be the panel.
 3. NOTE in Public Forum Debate: Due to the nature of the judge pool, unlike Policy Debate or Lincoln-Douglas Debate, coaches do not have the option to strike judges during elimination rounds of Public Forum Debate.

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ARTICLE VI – METHOD OF ASSIGNING JUDGES TO THE ROUNDS OF DEBATE AT THE STATE TOURNAMENT

Section 1. JUDGE PAIRING CRITERIA. When pairing judges with teams/debaters, the following criteria shall be considered:

- A. A judge may not judge a team/debater with whom they are affiliated, either by school, personal relationship, or other factors that would contribute to a major bias either for or against a team/contestant. The tournament committee is given the discretion to make such decisions.
- B. A judge may not judge a team/debater they have previously heard, unless the use of that judge is unavoidable. In **L-D Debate**, if a judge must hear a team/debater a second time, the team/debater should debate on the opposite side of the question.

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Section 2. JUDGE PAIRING MECHANICS.

- A. The philosophy being used in assigning judges is to use three judge panels in all rounds except for the final round which shall use five judges.
- B. Autopair will be used with preference of use going to judges hired by the SDHSAA.
- C. Committee members may not move judges once they are assigned unless it is to remove head coaches from the round.
- D. Manual judge assigning for public forum will be used to ensure that volunteer judges are in as many rounds as possible.
- E The criteria for moving the judge cards shall be as follows. *(NOTE: Whenever it becomes impossible to assign judges to a round without conflict, the criteria for the round will be waived in descending order.)*

Criteria to Move Judges - The judge cards should be moved if:

1. The judge has heard either school debate.
2. **L-D Debate**, The judge has heard either school on the same side.
3. The judge has heard a round between these schools.
4. The judge has heard both teams and given both teams a win.
5. The judge has heard both teams and given both teams a loss.
6. The judge has heard one of the teams.
7. The judge is "coded" for affiliation with one of the schools involved in the round.

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CHAPTER 4 –STATE INDIVIDUAL EVENTS CONTEST REGULATIONS

ARTICLE I- STATE EXTEMPORANEOUS SPEAKING POLICIES AND PROCEDURES

Section 1. EXTEMPORANEOUS SPEAKING CONTEST TOPICS. Topics will be selected from the NSDA Extemp topics that are released in January or February. A copy of questions will be released to all schools with entries in extemporaneous events the Wednesday before the state tournament.

Section 2. ILLEGAL RESOURCES. Speakers are prohibited from using resource materials produced by debate handbook companies for their speeches.

Section 3. DRAWING FOR TOPICS.

- A. The envelope containing the topics shall be opened just before the drawing for topics is to begin.
- B. The slips of paper on which the topics are written shall be placed face down on a desk or table.
- C. Thirty minutes before the contest is to begin, each contestant, at seven minute intervals and in the order in which he/she is to appear in the contest, shall draw three topics.
- D. A speaker will not speak on the same topic in more than one round. Should a speaker draw a topic on which he/she has previously spoken, he/she shall draw an additional topic.

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- E. After the contestants have drawn and selected their topic, they shall remain in the room until they are released by the chairperson to go to the contest room and give their speeches.
- F. After the contestant has drawn and selected his/her topic, no consultation is allowed.

Section 5. CONDUCTING ~~EXTEMP DRAW.~~

- A. The contestants shall be warned against spending too much time choosing the ideas for their speeches and not enough time planning how they are going to express those ideas.
- B. All contestants shall remain in the same room to prepare their speeches. They shall be under the supervision of the chairperson appointed to hold the drawings. Contestants shall not be permitted to use any previously arranged speeches and/or outlines, nor shall any contestants receive any assistance during the 30 minute prep-period preceding his/her speech.
- C. The judges of the contest shall be properly instructed as to the judging procedure and signing their ballots.

Section 6. TIMEKEEPERS. In the state contest, one judge shall be appointed to serve as the official (unless an alternate timekeeper is provided).

- A. The timekeeper will give time signals.
- B. Each judge shall be one of the official timekeepers at every round. The judge will keep a record of each contestant's time and submit this record to the committee managing the contest/festival. Time begins when the performance begins, either by the contestant's words or actions. The final time will be the average time of the three judges.

Section 7. TIME LIMITS.

- A. The **maximum time limit** for each extemporaneous speech shall not exceed seven minutes (plus a 30 second grace period).
- B. There is **no minimum time limit**. An entry will not be penalized if the speech is less than seven minutes.
- C. **Time begins** when the speech begins, either by the extemp's words or actions.
- D. The State Tournament Committee **must lower** the composite ranking by one position of any speech exceeding 7 minutes, 30 seconds.

ARTICLE II- STATE ORIGINAL ORATORY POLICIES AND PROCEDURES

Section 1. REQUIREMENTS. All original orations shall be subject to the following requirements:

- A. ~~Purpose: The general purpose of the speech is to persuade. Any other purpose such as to inform or entertain shall be secondary.~~
- B. All orations should be memorized and be presented from memory.
- C. The presentation time of each oration shall be limited to 10 minutes. (SEE: Article II, Section 3)
- D. The work must be original on the part of the student.
- E. The oration may be written on any subject that the student desires, but it must have a title.
- F. An oration may not contain more than 150 words of quoted material. ~~G. The student and coach assume all responsibility for meeting policies A-F and attest that the speech meets those guidelines.~~
- H. The oration must be available for review at the state tournament if requested.

Section 2. COMPLIANCE PENALTIES.

- A. Failure to abide by the foregoing requirements shall automatically eliminate the contestant and his/her oration from the contest for which he/she might otherwise be eligible. If a selection is not memorized, a student cannot be ranked first in a round.
- B. If it is discovered that the work is not original on the part of the student, all points earned by the student in Original Oratory of the State tournament and any awards that may have been won by the student will be forfeited. This may affect State Tournament Sweepstakes results.

Section 3. TIMEKEEPERS. Each judge shall be one of the official timekeepers at every contest, with a stopwatch or stop clock. The judges will keep a record of each contestant's time and submit this record to the committee managing the contest/festival. **Time begins** when the performance begins, either by the contestant's words or actions. The final time will be the average time of the three judges.

Section 4. ORIGINAL ORATORY TIME LIMITS.

- A. The **maximum time limit** for each oration shall not exceed ten minutes (plus a 30 second grace period).
- B. There is **no minimum time limit** (i.e., an entry will not be penalized if the oration is less than ten minutes).
- C. **Time begins** when the performance begins, ~~either~~ by the orator's words or actions.
- D. The State Tournament Committee **must lower** the composite ranking by one position of any oration exceeding 10 minutes, 30 seconds.

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→ "I certify that the attached oration is the original work of this student and that the oration contains less than 150 words of directly quoted material."

¶ Student → (Name of Student)

¶ Coach → (Name of Coach)

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ARTICLE III- INFORMATIVE SPEAKING

Section 1. REQUIREMENTS. All informative speeches shall be subject to the following requirements:

- A. Purpose: An informative speech is an original speech designed to explain, define, describe, or illustrate a particular subject. The general purpose of the speech is for the audience to gain understanding and/or knowledge of a topic. Any other purpose such as to entertain or to convince shall be secondary. The use of audio/visual aids is optional.
- B. Contest: This contest comprises only memorized speeches composed by the contestants and not used by them during a previous contest season.
- C. Subject: Effective speeches provide new information or perspectives on a topic, including those that are widely known. The responsibility for choosing a worthwhile topic rests with the contestant. A fabricated topic may not be used.
- D. Aids: Audio/visual aids may or may not be used to supplement and reinforce the message. If used, the audio/visual aids should enhance or support the message rather than distract from the overall effectiveness of the presentation. During the presentation, no electronic equipment is permitted. Electronic equipment is defined as any object requiring an electrical cord, battery, or solar power to operate it (projectors, cell phones, radios, iPads, computers, etc.). The use of live animals or any additional people as visual aids is not allowed during the speech. Items of dress put on and/or removed for illustration during the course of the presentation are considered costumes and may not be part of the contestant's presentation. Visual aids may not violate policies as dictated by local and state law (weapons, drugs, etc.) Contestants may not distribute items to the judges or audience before, during, or after the round. This includes but is not limited to food, objects, handouts, flyers, and promotional merchandise. The host school is not responsible for providing any facilities, equipment, including tables, chairs, or easels, or assistance in a contestant's use of visual aids.

Section 2. COMPLIANCE PENALTIES.

- A. Failure to abide by the foregoing requirements shall automatically eliminate the contestant and his/her informative from the contest for which he/she might otherwise be eligible. If a selection is not memorized, a student cannot be ranked first in a round.
- B. If it is discovered that the work is not original on the part of the student, all points earned by the student in informative of the State tournament and any awards that may have been won by the student will be forfeited. This may affect State Tournament Sweepstakes results.

Section 3. TIMEKEEPERS. Each judge shall be one of the official timekeepers at every contest, with a stopwatch or stop clock. The judges will keep a record of each contestant's time and submit this record to the committee managing the contest/festival. **Time begins** when the performance begins, either by the contestant's words or actions. The final time will be the average time of the three judges.

Section 4. INFORMATIVE TIME LIMITS.

- A. The maximum time limit for each informative shall not exceed ten minutes (plus a 30 second grace period).
- B. There is no minimum time limit (i.e., an entry will not be penalized if the informative is less than ten minutes).
- C. Time begins when the performance begins, either by the performer's words or actions. It does not include any setting up of visual aids.
- D. The State Tournament Committee must lower the composite ranking by one position of any speech exceeding 10 minutes, 30 seconds.

ARTICLE IV- STATE INDIVIDUAL EVENTS SECTIONING

Section 1. SECTIONING PROCESS.

- A. All contestants entered in the Individual Events competition will compete in two or three randomly paired preliminary rounds depending on the number of entries. Following the second or third preliminary round, the contest will break to a final round with the top six preliminary round contestants being scheduled in the final round.
- B. Sections should consist of six or fewer contestants. Sections larger than six are prohibited.
- C. In preliminary rounds, two students from the same school should not be in the same section unless unavoidable.
- D. The speaking order for contestants is random. Tournament committee should ensure that each student should speak in a different speaking position in each round. Speaking last in a section is considered a speaking position.

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1. Composite rankings from the two preliminary rounds. The composite rankings for each round are determined by the table in Article IV.¶

2. The cumulative total judge percentages from the two preliminary rounds.¶

3. In case of a tie for the final position that would advance more than seven students to the final round, the final round will consist of fewer contestants.¶

C. The model for the contest shall be as follows: The entries will be divided into sections with a variance of only one (NOTE: no more than 6 students in a section.) The object of Rounds I and II is to arrive at six contestants in the final round. The Committee shall have the power necessary to achieve the objective. ¶

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1. **Policy For Double Entries In Individual Events.** If a contestant is double-entered in individual events, this student is to be scheduled to create the least amount of conflict. All other contestants' positions in the speaking order of either contest will be determined by lot.

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ARTICLE V. TABULATING STATE INDIVIDUAL EVENTS CONTEST RESULTS

Section 1. Determining Final Rounds

The final round shall consist of six (6) contestants unless there is an unbreakable tie for 7. If there is a three way tie for sixth place going into finals, only 5 shall move forward into the final round. The following procedures will be used to determine which students advance out of the preliminary rounds using all six judge scores.

1. – Lowest Cumulative Speaker Rank using all 6 judges

If ties in cumulative rank bring the number to more than six (6), the following priority system shall be used to break ties:

2. – Judge preference starting with the most 1's, 2's, 3's and so forth.

3. – Reciprocals of all 6 judges

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Rank ... [5]

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Rank	1	2	3	4	5	6
Reciprocal	1	1/2	1/3	1/4	1/5	1/6
As a Decimal	1	.5	.33	.25	.2	.17

Then add these numbers and the contestant with the highest score is the best of the three, and the next highest score receives the next rank, etc

STATE EXAMPLE

	Ranks	Converts to	Total	Place
Speaker A	1 3 3 = 7	1.00 .33 .33	1.66	2nd
Speaker B	2 1 4 = 7	.50 1.00 .25	1.75	1st
Speaker C	3 2 2 = 7	.33 .50 .50	1.33	3rd

4. Highest Speaker Points 5. Head to head competition

Section 2. Determining State Tournament Awards. State Tournament Individual Events award will be based upon:

- Lowest cumulative ranking of the judges from the final round only.
- Judge preference.
- Reciprocals of the final round judge rank- see table above.
- Finals rankings plus preliminary rankings (9 judge rankings)
- Highest Speaker points.
- Seed entering finals.

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CHAPTER 5. ELECTRONIC RETRIVAL AND INTERNET USE

ARTICLE 1- COMPUTER/TABLET/SMART PHONE USE

Section 1- USE IN ROUND

- A. Contestants may use electronic devices (including laptop computers, tablets, and/or cell phones) to access the internet during debate and extemporaneous speaking rounds with the following conditions

1. Computers or other electronic devices may not be used to receive information for competitive advantage from non-competitors (coaches, assistant coaches, other students) inside or outside of the

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room in which the competition occurs. Information that would be restricted would include but not be limited to coach/nonparticipating competitor generated arguments, advice on arguments to run, questions to ask during cross examination, and other information not generated by the participating competitors.

2. Internet access may be used to retrieve files, exchange evidence and/or arguments, research arguments, and partner to partner communication. These electronic device guidelines do not limit communication between debate partners during the debate round.

B. Penalty: Contestants found to have violated these provisions will be disqualified from the tournament and will forfeit all rounds and sweepstake points in all events.

C. Availability of Evidence: Contestants electing to use computers have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically but must be provided in a format readable by the opposing team and the judge.

1. FLASHING/PROVIDING EVIDENCE- Evidence rules require that all students have evidence immediately ready to go when requested. If evidence is paraphrased, it is required that the competitor has the specific text from the original source which is being paraphrased clearly indicated and immediately available. If it takes teams more than one minute to find and send evidence that is requested, the team looking for the evidence must take preparation time to find it. Any reading of evidence produced at a team's request must be done within the requesting team's preparation time. A team may choose to drop the specific argument made with evidence that cannot be produced.

D. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords, and all other necessary accessories. Tournament hosts will not be responsible for providing computers, printers, software, paper, or extension cords for contestants. Host schools may provide wireless internet access, but will not guarantee that contestants will be able to gain access when needed.

E. Contestants choosing to use laptop computers and/or related devices accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional speech time or prep time, should equipment failure occur.

F. By choosing to use electronic devices in the round, debaters and other relevant parties are consenting to give tournament officials the right to search their devices in the event of a protest. The device may only be searched by tournament officials and must be restricted to files and/or electronic exchanges relevant to the protest. Failure to comply would result in the upholding of the protest. Debaters and coaches should be present as their device is searched. Debaters who do not wish to consent should not use electronic devices in the round.

Section 2- Audience Members

A. Audience members are not permitted to be on or using an electronic device during any round unless filming with permission from the tournament.

CHAPTER 6- EVIDENCE

Article 1- Evidence used in Debate Rounds

Section 1 Responsibilities of Contestants Reading Evidence

A. Evidence defined. Debaters are responsible for the validity of all evidence they introduce in the debate. Evidence includes, but is not limited to: facts, statistics, or examples attributable to a specific, identifiable, authoritative source used to support a claim. Unattributed ideas are the opinion of the student competitor and are not evidence.

B. Oral source citation. In all debate events, contestants are expected to, at a minimum, orally deliver the following when introducing evidence in a debate round: primary author(s)' name (last) and year of publication. Any other information such as source, author's qualifications, etc., may be given, but is not required. Should two or more quotations be used from the same source, the author and year must be given orally only for the first piece of evidence from that source. Subsequently, only the author's name is required. Oral citations do not substitute for the written source citation. The full written citation must be provided if requested by an opponent or judge.

C. Written source citation. To the extent provided by the original source, a written source citation must include: 1. Full name of primary author and/or editor 2. Publication date 3. Source 4. Title of article 5. Date accessed for digital evidence 6. Full URL, if applicable 7. Author qualifications 8. Page number(s)

D. Paraphrasing, authoritative source versus general understanding. If paraphrasing is used in a debate, the debater will be held to the same standard of citation and accuracy as if the entire text of the evidence were read. Paraphrasing may be used to shorten or clarify one specific portion of an original source. It should not be confused with general summary of an entire book, chapter, study, etc., which may only be used for information that is widely considered to be common knowledge. Paraphrasing focuses on a single idea, while summary focuses on a general concept.

Section 2 Availability of Evidence

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- A. In all debate events, for reference, any material (evidence, cases, written citations, etc.) that is presented during the round must be made available to the opponent and/or judge during the round if requested. When requested, the original source or copy of the relevant pages of evidence read in the round must be available to the opponent in a timely fashion during the round and/or judge at the conclusion of the round.
- B. Original source(s) defined. Understanding that teams/individuals obtain their evidence in multiple ways, the original source for evidence may include, but is not limited solely to, one of the following:
1. Accessing the live or displaying a copy of a web page (teams/individuals may access the internet to provide this information if requested).
 2. A copy of the page(s) the evidence is on, the page preceding, and the page following, or the actual printed (book, periodical, pamphlet, etc.) source.
 3. Copies or electronic versions of published handbooks (i.e., Baylor Briefs; Victory Briefs, etc.).
 4. Electronic or printed versions or the webpage for a debate institute or the NDCA sponsored Open Evidence Project or similar sites.
- C. Debaters, even if they have acquired the evidence other than by original research, are responsible for the content and accuracy of all evidence they present and/or read.
- D. Distinguishing between which parts of each piece of evidence are and are not read in a particular round. In all debate events, debaters must mark their evidence in two ways:
1. Oral delivery of each piece of evidence must be identified by a clear oral pause or by saying phrases such as "quote/unquote" or "mark the card." The use of a phrase is definitive and may be preferable to debaters. Clear, oral pauses are left solely to the discretion of the judge.
 2. The written text must be marked to clearly indicate the portions read or paraphrased in the debate. In the written text the standard practices of underlining what is read, or highlighting what is read, and/or minimizing what is unread, is definitive and may be preferable to debaters. The clarity of other means of marking evidence is left to the discretion of the judge.
- E. Private, personal correspondence or communication between an author and the debater is inadmissible as evidence.

Section 3 Definitions of Evidence Violations

- A. "Distortion" exists when the textual evidence itself contains added and/or deleted word(s), which significantly alters the conclusion of the author (e.g., deleting 'not', adding the word 'not'). Additionally, failure to bracket added words would be considered distortion of evidence.
- B. "Non-existent evidence" means one or more of the following:
1. The debater citing the evidence is unable to provide the original source or copy of the relevant pages when requested by their opponent, judge, or tournament official.
 2. The original source provided does not contain the evidence cited.
 3. The evidence is paraphrased but lacks an original source to verify the accuracy of the paraphrasing. If a student paraphrases from a book, study, or any other source, the specific lines or section from which the paraphrase is taken must be highlighted or otherwise formatted for identification in the round.
 4. The debater is in possession of the original source, but declines to provide it to their opponent upon request in a timely fashion.
- C. "Straw argument" A "straw argument" is a position or argumentative claim introduced by an author for the purpose of refuting, discrediting or characterizing it. Reliance on a straw argument occurs in a debate round when a debater asserts incorrectly that the author supports or endorses the straw argument as their own position.

Section 4 Procedures for resolving evidence violations

- A. Due to the fact that public forum debate uses lay judges the following procedures to challenge the evidence is to be used.
1. If the team cannot produce the evidence within the FLASHING/PROVIDING EVIDENCE Guidelines, that specific argument must be dropped.
 2. If the specific argument from the unproduced evidence is continued, a formal evidence challenge can be made.
 1. Note: Teams/individuals may question the credibility and/or efficacy of the evidence without a formal allegation that requires the round to end. Teams/debaters may make in-round arguments regarding the credibility of evidence without making a formal allegation or violation of these rules. Such informal arguments about the evidence will not automatically end the round, and will be treated by the judge in the same fashion as any other argument. Student can argue that the evidence should not be considered if the team can not produce it without making a formal challenge.

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3. Formal Evidence Challenge- At the conclusion of the round, if a team believes that nonexistent evidence was used in the round or a strawman argument was made, they have 10 minutes after the last ballot is recorded to submit a formal challenge. If the challenging team wins, the losing team forfeits all rounds. If the challenging team loses the challenge, they automatically lose the round and receive 0 sweepstake points for that round, and if they are still debating, they will lose the next round and their opponents both receive a win. ▲

1. B. Lincoln Douglas Debate If the judge determines that an entry has violated one of the rules (oral citation, written citation, indication of parts of card read or not read, use of private communication), the judge may at their discretion disregard the evidence, diminish the credibility given to the evidence, take the violation into account (solely or partially) in deciding the winner of the debate, or take no action. ▲

2. If a debater(s) commits an evidence violation for the use of a “straw argument” it will result in a loss for the debater(s) committing the evidence violation and indicate the reason for decision on the ballot. ▲

3. If debater(s) commits an evidence violation of “distortion” or have used “non-existent evidence” the offending debater(s) will lose the debate. Once a formal protest is filed, the challenged debater has 5 minutes to produce the evidence. ▲

a. If the tournament official determines that the allegation is not legitimate and that there is no violation, the team/individual making the challenge will receive the loss in the round and an automatic loss in the next round if they are still debating. Their opponents will both receive a win. ▲

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Evidence rules require that all students have evidence immediately ready to go when requested. If evidence is paraphrased, it is required that the competitor has the specific text from the original source which is being paraphrased clearly indicated and immediately available. If it takes teams more than one minute to find and send evidence that is requested, the team looking for the evidence must take preparation time to find it. Any reading of evidence produced at a team's request must be done within the requesting team's preparation time. A team may choose to drop the argument made with evidence that cannot be produced. ¶

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SDHSAA APPAREL POLICY FOR BOARD OF DIRECTORS AND STAFF

I. BOARD OF DIRECTORS AND STAFF BLAZER POLICY

Regular and Special Meetings:

- ❖ Two-day meetings: First day - Black blazer
 Second day - Business suit/sport coat
 June meeting - Attire is dressy casual
- ❖ One-day meetings: Black blazer
- ❖ Presentation of awards at state events held inside: Black Blazer
- ❖ Presentation of awards at state events held outside: SDHSAA jacket/wind shirt, sweater, or polo shirt

II. SDHSAA APPAREL PURCHASING POLICY

A. BOARD OF DIRECTORS:

First year issue— Apparel – Total of \$120.00

A blazer must be purchased through the SDHSAA group account and will be reimbursed at the group rate. Female Board Members may purchase a blazer through the SDHSAA group account OR purchase a blazer on their own to be reimbursed at the group rate.

Third year issue—total of \$95.00

B. EXECUTIVE STAFF, FINANCE DIRECTOR, AND TECHNOLOGY DIRECTOR:

Original issue—blazer and other apparel -Total of \$320.00

Thereafter—blazer as needed and \$200.00 annually for other association apparel

C. ADMINSTRATIVE ASSISTANTS:

Annually--\$170.00

Additional apparel may be purchased by any of the individuals; SDHSAA will pay a maximum of \$15.00 per logo for embroidery and shipping.

2020-2021 BOARD OF DIRECTORS CLOTHING ALLOWANCE:

➤ Michael Talley	\$120.00
➤ Marty Weismantel	\$120.00
➤ East-River At Large	\$120.00
➤ Dr. Jerry Rasmussen	\$ 95.00
➤ Randy Soma	\$95.00

POLICIES FOR BOARD OF DIRECTORS

2020-2021 MEETINGS- CHANGES MADE TO DATES ONLY

Six regular meetings and one annual meeting are scheduled for the 2020-2021 school year. Special meetings may be called as deemed necessary by the Chairman.

NOTE: All times listed are central time.

(NFHS WEEK 6) WEDNESDAY-THURSDAY, AUGUST 12-13, 2020 – PIERRE, SD

- Arrive on Wednesday, August 12, 2020, with room reservations at the Holiday Inn in Ft. Pierre for Wednesday, August 12, 2020.
- Strategic Planning Meeting at 10:30 a.m. on Wednesday, August 12, 2020. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Board dinner—5:30 p.m. on Wednesday, August 13, 2020.
- Regular meeting agenda to begin at 8:30 a.m. on Thursday, August 13, 2020. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Depart on Thursday, August 13, 2020.

(NFHS WEEK 18) WEDNESDAY, NOVEMBER 4, 2020 – PIERRE, SD

- Arrive on Tuesday, November 3, 2020, with room reservations at the Holiday Inn in Ft. Pierre for Tuesday, November 3, 2020.
- Regular meeting agenda begins at 10:30 a.m. on November 4, 2020 at the SDHSAA office building.
- Departure on November 4, 2020.

(NFHS WEEK 27) WEDNESDAY, JANUARY 13, 2021 – PIERRE, SD

- Arrive on January 12, 2021, with room reservations at the Holiday Inn in Ft. Pierre for Tuesday, January 12, 2021.
- Regular meeting agenda begins at 9:00 a.m. on January 13, 2021 at the SDHSAA office building.
- Departure on January 13, 2021.

(NFHS WEEK 35) WEDNESDAY, MARCH 3, 2021 – PIERRE, SD

- Arrive the evening of Tuesday, March 2, 2021, with room reservations at the Holiday Inn.
- Meeting held at the SDHSAA office building.
- Regular meeting agenda begins at 10:30 a.m. on March 3, 2021.
- Departure on March 3, 2021.

(NFHS WEEK 42) TUESDAY AND WEDNESDAY, APRIL 20-21, 2021 – PIERRE, SD

- Arrive on Tuesday, April 20, 2021, with room reservations at the Holiday Inn in Ft. Pierre for Tuesday, April 20, 2021.
- Annual Meeting held at the SDHSAA Office Building beginning at 11:00 a.m. on Tuesday April 20, 2021.
- Regular meeting will begin Tuesday April 20, 2021, thirty minutes following the Annual Meeting at the SDHSAA Office Building on April 20, 2021.
- Regular meeting will resume Wednesday April 21, 2021 at 8:30 a.m.
- Departure on April 21, 2021.

(NFHS WEEK 49) WEDNESDAY AND THURSDAY, JUNE 9-10, 2021 – PIERRE, SD

- Arrive on Wednesday June 9, 2021, with room reservations at the Holiday Inn in Ft. Pierre.
- Board dinner, with guests, at 6:00 p.m. on Wednesday, June 9, 2021.
- Regular Meeting held at the SDHSAA office building beginning at 8:30 a.m. on Thursday, June 10, 2021.
- Departure on June 10, 2021.

NOTE- all times listed are Central Time

2020-21 SDHSAA BOARD OF DIRECTORS MEETINGS

MEETING DATES	MEETING SITE	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/Dbl.
August 12-13, 2020	SDHSAA Office Building	Holiday Inn, Ft. Pierre (Aug. 12)	\$89.00
November 4, 2020	SDHSAA Office Building	Holiday Inn, Ft. Pierre (Nov. 3)	\$89.00
January 13, 2021	SDHSAA Office Building	Holiday Inn, Ft. Pierre (Jan. 12)	\$91.00
March 3, 2021	SDHSAA Office Building	Holiday Inn, Ft. Pierre (Mar. 2)	\$89.00
April 20-21, 2021	SDHSAA Office Building	Holiday Inn, Ft. Pierre (April 20)	\$89.00
June 9-10, 2020	SDHSAA Office Building	Holiday Inn, Ft. Pierre (June 9)	\$89.00

BOARD OF DIRECTORS RESERVATIONS FOR 2020-2021 EVENTS

DATE OF RESERVATION	EVENT	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/Dbl.
Sept. 30 – Oct. 1, 2018	Boys' "A" Golf	Sioux Falls – Quality Inn & Suites	95.00
Sept. 30 – Oct. 1, 2018	Boys' "AA" Golf	Brookings – Days Inn	89.00
October 3-6, 2018	Girls' Tennis	Rapid City - Ramkota	93.99
October 5-6, 2018	State Soccer	Rapid City – Ramkota	93.99
October 19, 2018	State Cross Country Meet	Sioux Falls – Holiday Inn Express	93.00
October 19, 2018	Competitive Cheer & Dance	Brandon Valley – Holiday Inn Express	129.99
October 28, 2018	All-State Chorus & Orchestra	Sioux Falls – Sheraton	111.00
November 7-10, 2018	State Football Play-Offs	Vermillion – Holiday Inn Express	55.00
November 14-17, 2018	Class B Volleyball	Sioux Falls - Sheraton	109.00
November 14-17, 2018	Class A Volleyball	Sioux Falls – Sheraton	109.00
November 14-17, 2018	Class AA Volleyball	Sioux Falls – Sheraton	109.00
December 1-2, 2018	State Oral Interp Festival	Aberdeen – Hampton Inn	104.00
February 1-3, 2018	State One-Act Play Festival	Brandon Valley-Holiday Inn Express	119.99
February 7-9, 2019	State Gymnastics Meet	Brookings – Fairfield Inn & Suites	55.00
February 20-23, 2019	State "B" Wrestling	Rapid City-Holiday Inn Rushmore	139.00
February 20-23, 2019	State "A" Wrestling	Rapid City – Holiday Inn Rushmore	139.00
March 2-3, 2018	State Debate and IE	Watertown – Hampton Inn	95.00
March 6-9, 2019	State Girls' "B" Basketball	Huron – Crossroads	87.99
March 13-16, 2019	State Girls' "A" Basketball	Sioux Falls – Sheraton	119.00
March 13-16, 2019	State Girls' "AA" Basketball	Rapid City – Ramkota	55.00
March 13-16, 2019	State Boys' "B" Basketball	Aberdeen – Ramkota	124.99
March 13-16, 2019	State Boys' "A" Basketball	Sioux Falls – Sheraton	119.00
March 13-16, 2019	State Boys' "AA" Basketball	Rapid City - Ramkota	55.00
March 24, 2018	All-State Band	Rapid City-Rushmore Plaza Holiday Inn	99.00
April 7, 2018	State Show Choir	Mitchell—Hampton Inn	104.00
April 28, 2018	All-State Jazz Band	Aberdeen – Hampton Inn	104.00
May 15-18, 2019	State Boys' Tennis Tournament	Sioux Falls – Holiday Inn Express	91.00
May 23-25, 2019	State Track & Field	Sioux Falls – Sheraton	124.00
June 2-3, 2019	State Boys' & Girls' "B" Golf	Mitchell – Holiday Inn Express	93.00
June 2-3, 2019	State Girls' "A" Golf	Aberdeen – Ramkota	111.99
June 2-3, 2019	State Girls' "AA" Golf	Watertown – Ramkota	111.99

II. BOARD OF DIRECTORS EXPENSES

Expenses for the Board of Directors members attending meetings or other authorized Association events shall be paid according to the following schedule:

1. **Transportation:** For each car driven, reimbursement will be paid according to current state mileage rates per each allowable mile traveled to, during and from the site of the meeting or event. The rate paid to the Board of Directors will automatically increase to the current state rate to coincide with the SDHSAA's fiscal year, beginning July 1. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available.
2. ***Meals:** In-State: Breakfast - \$9.00; Lunch-\$13.00; Dinner-\$16.00
Out-of-State: TBD as per current IRS allowable rates.
Note: There will not be any allowances for spouse meals unless previously announced or pursuant to the policy set forth in #7 below.
*Meals reimbursed without an overnight stay shall be reported as taxable income.

Meals (In State and Out of State)

When leaving before

5:31 a.m.

11:31 a.m.

5:31 p.m.

When returning after

7:59 a.m.

12:59 p.m.

7:59 p.m.

3. **Lodging:** Reimbursement of lodging will also include spouse for all Association events and functions. Since the SDHSAA must guarantee room occupancy, **each board member is individually responsible to telephone the motel/hotel and cancel the reservation for the date(s) that a sleeping room is not required.** Prior notification must be made to the SDHSAA office if not staying at the SDHSAA contracted motel/hotel. If not staying at the SDHSAA contracted motel/hotel, the board member will be reimbursed up to the contracted dollar amount of the SDHSAA contracted motel/hotel or the actual cost of the motel/hotel room as per the room receipt, whichever is less. Each board member will be guaranteed one (1) reserved room---additional room(s) must be secured by each individual board member.
4. **Gratuities:** Six dollars per day for gratuities when in-state.
Gratuities TBD when out-of-state—not to exceed allowable IRS rates.
5. **Expense vouchers:** All expense vouchers relating to Association events/business (board meetings, state events, summer meeting, etc.) **shall be turned in for payment within two weeks of the event/business for reimbursement.** Vouchers not turned in within the two week period will not be reimbursed.
6. **Stipend:** Board of Education members serving on the SDHSAA Board of Directors shall be paid a \$75 stipend per day for attendance at SDHSAA Board of Director meetings.
7. During the June Board of Directors meeting, the executive director shall make arrangements for dinner with spouses and invited guests.

III. NATIONAL FEDERATION CONVENTION

- A. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with board members, staff members, spouses, and others as invited guests.

- B. Airfare will be paid for each board member attending the summer meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current state rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.

NOTE: members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round-trip ticket should be based on the cost of a ticket from Pierre as of May 15th of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Car rental	Gas	Parking fee
Registration form	Hotel	Shuttle/cab	

- C. When a board member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- D. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- E. When part or all of the travel is by car, garage rental or airport parking space rental will be reimbursed at actual cost.
- F. Effective the 2013 NFHS Summer Meeting, board members will have the option of attending three (3) NFHS Summer Meetings during their tenure on the Board of Directors. Board members going off the Board following the June Meeting of the Board of Directors shall not attend the NFHS Summer Meeting at the expense of the Association.
- G. Miscellaneous travel expenses TBD on a yearly basis.

IV. LIABILITY INSURANCE

- A. Board of Directors members are covered by this policy. Coverage includes:
- 1) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or control.
 - 2) Property damage liability at events under the Association's jurisdiction, sponsorship and control.
 - 3) Auto Liability Insurance of secondary coverage in the amount of \$1,000,000 when driving personal car for Association business.
 - 4) Accidental Death/Trip Insurance \$250,000.

V. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS

Each Board of Directors member shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. The issuance of complimentary tickets/passes is contingent on the Board of Directors member actually attending the event. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

VI. OFFICER INDEMNIFICATION POLICY OF THE SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Section 1: The South Dakota High School Activities Association (hereinafter, the "Association" or the "SDHSAA") shall indemnify, protect and hold harmless any person who was or is a party or is threatened to be made a party to any pending, completed or threatened action, suit or proceeding, whether civil, criminal, administrative, legislative or investigative (other than an action against said person by or on behalf of the Association) by reason of the fact that he/she is or was a board member, officer or employee serving as a member of the SDHSAA executive staff against all expenses (including attorney fees), judgments, fines and amounts paid or to be paid in settlement, actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful. The termination of any such action, suit or proceeding by judgment, order, settlement, conviction, or probation upon a plea of nolo contendere or its equivalent, shall not, of itself, create any presumption or inference that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

Section 2: Any expenses (including attorney fees) incurred in defending such action, suit or proceeding may be paid by the Association in advance of the final disposition of such action, suit or proceeding upon receipt of a written agreement by or on behalf of the person seeking indemnity to repay such amount or amounts if it shall ultimately be determined that he/she is not entitled to be indemnified by the Association as authorized above.

Section 3: The indemnification provided above shall not be deemed exclusive of any other legal rights to which those seeking indemnity may be entitled under any policy of insurance, other agreement or provision of law, and shall continue as to a person who has ceased to be a board member, director, officer or employee serving as a member of the SDHSAA executive staff and shall inure to the benefit of the heirs, executors and administrators of such person.

Section 4: The Association may purchase and maintain insurance on behalf of any person entitled to indemnity hereunder, but no retention or deductible amounts contained in any policy of insurance shall impair or restrict the full right of indemnity provided herein.

Section 5: This indemnification policy shall be effective for all acts and/or omissions occurring on or after its adoption by the SDHSAA Board of Directors, and shall remain in effect until amended or terminated by resolution of the SDHSAA Board of Directors. Provided, however, no subsequent amendment or termination of this indemnification policy shall impair or restrict the rights of any person entitled to indemnity hereunder for acts or occurrences prior to the adoption of any resolution amending or terminating this indemnification policy.

VII. AWARD PROCEDURE TO BE FOLLOWED AT SDHSAA STATE CONTESTS & TOURNAMENTS

- 1) Corporate partners, if attending the awards ceremony, shall each be represented at the ceremony by only one individual.
- 2) The SDHSAA would ask that the individuals representing corporate partners shall be dressed appropriately for a state contest awards ceremony.

A. SDHSAA policy stipulates that:

- At all indoors awards ceremonies involving the championship series of awards or any award presentation in the evening, the SDHSAA staff members and members of the Board of Directors, shall wear black blazers.

- At all indoor non-championship series awards and all outdoors awards ceremonies (including the football championships), SDHSAA staff members and members of the Board of Directors shall wear SDHSAA sweaters, jackets or SDHSAA shirts.
- B. The SDHSAA would ask that corporate partner participants adhere to the following guidelines during awards ceremonies:
- At all indoor awards ceremonies involving the championship series of awards or any award presentation in the evening, the corporate presenters should be dressed in a sport coat or dress casual (no polo shirts, etc.)
 - At all indoor non-championship series awards and all outdoors award ceremonies (including the football championships), apparel such as polo shirts, sweaters, etc., are appropriate.
- 3) At their January 12-13, 2000 meeting, the SDHSAA Board of Directors adopted the following policy for awards ceremony procedure involving SDHSAA Board of Directors (and/or SDHSAA staff) and all corporate partners:
- A. Board of Directors (or staff) will hand out individual awards with the representatives of the corporate partners shaking the hand of each recipient.
 - B. During the presentation of team awards, the Board of Directors (or staff) will first greet and congratulate the head coach followed by the presentation of the team award by a representative of corporate partners.
 - C. Corporate representatives will alternate in the presentation of the team awards.

VIII. LIFETIME PASS

During the March 4, 2009, meeting of the Board of Directors, it was moved by Bryan Brewer, seconded by Doug Schooley, and passed unanimously to provide lifetime passes to all former members of the Board of Directors. The lifetime pass grants the cardholder whose name appears on the pass, along with a guest, the privilege of attending all SDHSAA sponsored state events free of charge. This pass does not provide the cardholder, or their guest, with a reserved seat, only admission to the facility. The lifetime pass shall not be honored at district or region contests held throughout the school year.

**POLICIES FOR EXECUTIVE STAFF, FINANCE DIRECTOR, and
TECHNOLOGY DIRECTOR
(Identified in this section as “Executive Staff”)**

Executive Director and Assistant Executive Directors

I. EMPLOYMENT OF STAFF

- A. An Executive Staff position is one which requires the employee to work directly with secondary school administrators, athletic directors, boys/girls athletic coaches, music, speech, journalism and student council director’s et.al. in matters related to member school athletic and non-athletic programs.
- B. Whenever an Executive Staff position is open, the Executive Director is to notify the Board of Directors of the opening. All vacancies shall be advertised to the SDHSAA membership and other appropriate parties.
- C. Each applicant will be considered on his/her own merit as a condition of employment, and will not be discriminated against because of race, creed, color, age, sex, gender identity, or physical handicap.
- D. The appointment of the Executive Director and Assistant Executive Directors shall be the responsibility of the Board of Directors.

II. EXECUTIVE STAFF CONTRACTS

- A. Contracts shall be for one year or at the discretion of the Board of Directors.
- B. New contracts may be issued prior to the expiration date of existing contracts. The effective dates of the new contract will coincide with the SDHSAA fiscal year. (July 1 - June 30).
- C. Contracts for employment of Executive Staff members shall have terminal dates consistent with the fiscal year and shall be binding upon both parties, except by mutual consent, and the term of the contract, subject to the provisions of resignation, dismissal, and/or retirement policies.

III. DISMISSAL PROCEDURE

- A. An Executive Staff member may be dismissed immediately for plain violation of contract, gross incompetence, immorality, insubordination, or conduct unbecoming an employee of the SDHSAA. Reason/s for dismissal is to be presented to the Executive Staff member in written form.
- B. Executive Staff members shall have the right to reply to such charges in a hearing. Said hearing shall be in closed session before the Board of Directors. The employee may be represented by legal counsel of his/her choice.

IV. OFFICE HOURS

- A. Regular office hours shall be Monday through Friday, 8:00 a.m. to 4:30 p.m. exclusive of paid holidays. Staff members are entitled to a one-hour lunch break. These hours pertain to the months of September through May.
- B. From Monday of week 49 (June 8, 2020) to Friday of week 4 (July 31, 2020), the regular office hours shall be Monday through Thursday, 8:00 a.m. to 4:00 p.m. The office will be closed on Fridays.

- C. Starting Monday of week 5 (August 3, 2020) through Friday of week 7 (August 21, 2020) office hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.
- D. Starting Monday of week 8 (August 24, 2020) office hours shall return to 8:00 a.m. to 4:30 p.m.
- E. Any executive staff position of the association is not designed to be related in any way to a so-called 40-hour week. A staff member, some more than others, is required by the nature of the position to work without regard to hours, including evenings and Saturdays and Sundays at various times of the year, depending upon the particular demands of the job at that time. In recognition of the nature of the staff member's responsibilities, reasonable executive privileges are extended. Executive staff personnel are considered to be exempt employees insofar as the Fair Labor Standards Act (FLSA) is concerned because of the rationale cited above.

V. FISCAL YEAR

July 1 through June 30. All salaries, leaves, vacations, etc. shall be arranged in respect to the fiscal year.

VI. PAY DAYS

Staff members are paid on the 25th day of each month. If the 25th falls on a weekend, holiday, or State event (for personnel attending the event) the payday will be moved up accordingly.

VII. SALARIES

The Board of Directors shall annually determine salary adjustments.

VIII. MOVING STIPEND

Following Board action of April 15-16, 2008: A moving stipend, to be determined by the Board of Directors, shall be granted to any new executive staff member upon approval of their contract.

IX. INSURANCE

- A. Effective July 1, 2016, Wellmark Blue Cross Blue Shield Group Health Plan will provide two plan choices. (1) Premier Plan: Choice #1 has a \$1,000 deductible with an 80/20 co-insurance until the member meets a maximum out of pocket of \$4,000. This plan comes with a prescription rider where the member will pay \$10 tier 1, \$50 tier 2, \$100 tier 3, \$150 tier 4, and \$300 tier 5. (2) HSA Plan: Choice #2 will have a \$2,000 single deductible or \$4,000 family deductible with no co-insurance. Prescription medications will apply to the deductible for plan #2.
- B. Assistant executive staff shall receive full family health insurance paid by the Association. Assistant executive staff may choose the current Premier Plan or the HSA plan. Those choosing an HSA plan will receive an employer contribution of \$2,000.00 to their HSA on or about July 25th, 2019, and another \$2,000.00 on or about January 25, 2020.
- C. As per Board action of June 9-10, 2009, minutes page 11: Full family health insurance coverage shall be extended to the executive director.
- D. All employees must be enrolled in a health plan either sponsored by the Association or a qualified plan by the spouse's employer. (June 4-5, 2001) The executive director may opt out of employer insurance coverage if already covered by TRICARE (Military Insurance).
- E. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.

F. National Casualty Company (General Liability, Excess Liability)

1. Staff members are covered by these policies. Coverage includes any suit brought by a third party for:
 - a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or Directors;
 - b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
 - c) Advertising injury liability;
 - d) Libel or slander.

G. Automobile

1. Executive staff members shall furnish their automobile for Association travel related duties and responsibilities. In instances where corporate vehicles are furnished, executive staff members shall drive corporate vehicles for all related Association duties and responsibilities. Allowances will be allowed for related travel to and from SDHSAA office building. The Association will be responsible for all fuel consumed by corporate sponsored vehicles.
2. Association Automobiles: The Association may provide automobiles to executive staff. Personal mileage shall be limited to commuting and de minimis mileage. Staff shall keep mileage logs detailing personal and business mileage for each calendar year. Personal mileage will be considered additional compensation based on IRS regulations, and added to each employee's W-2 for the year.
3. Auto Liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal or corporate car for Association business.
4. The rate paid staff will automatically increase to the mileage rate set by the State of South Dakota.

X. RETIREMENT

- A. Effective FY 2003-2004, the SDHSAA will become a member of the South Dakota Retirement System.
- B. Employees may continue to contribute to their 403 (b) plan up to the federally mandated maximum amount.
- C. It was voted during the April 10-11, 2001, meeting of the Board of Directors that Marlyn Goldhammer shall receive \$400.00 per month for the rest of his life to purchase supplemental medical insurance. This benefit will go into effect July 1, 2001. This stipend will be reported to the Internal Revenue Service on Form 1099.

XI. EXECUTIVE STAFF EXPENSES

- A. **Transportation:** For each personal car driven, reimbursement will be paid according to current state of South Dakota allowable rate per mile traveled to, during and from the site of the meeting or event. If corporate vehicles are driven, no mileage reimbursement will be paid. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available.
- B. ***Meals:** In-State: Breakfast \$9.00; Lunch \$13.00; Dinner \$16.00, or actual expenses. Out-of-State Rates: TBD as per current IRS allowable rates.
 - * Meals reimbursed without an overnight stay shall be reported as taxable income.
 - * Meals incurred while driving to or returning from SDHSAA work related travel shall be reimbursed at in-state or out-of-state rates.

* Meals purchased for corporate partners, Board of Control, or other Association partners, shall be reimbursed at actual expense and are allowable on SDHSAA approved credit cards.

<u>Meals (In State and Out of State)</u>	
<u>When leaving before</u>	<u>When returning after</u>
5:31 a.m.	7:59 a.m.
11:31 a.m.	12:59 p.m.
5:31 p.m.	7:59 p.m.

- C. **Lodging:** Reimbursement of lodging will also include spouse for all Association events and functions.
- D. **Gratuities:** Six dollars per day for gratuities when in-state
Gratuities TBD when out-of-state—not to exceed allowable IRS rates
- E. **Incidental Expenses:** Incidental expenses as approved by the Executive Director will be reimbursed at actual cost with proper documentation, and are allowable on the SDHSAA approved credit cards.

XII. NATIONAL FEDERATION MEETINGS/CONVENTIONS:

- A. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with Board members, staff members, spouses, and others as invited guests.
- B. Airfare will be paid for each executive staff member and board member attending the Summer Meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current IRS rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.

NOTE: members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round trip ticket should be based on the cost of a ticket from Pierre as of May 15th of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Rental car	Gas	Parking fee
Hotel	Registration form	Shuttle/cab	

- C. When an executive staff member or board member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- D. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- E. When part or all of the travel is by car, mileage, garage rental or airport parking space rental will be reimbursed at actual cost.
- F. Miscellaneous travel expenses TBD on a yearly basis.

XIII. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS

Each executive staff member shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

XIV.OFFICER INDEMNIFICATION POLICY

Refer to Part VI, Page 7 of this manual.

XV. HOLIDAYS AND LEAVE

A. Paid Holidays

1. When the following regularly observed national or state holidays fall during the workweek (Monday through Friday) the SDHSAA office will be closed. If one of the recognized holidays falls on a Saturday, the office will be closed the preceding Friday. If one of the recognized holidays falls on a Sunday, the office will be closed the following Monday.

Independence Day	Thursday, July 4, 2019
Labor Day	1st Monday in September, September 2, 2019
Native American's Day	2nd Monday in October, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving recess	4th Thursday and Friday in November, November 28-29, 2019
Christmas and New Year's	The office will close at the end of the work day on Friday, December 20, 2019, and will re-open on Thursday, January 2, 2020
Martin Luther King Jr. Day	3rd Monday in January—January 20, 2020
Presidents' Day	3rd Monday in February—February 17, 2020
Good Friday	Friday before Easter—April 10, 2020
Easter Monday	Monday following Easter—April 13, 2020
Memorial Day	Last Monday in May—May 25, 2020

2. Holidays do not rate priority over job responsibilities; therefore, staff members are entitled to a different day off in the event their job responsibilities prevent normal observance of a paid holiday.

B. Sick Leave

1. An employee may use accumulated sick leave for personal or immediate family illness or injury; for medical, dental, optical consultation or treatment; or for quarantine. (For immediate family definitions see page 15, letter G, #2, or page 31, letter H, #2).
2. All contracted executive staff members shall be granted sick leave credit at the rate of 12 days per year.
3. The employee shall be permitted to accumulate unused sick leave without limit during the year.
4. No sick leave shall be allowed after termination of employment.
5. The amount of accumulated sick leave at the time when the illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.

6. A staff member's daily pay will be deducted for each day absent after accumulated sick leave has expired. Sick leave will be granted and recorded on an hourly basis. Each employee shall be given an annual notice of unused sick leave. Daily pay shall be determined by dividing annual salary by 260.
7. Reimbursement of Unused Sick Leave
 - a) After ten full years of continuous service of employment, all full-time employees shall be eligible for reimbursement for unused sick leave when the employee leaves or retires.
 - b) Formula - Current base pay X a maximum of fifty (50) days of unused sick leave.
 - c) Base pay shall be computed by dividing the current year's salary by two hundred and sixty days per year.

NOTE: By Board action of April 15-16, 2008, page 12 minutes and amended June 8, 2017: "The Board feels that employees should not be reimbursed for unused sick leave, thus the current policy will not apply to employees who signed, and Board approved, employment contracts after June 30, 2008. All current employees will be grandfathered in to the sick leave policy." Grandfathered Employee- Jo Auch—June 6, 2008

C. Vacation/Annual Leave

1. Contracted staff members shall be granted a paid vacation.
2. Annual leave is to be accrued monthly as listed below. Employees are allowed to carry over a maximum accrual of vacation leave from contract year to contract year of twice the annual rate. Employees may accrue above twice the annual rate during a contract year, however, at the end of each contract year, any vacation leave accrual in excess of twice the annual rate shall be forfeited.
3. Vacation leave will be accrued on the following basis:
 - a) The Executive Director shall earn 20 work days of vacation time annually.
 - b) All other executive staff shall earn vacation leave on the following basis:

Length of Service	Earned Vacation Time
First year	12 Work Days
From 2 to 6 years of continuous service	15 Work Days
Year 7 and over	20 Work Days

An employee will advance to the next tier of vacation leave according to their anniversary date. If the anniversary date falls from the 1st of the month through the 15th of the month, the new accrual rate will begin on the 1st of that month. If the anniversary date falls on the 16th through the 31st of the month, the new accrual rate will begin on the 1st of the following month.
4. A paid holiday falling within the vacation period will not be counted as part of the vacation. Staff members may add such day to the total vacation days to which they are entitled.
5. Vacation must be scheduled with consideration to job responsibilities. Vacations for the Assistant Executive Directors shall be approved by the Executive Director.
6. Reimbursement of unused vacation leave:
 - a) Executive staff personnel shall be eligible for reimbursement up to the maximum allowed by current unused vacation leave policy.
 - b) Base pay shall be computed by dividing the current annual salary by 260 days.
 - c) Formula -Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

D. Parental Leave:

1. During the time that the mother is in the hospital due to childbirth and/or complications thereof, the employee (mother or father) shall be able to use sick leave. Once the mother has left the hospital, the employee shall use annual leave.
2. Parental leave, without pay, shall be granted per FMLA guidelines, provided the request is made in advance of the childbirth or adoption. (See form at end of the Policy Manual.)
3. Sick leave and vacation leave continue to accrue at regular rates while an employee is on approved parental leave.

E. Personal Leave:

1. Each contracted staff member may be granted up to one day, non-accumulated personal leave during any fiscal year. Personal leave shall be used for compelling personal reasons only and shall not be subtracted where other leave is provided.
2. Requested personal leave by Assistant Executive Directors shall be approved by the Executive Director. Personal leave of the Executive Director shall be approved by the Chairman of the Board of Directors.

F. Bereavement Leave:

1. Bereavement leave may be granted for necessary absence due to death, at the discretion of the Executive Director. Bereavement leave does not accumulate from year to year.

G. Emergency Leave for Family Illness:

1. Emergency Leave:
 - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.
2. Immediate Family:
 - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. Immediate family to also include members of non-traditional family (step-mother, step-father, etc.)
3. Excused Absences with Pay:
 - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.
4. Duration of Emergency Leave:
 - a) In-State: Up to three working days subject to the approval of the Executive Director.
 - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
5. Additional Time:
 - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
 - (1) May use the one day of personal leave subject to the approval of the Executive Director.
 - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
 - (3) The employee may use earned vacation days subject to the approval of the Executive Director.

6. Excused Absences without Pay:

- a) Payroll deductions will be triggered after all of the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.

H. Other Leaves:

- a) Leave shall be granted for jury duty. In the event of jury duty, the employee may either take Annual Leave and keep jury duty earnings or forego Annual Leave and remit jury duty earnings to the SDHSAA office.

XVI. SEPARATION PAY POLICY

Separation pay benefit is available to any employee who has worked for the Association in accordance with the following:

1. Employee must be at least 55 years of age and has not yet reached their 69th birthday.
2. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period.
3. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period.
4. An employee who has been employed by the Association for at least twenty five (25) years will be eligible for 100% of their final salary payable over a three (3) year period.
5. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made following January 1 and prior to February 28 the following two years.

A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date.

In the event the employee entitled to the separation pay policy benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the Finance Director. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

Minutes 1-12/13-2000, Revised 4-20/21-2004, Revised 4-19/20-2005, Revised 3-1-2006

Contract dates for current employees eligible for separation pay:

Jo Auch: July 1, 2008
Aaron Magnuson: September 15, 2008
John Krogstrand July 1, 2012
Brooks Bowman: July 27, 2015
Isaac Jahn: June 30, 2016
Daniel Swartos: July 1, 2017

POLICIES FOR ADMINISTRATIVE ASSISTANTS

For the purpose of encouraging good labor relations, the Board of Directors makes the following provisions which apply to full-time administrative assistants.

I. STAFFING

- A. Board of Directors shall determine the number of full-time administrative assistants.
- B. Contracts of employment are not issued for administrative assistants. At all times, including after successful completion of the probation period, employment with SDHSAA is considered to be at-will, and the employment relationship may be terminated at any time for any lawful reason.

II. PROBATION PERIOD

The first 6 months of employment of all new employees shall be a probationary period, which shall consist of 6-months of continuous service. Performance reviews will be conducted after the first 3-months and at the conclusion of 6-months of employment. At the conclusion of the 6-month probation period, the Executive Director shall determine whether the employment will continue beyond the probation period. Completion of the probation period does not confer additional employment rights to the employee. Nothing in this section precludes termination of employment for any lawful reason prior to the completion of the probation period.

III. SICK AND ANNUAL LEAVE ACCRUAL

Sick leave and annual leave as outlined below will begin as follows:

- 1. Sick leave will begin to accrue on day one of service, but will not appear on the leave reports until after the first pay period. Sick leave cannot be taken until the completion of a 6-month probationary period.
- 2. Annual leave will begin to accrue on day one of service, but will not appear on the leave reports until after the first pay period. Annual leave cannot be taken until the completion of the 6-month probationary period.
- 3. Exceptions to the above may be granted at the discretion of the Executive Director.

IV. TERMINATION

- A. If an employee wishes to terminate her/his employment, she/he shall give two weeks written notice.
- B. An administrative assistant may be dismissed immediately and at any time for any reason, including but not limited to gross incompetence, immorality, insubordination, or conduct unbecoming an employee of the SDHSAA. For an employee no longer in the probation period, reason(s) for dismissal will be presented to the administrative assistant in written form.
- C. Administrative assistants dismissed who are not in the probation period have the right to reply to the reasons given for the dismissal in a hearing. Said hearing shall be in closed session before the Board of Directors. The employee may be represented by legal counsel of his/her choice.

V. OFFICE HOURS

- A. Regular office hours shall be Monday through Friday, 8:00 a.m. to 4:30 p.m. exclusive of paid holidays. Staff members are entitled to a one-hour lunch break. These hours pertain to the months of September through May.
- B. From Monday of week 49 (June 3, 2019) to Friday of week 4 (August 2, 2019), the regular office hours shall be Monday through Thursday, 8:00 a.m. to 4:00 p.m. The office will be closed on Fridays.
- C. Starting Monday of week 5 (August 5, 2019) through Friday of week 7 (August 23, 2019) office hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.
- D. Starting Monday of week 8 (August 26, 2019) office hours shall return to 8:00 a.m. to 4:30 p.m.
- E. In addition to the above, flextime may be granted to administrative assistants, subject to the approval of the Executive Director, in order to attend family functions/activities. Flextime cannot exceed 1 hour per request. The employee may flex hours for the day that the flextime was granted. As an example, an employee could work, with prior approval, 30 minutes prior to the regular work day and leave work 30 minutes early. This type of flextime is applicable to the months of September through May.
- F. Time sheets shall be kept and monitored for all administrative assistants. The time sheet shall document the workday requirements as set forth in section VII, page 18, Hours of Work. Time sheets shall also document all authorized overtime hours.
- G. The office will be open on Saturday and Sunday only when deemed necessary by the Executive Director.

VI. FISCAL YEAR

July 1 to June 30. All salaries, leaves, vacations, etc. shall be arranged in respect to the fiscal year.

VII. HOURS OF WORK

- A. All administrative assistants shall work hours as described in Section V (A-B), page 18. The lunch hour shall not be counted as part of the eight hours when working 7:30 a.m. to 4:30 p.m. During other working hours as described in Section V (A-B), pages 17-18, all administrative assistants shall be allowed a ½ hour lunch which shall not be counted as part of the working day.
- B. From August 24, 2020, to May 30, 2021, all work in excess of 8 hours, with the approval of the immediate supervisor, shall be considered as overtime. Overtime shall be paid at time and a half. Overtime shall be calculated for hours worked over 8 hours per day Monday through Friday. All hours worked on Saturday, Sunday, or holidays shall be paid at time and a half.
- C. Once an employee has left the office at the end of the regular day and is called back to work by executive staff; he/she will be compensated for a minimum of one hour at overtime rate.
- D. Driving time is work time. Passenger time outside normal work time is not work time unless passengers met at the office and helped load the vehicle with materials other than personal luggage prior to departure time. Then all passenger time to the destination is paid time. If passengers helped unload materials after arriving home, then passenger time after normal work time is paid time.
- E. All annual and sick leave shall count as hours worked.

VIII. PAY DAY

Pay day shall be the 25th of each month. In the event the 25th falls on a weekend or holiday, payday will be moved up accordingly. Monthly paychecks shall be based upon employees gross annual salary divided by twelve.

IX. SALARIES

The Board of Directors shall annually set the salaries for administrative assistants. All administrative assistants are considered to be covered by the Fair Labor Standards Act (FLSA).

X. OVERTIME

- A. Additional hours must be authorized by the executive staff. Overtime shall be based on all hours worked in excess of the eight-hour day during regular working hours and in excess of the hours set forth in section IV (B), page 18 during the summer time period.
- B. Hourly salary is determined by dividing the annual gross salary by 2,080. Gross salary includes salary set by the Board of Directors.
- C. All authorized overtime hours worked shall be eligible for time and a half. This includes all hours worked beyond the eight hour day as well as all hours worked on Saturday, Sunday, or holidays.
- D. The Executive Director shall have the discretionary authority to grant comp time to an employee when circumstances warrant. In such cases, the employee shall receive one and one-half hours of comp time for each hour worked in excess of eight hours. Employees shall use accumulated comp time within twenty (20) working days of accumulating comp time and shall receive prior approval from either the executive director or assistant executive directors.
- E. Any combination of hours worked coupled with sick leave and/or vacation leave that adds up to eight hours shall be used in determining when overtime is triggered.

XI. SOCIAL SECURITY

SDHSAA employees are covered by Social Security.

XII. INSURANCE

- A. Effective July 1, 2016, Wellmark Blue Cross Blue Shield Group Health Plan will provide two plan choices. (1) Premier Plan: Choice #1 has a \$1,000 deductible with an 80/20 co-insurance until the member meets a maximum out of pocket of \$4,000. This plan comes with a prescription rider where the member will pay \$10 tier 1, \$50 tier 2, \$100 tier 3, \$150 tier 4, and \$300 tier 5. (2) HSA Plan: Choice #2 will have a \$2,000 single deductible or \$4,000 family deductible with no co-insurance. Prescription medications will apply to the deductible for plan #2.
- B. As per Board action at the April 17-18, 2012 meeting: Administrative assistants will be offered single coverage health insurance paid by the Association. Administrative assistants may choose the current Premier Plan or an HSA plan. Administrative assistants have the option of adding family to either plan at their own expense. Those choosing an HSA plan will receive an employer contribution of \$1,000.00 to their HSA on or about July 25, 2018, and another \$1,000.00 on or about January 25, 2019.
- C. All employees must be enrolled in a group health plan either sponsored by the Association or a qualified plan by the spouse's employer. (June 4-5, 2001)

- D. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.
- E. National Casualty Company (General Liability, Excess liability)
 - 1. Staff members are covered by these policies. Coverage includes any suit brought by a third party for:
 - a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or direction;
 - b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
 - c) Advertising injury liability;
 - d) Libel or slander
- F. Automobile
 - 1. Auto Liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal car for Association business.

XIII. RETIREMENT

- A. Effective FY 2003-2004, the SDHSAA became a member of the South Dakota Retirement System.
- B. Employees may continue to contribute to their 403 (b) plan up to the federally mandated maximum amount.
- C. Resolution authorizing employees South Dakota Retirement Association buy back loans. The SDHSAA Board of Directors authorize the Association to loan to any SDHSAA employee with ten (10) years of continuous employment with the Association the principal amount of no more than Two Thousand Dollars (\$2,000.00) per each year of employment at an interest rate of two (2) percent.

XIV. ADMINISTRATIVE ASSISTANTS EXPENSES FOR ASSOCIATION APPROVED TRAVEL

- A. **Travel Expenses:** All travel expenses for administrative assistants must be approved in advance by the Executive Director.
- B. **Transportation:** For each car driven, reimbursement will be paid according to State of South Dakota allowable rate per mile traveled to, during, and from the site of the meeting or event. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available. Mileage will be paid pursuant to the current State of South Dakota rate.
- C. **Meals:** Reimbursement of meals will be the following:
 - In-State: Breakfast \$9.00; Lunch \$13.00; Dinner \$16.00.
 - Out-of-State Rates: TBD as per current IRS allowable rates.
- D. **Lodging:** Cost of hotel or motel room shall be paid by the SDHSAA if working the state event or on activity leave.
- E. **Gratuities:** Six dollars per day for gratuities when in-state
Gratuities TBD when out-of-state—not to exceed allowable IRS rates

XV. NATIONAL FEDERATION SUMMER MEETING:

- A. One (1) administrative assistant per year may attend the NFHS Summer Meeting according to the rotation set in place in 2016. The following rotation shall apply: 2021—Marsha Karst, 2022- Nicole Rinehart, 2023- Cindy Bresee, 2024- Barb Haberling. Should the administrative assistant not attend during their designated year, no assistant shall attend that year.
- B. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with Board members, staff members, spouses, and others as invited guests.
- C. Airfare will be paid for each executive staff member, administrative staff member, and board member attending the Summer Meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current IRS rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.

NOTE: members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round trip ticket should be based on the cost of a ticket from Pierre as of May 15th of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Rental car	Gas	Parking fee
Hotel	Registration form	Shuttle/cab	

- D. When an administrative staff member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- E. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- F. When part or all of the travel is by car, mileage, garage rental or airport parking space rental will be reimbursed at actual cost.
- G. Miscellaneous travel expenses TBD on a yearly basis.

XVI. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS

Each administrative assistant shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. The issuance of complimentary tickets is contingent on the administrative assistant actually attending the event. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

XVII. HOLIDAYS AND LEAVE

A. Paid Holidays:

1. When the following regularly observed national or state holidays fall during the workweek (Monday through Friday) the SDHSAA office will be closed. If one of the recognized holidays falls on a Saturday, the office will be closed the preceding Friday. If one of the recognized holidays falls on a Sunday, the office will be closed the following Monday.

Independence Day	Thursday, July 4, 2019
Labor Day	1st Monday in September, September 2, 2019
Native American's Day	2nd Monday in October, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving recess	4th Thursday and Friday in November, November 28-29, 2019
Christmas and New Year's	The office will close at the end of the work day on Friday, December 20, 2019, and will re-open on Thursday, January 2, 2020
Martin Luther King Jr. Day	3rd Monday in January—January 20, 2020
Presidents' Day	3rd Monday in February—February 17, 2020
Good Friday	Friday before Easter—April 10, 2020
Easter Monday	Monday following Easter—April 13, 2020
Memorial Day	Last Monday in May—May 25, 2020

B. Sick Leave:

1. An employee may use accumulated sick leave for personal or immediate family illness or injury; for medical, dental, optical consultation or treatment; or for quarantine. (For Immediate Family definitions see page 15, letter G, #2, or page 24, letter H, #2).
2. All administrative assistants shall be granted sick leave credit at the rate of 12 days per year.
3. The employee shall be permitted to accumulate unused sick leave without limit during the year.
4. No sick leave shall be allowed after termination of employment.
5. The amount of accumulated sick leave at the time when the illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
6. Accumulated sick leave may not be used as vacation time. Unused vacation days may be designated as accumulated sick leave days.
7. A staff member's daily pay will be deducted for each day absent after accumulated sick leave has expired. A record of individual, accumulated sick leave and its use shall be maintained. Sick leave will be granted and recorded on an hourly basis. Each employee shall be given an annual notice of unused sick leave. Daily pay shall be determined by dividing annual salary by 260.
8. In the event extended illness causes the staff member to exhaust his/her accumulated sick leave, the Board of Directors may review the conditions and determine whether or not additional sick leave may be granted.

9. Reimbursement of Unused Sick Leave:

- a) After ten (10) full years of continuous service of employment, all full-time employees shall be eligible for reimbursement for unused sick leave when the employee leaves or retires.
- b) Formula - Current base pay X a maximum of fifty (50) days of unused sick leave.
- c) Base pay shall be computed by dividing the current year's salary by two hundred and sixty (260) days per year.

NOTE: By Board action of April 15-16, 2008, page 12 minutes: "The Board feels that employees should not be reimbursed for unused sick leave, thus the current policy will not apply to employees whose initial employment is after June 30, 2008. All current employees will be grandfathered in to the sick leave policy." Current eligible administrative assistant staff employees include: Barb Haberling.

C. Vacation/Annual Leave:

1. Annual leave is to be accrued monthly as listed below. Employees are allowed to carry over a maximum accrual of vacation leave from contract year to contract year of twice the annual rate. Employees may accrue above twice the annual rate during a contract year, however, at the end of each contract year, any vacation leave accrual in excess of twice the annual rate shall be forfeited.

2. Vacation leave will be accrued on the following basis:

Each full-time administrative assistant shall be eligible for paid vacation. Vacation leave will be accrued on the following basis:

Length of service	Earned vacation time
First year	12 days or 96 hours
Years 2-6	15 days or 120 hours
After 7 years of continuous employment	18 days or 144 hours

An employee will advance to the next tier of vacation leave according to their anniversary date. If the anniversary date falls from the 1st of the month through the 15th of the month, the new accrual rate will begin on the 1st of that month. If the anniversary date falls on the 16th through the 31st of the month, the new accrual rate will begin on the 1st of the following month.

- a) Annual leave is accrued monthly, with a maximum amount of accrual equal to twice the annual rate. When an employee reaches the maximum amount, they must take some time off or forfeit the amount that exceeds the limit allowed.
3. Full-time employees shall be granted a paid vacation. The accrual period shall be computed from the date of employment. The vacation schedule shall be determined by agreement with the Executive Director.
 - a) Employees having the greatest length of service will have first consideration of vacation periods. Employees are to take advantage of their full-earned vacation credits within twenty-four months.
 - b) A paid holiday falling within the vacation period will not be counted as part of the vacation. Employees may add such day to the total vacation days to which they are entitled.
 4. Reimbursement of unused vacation leave:
 - a) Administrative assistants shall be eligible for reimbursement up to the maximum allowed by the current unused vacation leave policy.
 - b) Base pay shall be computed by dividing the current annual salary by 260 days.
 - c) Formula - Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

D. State Tournament/Activity Leave:

On an annual basis, all administrative assistants shall be allowed a maximum of 24 hours of state tournament leave or activity leave to attend events without using their accrued annual leave subject to the approval of the executive staff. Cost of hotel or motel room on the dates of the event shall be paid by the SDHSAA if on activity leave. There will be no reimbursement for any other expenses.

In most situations, the office will remain open during state tournament/state events with a minimum of one administrative assistant on duty. In the event all support staff desire to attend a specific event, a temporary assistant may be used to keep the office open. The office remaining open is at the discretion of the Board of Directors and Executive Director.

E. Parental Leave:

1. During the time that the mother is in the hospital due to childbirth and/or complications thereof, the employee (mother or father) shall be able to use sick leave. Once the mother has left the hospital, the employee shall use annual leave.
2. Parental leave, without pay, shall be granted per FMLA guidelines, provided the request is made in advance of the childbirth or adoption.
3. Sick leave and vacation leave continue to accrue at regular rates while an employee is on approved parental leave.

F. Bereavement Leave:

Bereavement leave may be granted for necessary absence due to death, at the discretion of the Executive Director. Bereavement leave does not accumulate from year to year.

G. Personal Leave:

1. Each administrative assistant may be granted up to one day, non-accumulated personal leave during any fiscal year. Personal leave shall be used for compelling personal reasons only and shall not be subtracted where other leave is provided.
2. Requested personal leave by the administrative assistants shall be approved by the Executive Director.

H. Emergency Leave for Serious Family Illness:

1. Emergency Leave:
 - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.
2. Immediate Family:
 - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. To also include members of non-traditional family (step-mother, step-father, step-children, etc.)
3. Excused Absences with Pay:
 - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.

4. Duration of Emergency Leave:
 - a) In-State: Up to three working days subject to the approval of the Executive Director.
 - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
 5. Additional Time:
 - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
 - (1) May use the one day of personal leave subject to the approval of the Executive Director.
 - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
 - (3) The employee may use earned vacation days subject to the approval of the Executive Director.
 6. Excused Absences Without Pay:
 - a) Payroll deductions will be triggered after all the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.
- I. Other Leaves:
- a) Leave shall be granted for jury duty. In the event of Jury duty, the employee may either take Annual Leave and keep jury duty earnings or forego Annual Leave and remit jury duty earnings to the SDHSAA office.

XVIII. SEPARATION PAY POLICY

Separation pay benefit is available to any employee who has worked for the Association in accordance with the following:

1. Employee must be at least 55 years of age and has not yet reached their 69th birthday.
2. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period.
3. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period.
4. An employee who has been employed by the Association for at least twenty five (25) years will be eligible for 100% of their final salary payable over a three (3) year period.
5. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made following January 1 and prior to February 28 the following two years.

A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date.

In the event the employee entitled to the separation pay policy program benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the Finance Director. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

Minutes 1-12/13-2000, Revised 4-20/21-2004, Revised 4-19/20-2005, Revised 3-1-2006

Employment dates for current employees eligible for separation pay:

Barb Haberling:	April 16, 2007
Marsha Karst:	June 8, 2015
Cindy Bresee:	June 29, 2015
Nicole Rinehart:	August 14, 2017

SDHSAA Non-discrimination policy

The South Dakota High School Activities Association is an Equal Opportunity Employer and provider of services. The South Dakota High School Activities Association does not discriminate on the basis of race, sex, age, religion, color, marital status, national origin, disability, or veteran's status in any decision pertaining to employment, including hiring, firing, wages, hours and other terms and conditions of employment, participation in any program or service offered or sponsored by the South Dakota High School Activities Association, the conduct of competition, selection of officials, host schools, or in any other fashion or manner. The South Dakota High School Activities Association complies with all laws and regulations of the United States and the State of South Dakota pertaining to the foregoing and expects similar compliance by its member schools and all participants.

Adopted January 12, 2011

SDHSAA Whistleblower Policy

SDHSAA WHISTLEBLOWER POLICY

General

The South Dakota High School Activities Association requires employees to observe high standards of ethical behavior in the conduct of their duties and responsibilities. As representatives of the Association, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to perform ethically and to comply with SDHSAA policies relating to financial integrity, and to report material violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within the Association, rather than remaining silent or seeking resolution outside the SDHSAA.

Compliance Officers

The Association's Compliance Officers are responsible for investigating and resolving all reported allegations concerning financial impropriety, and shall promptly advise the SDHSAA Board of Directors of such allegations and of their findings. In addition, they are required to report to the Board of Directors at least annually on compliance activity. The SDHSAA's Compliance Officers are Dan Swartos, Executive Director, and Jo Auch, Assistant Executive Director.

Accounting and Auditing Matters

The Board of Directors, when performing its audit oversight function, is charged with addressing all reported allegations of impropriety regarding corporate accounting practices, internal controls, or auditing. The Compliance Officers shall promptly notify the Board of Directors of any such allegation and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an impropriety. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

Confidentiality

Allegations of impropriety may be submitted on a confidential basis by the complainant or may be submitted anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any anonymous allegation must provide sufficient supporting data to permit meaningful follow up. Anonymous allegations that are vague, ambiguous, or unsupported will be disregarded.

Handling of Reported Violations

The Compliance Officers will acknowledge receipt of non-anonymous allegations within two business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted January 12, 2011

PARENTAL LEAVE REQUEST

I, _____, herewith request Parental Leave as set forth in the South Dakota High School Activities Association Policy and Procedures Manual. Pursuant to said policy, leave shall be granted, without pay, commencing on _____ and ending on _____.

Employee Signature

Date

Executive Director

Date

South Dakota High School Activities Association

I. SEPARATION PAY

II. BENEFICIARY DESIGNATION

The undersigned employee designates _____ of _____,
_____ as beneficiary of employee's separation pay benefit under SDHSAA

Policies and revokes any previous designation, if any. (Failure to designate a beneficiary will result in payment of any death benefit payable to be made to the employee's estate to be distributed in accordance with the terms of a Will or by intestate succession.)

Date: _____, 20_____

Signed: _____

SDHSAA Referring Decisions of the Board of Directors Policy

Any decision by the Board of Directors that involves a substantial/significant capital expense or that requires adding additional personnel can be referred to the vote of the membership by filing a petition within 45 calendar days with the Executive Director with the signatures based on these criteria:

1. Thirty (30) superintendents of member schools if the policy affects all member schools;
2. Twenty-five (25) percent of superintendents of member schools in a specific class if the policy is class specific.

The Board of Directors' decision in question will not take effect until the vote of the membership is completed. The vote of the entire/class specific membership will be completed not more than 45 days following the receipt of the petition by the Executive Director. To be repealed a simple majority vote of the member schools, either entire or class specific, must vote in favor of the appeal. If the simple majority vote is not met, the decision goes into effect on the date specified by the original motion.

Adopted August 27, 2015

CREDIT CARD USE AND ELECTRONIC TRANSACTIONS

Staff shall complete vouchers for meal reimbursement while traveling on association business. Rates for meals paid will match those of Board of Directors members. Meals paid without an overnight stay will be reimbursed as taxable income.

The SDHSAA is committed to using its financial resources wisely. The Board recognizes that credit cards and electronic transactions may provide Association employees with a convenient payment option and may also improve business office efficiency.

Credit Cards: The Board authorizes the use of credit card or electronic payment for official Association purchases and acquisitions. The Executive Director is responsible for authorization and control of the use of credit cards, subject to the final SDHSAA Board of Directors approval of payments.

Authorized use of the credit card is limited to the person in whose name the card is issued and may not be loaned to another person.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is Association property and should be used only for authorized Association purchases. The Executive Director/Assistant Executive Directors are authorized to use the credit card when scheduling travel by contest officials, judges, directors or consultants retained by the Association including, but not limited to, lodging and airline tickets. Executive staff members are authorized to use an Association credit card to purchase items online that cannot be reasonably purchased elsewhere or when purchasing or paying for items online results in significant savings. The executive staff is also authorized to use the credit card for prepayment of items/services when required by a vendor or in instances of savings to the Association.

The items listed below are Board authorized purchases. All other credit card purchases require prior approval from the Executive Director.

Authorized Credit Card Purchases:

Office/tournament supplies, computer supplies, utility, and office equipment maintenance, safety equipment or supplies, catering or small dining services, travel expenses such as conference registration fees, lodging, meals, and airline tickets, fuel for Association vehicles, and car rentals (car rentals must be pre-approved by the Executive Director). In addition, credit card purchases are allowable for meals during corporate partner, state event director, legislative, Board of Directors, and administrative meetings.

The card users shall submit charge card receipts to the Finance Director no later than the date established by the Finance Director.

The Finance Director shall audit the charge card receipts, reconcile the charge card statement and process the charges for payment.

Cardholders are not allowed to use the credit card for purchases greater than \$5,000 without prior authorization by the Executive Director.

Any cardholder benefits or revenue generated from the use of Association-issued credit or purchase cards shall be for the exclusive use of the Association. Employees shall reimburse the Association for any charges that are disallowed by the SDHSAA Board of Directors.

Executive staff must return the credit card to the Finance Director upon termination, resignation, or being directed to do so by the SDHSAA Board of Directors.

w/credit card policy—adopted 11-4-2015

CONFLICT OF INTEREST POLICY

BOARD MEMBER CONFLICT OF INTEREST

The Board of Directors of the South Dakota High School Activities Association requires that each person elected to membership on the Board of Directors be without interest which might jeopardize the performance of their duties which are in the best interest of the SDHSAA and interscholastic athletic and fine arts programs in general.

A board member will not have any direct pecuniary interest in a contract which could be affected by a decision of the South Dakota High School Activities Association. A direct pecuniary interest is any decision by a SDHSAA board member that inures to the individual's private gain or loss or to the private gain or loss of a business associate. Conflicts of interest would include but are not limited to direct financial interest in a company or product furnishing any labor, services, materials, supplies or equipment.

If a member of the SDHSAA Board of Directors should have or develop a conflict of interest, such person shall immediately identify the conflict and remove himself or herself from any discussion or action involving the matter in conflict unless the conflict is waived by 2/3 of the elected members of the Board.

Adopted June 8, 2017

SDHSAA DOCUMENT RETENTION POLICY (Updated May 2017)

The Association records of the SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION (hereafter the “Association”) are important assets. Association records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the Association to maintain certain types of Association records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Association to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Association in contempt of court, or seriously disadvantage the Association in litigation.

The Association expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Association informs you, that Association records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Executive Director or the Finance Director.

From time to time the Association establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- (a) **Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Association’s revenues. Tax records should be retained for at least six (6) years from the date of filing the applicable return.
- (b) **Audit Records:** Audit records include, but may not be limited to, bank statements, invoices, vouchers, voided checks, credit memos, ticket manifests, tickets and passes, payroll registers, monthly close records, participation fees, unclaimed property, team expenses forms, and sub-state financial reports should be retained for at least six (6) years. Audited financial statements and equipment records should be retained permanently.
- (c) **Employment Records/Personnel Records.** State and federal statutes require the Association to keep certain recruitment, employment and personnel information. The Association should also keep personnel files that reflect performance reviews and any complaints brought against the Association or individual employees under applicable state and federal statutes. The Association should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee’s personnel file. Employment and personnel records should be retained for six (6) years.
- (d) **Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity in the Association’s minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the Association.

- (e) Press Releases/Public Filings. The Association should retain permanent copies of all press releases and publicly filed documents under the theory that the Association should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that Association.
- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (g) Marketing and Sales Documents. The Association should keep final copies of marketing and sales documents for the same period of time it keeps other Association files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Association and are protected as a trade secret where the Association:
 - (i) derives independent economic value from the secrecy of the information; and
 - (ii) The Association has taken affirmative steps to keep the information confidential.
- (i) Contracts. Final, execution copies of all contracts entered into by the Association should be retained. The Association should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of the publicly filed contracts.
- (j) Electronic Mail. E-mail that needs to be saved should be either:
 - (i) printed in hard copy and kept in the appropriate file; or
 - (ii) downloaded to a computer file and kept electronically or on disk as a separate file.The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Questions about this policy should be referred to the Finance Director who is in charge of administering, enforcing and updating this policy.