



## **South Dakota High School Activities Association**

**Board of Directors Strategic Planning/Goal Setting**

**Wednesday, August 11, 2021 • 10:30 A.M CST**

**SDHSAA Office Board Room- Pierre, SD**

**(Note: No official action will be taken at this meeting, it is for SDHSAA planning and goal setting purposes only)**

1. Call the meeting to order
2. Pledge of Allegiance
3. Introduction of Board and Staff Members
4. Opening remarks- Chairman Culver
  - a. Board Meeting Protocols and Procedures
    - Review of Parliamentary Rules
      - If it is action dictated in a policy manual, 1 reading only
      - New items should have 2 readings
  - b. Vision, Mission, and Beliefs Statements- Dr. Swartos
5. Review 2020 Strategic Planning Minutes- Chairman Culver
6. Review Board Policy Manual, Constitution/By-Laws, Yearbook- SDHSAA Staff
7. Review the FY20 Audit
8. Review the budget, and adjustments for FY 22- Swartos/Mikkelsen
9. Legislative Considerations- Dr. Swartos
10. Review application letters for Division II Board Position
11. GOAC- Dr. Swartos
12. Review Site Selection Committee & meeting dates for 21-22- Chairman Culver
13. Discussion on corporate partner contracts
14. Discussion on possible November 2021 meeting in Rapid City
15. Review SDHSAA Constitutional Revisions for 2021-22- Chairman Culver/SDHSAA
16. Discuss Superintendent Group Priorities- Mr. Culver, Mr. Barrios
17. Discuss Secondary Principals Group Priorities- Mr. Mann, Mr. Talley
18. Discuss Activities Directors Group Priorities- Mr. Denning
19. Discuss School Board Member Group Priorities- Mr. Murphy, Mr. Weismantel
20. Executive Staff/Board comments, concerns, & suggestions- Chairman Culver
21. Review Goals for 2020-21, Dr. Swartos and Chairman Culver
22. Set goals for 2021-22, Chairman Culver and Board
23. Adjourn

Respectfully Submitted,

Dr. Daniel Swartos

SDHSAA Executive Director

### **SDHSAA- Serving Students Since 1905**

Board Chairperson – Mr. Tom Culver

Assistant Director – Ms. Jo Auch

Assistant Director – Mr. Brooks Bowman

Executive Director – Dr. Daniel Swartos

Assistant Director – Mr. Randy Soma

Finance Director – Mr. Ryan Mikkelsen



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

August 12, 2020

10:30 AM

Pierre, South Dakota

The Board of Directors held a strategic planning meeting on August 14, 2019, at the SDHSAA Office Building in Pierre, South Dakota with members present as follows:

Craig Cassens   Randy Soma   Dan Aaker   Dr. Jerry Rasmussen  
Barry Mann   Michael Talley   Mark Murphy   Marty Weismantel

Also present was Board Member elect Tom Culver

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

**Item #'s 1 and 2: Call the Meeting to Order and Pledge of Allegiance**

The meeting was called to order by Chairman Cassens at 10:30 A.M., followed by the pledge of allegiance.

**Item #3-Introduction of Board and Staff Members**

Chairman Cassens asked the Board of Directors and the SDHSAA Staff Members to introduce themselves.

**Item #4-Opening remarks**

Chairman Cassens thanked the board for their service and welcomed them to a new year on the SDHSAA Board of Directors. He also reviewed board meeting protocols and procedures. Dr. Swartos reviewed the vision, mission, and beliefs statement of the SDHSAA.

**Item #5- Review 2019 Strategic Planning Minutes**

Chairman cassens reviewed the 2019 Strategic Planning Minutes.

**Item #6- Review Board Policy Manual, Constitution/By-Laws, and Yearbook**

Dr. Swartos and Finance Director Isaac Jahn reviewed the 2020-21 SDHSAA Policy Manual and Constitution and By-Laws. SDHSAA staff detailed changes to policy for the upcoming year.

**Item #7- Review the FY 19 Audit**

Dr. Swartos and Ryan Mikkelsen reviewed the FY 19 Audit for the Board of Directors. It was a clean audit with no findings.

**Item #8- Review the FY20 Budget and adjustments to the FY21 Budget**

Dr. Swartos reviewed the FY 20 budget and detailed proposed adjustments to the FY 21 budget. The Board will have a 2<sup>nd</sup> reading of the FY 21 budget at the August 13 regular meeting of the SDHSAA Board of Directors.

**Item #9- Legislative Considerations**

Dr. Swartos reviewed the 2020 Legislative Session and previewed the 2021 session. Transgender and Homeschool legislation are possibilities and the SDHSAA will respond as appropriate and according to the best interests of the member schools.

**Item #10- GOAC**

Dr. Swartos discussed his meeting with GOAC from July 23rd. The FY 19 Audit was discussed with members of GOAC.

**Item #11- Review Site Selection Committee and Meeting Dates for 20-21**

Dr. Swartos reviewed the structure of the Site Selection committee. Chairman Cassens will appoint members to the 2020-21 committee (considering sites for 2024-25) at the August 13 meeting of the SDHSAA Board of Directors.

Chairman Cassens called for a lunch recess at 11:51 PM and called the meeting back to order at 12:20 PM.

**Item #12- Discussion on Media Contract**

Dr. Swartos discussed the new media contract with SDPB.

**Item #13- Review Constitutional Revisions for 2020-21**

Chairman Cassens asked the Board and Staff to discuss possible constitutional revisions to look at during the upcoming year. Dr. Swartos discussed a possible look at a Free and Reduced Lunch Factor in ADM calculations, as has been requested by the Native American Advisory Committee.

**Item #14- Discuss Superintendent Group Priorities**

Dr. Rasmussen and Tom Culver discussed possible additional guidance on attendance at events (ideas, data, etc.), the Superintendents appreciate the communication from the SDHSAA office. They stress communication within schools to ensure everyone is on the same page.

**Item #15- Discuss Secondary Principals Group Priorities**

Michael Talley, Barry Mann, and Craig Cassens commended the Athletic Directors for their work in preparing for the fall season. They noted that schools have experienced and will experience a loss of revenue with reduced crowds and encouraged the SDHSAA to keep that in mind. They noted the importance of communication with schools and the flexibility of the SDHSAA this year. They thanked the SDHSAA for the support throughout the summer.

**Item #16- Discuss Athletic/Activity Directors Group Priorities**

Randy Soma and Dan Aaker commended their fellow AD's for their work in preparing for the fall season. They want to ensure clarity on the merchandise contract and t-shirt money. They were appreciative of the COVID-19 communication and stressed the importance of it continuing. They asked about sub-state and state spectator plans and for some guidance on Cheer and Dance invitationals.

**Item #17- Discuss School Board Member Group Priorities**

Mark Murphy and Marty Weismantel communicated the nervousness and apprehension by school staff and stressed that flexibility by all will be important.

**Item #18- Executive Staff and Board Member Comments, Concerns, and Suggestions**

SDHSAA Staff shared their experiences during the past several months as we prepare for the upcoming school year, thanked the schools for their patience, and encouraged continued flexibility and communication.

**Item #19- Review 2019-20 Goals**

Dr. Swartos reviewed progress on the 2019-20 goals, as well as suggestions for implementations/carry over in 2020-21.

**Item #20- Set goals for 2020-21**

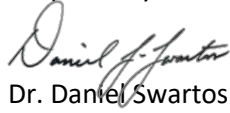
The following goals were suggested for the 2020-21 school year:

1. Study and make recommendations on changes to management fees and new revenue, to include a bid process for SDHSAA state events, set fees for Sub-State contests, and exploring new revenue streams with the goal of increasing costs paid to host sites for state events.
2. Explore new SDHSAA Sports/Activities
3. Examine the current SDHSAA ADM structure for classification, to include modifiers such as Free/Reduced Lunch count, small school factor, and success factor.
4. Review the design and cost of a new SDHSAA website, and present the Board of Directors with a plan for new website funding and implementation.

**Item #21- Adjourn**

Chairman Cassens declared the meeting adjourned at 2:15 PM.

Respectfully submitted,



Dr. Daniel Swartos  
SDHSAA Executive Director

## 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 casual  
June meeting - Attire is dressy business 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. ADMINISTRATIVE 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.

#### 2021-2022 BOARD OF DIRECTORS CLOTHING ALLOWANCE:

➤ Barry Mann	\$95
➤ Mark Murphy	\$95
➤ TBD- WR At-Large	\$120 + Blazer
➤ Derek Barrios	\$120 + Blazer
➤ TBD- Division II	\$120 + Blazer
➤ Eric Denning	\$120 + Blazer

## **POLICIES FOR BOARD OF DIRECTORS**

### **2021-2022 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 11-12, 2021 – PIERRE, SD**

- Arrive on Wednesday, August 11, 2021, with room reservations at the AmericInn in Ft. Pierre for Wednesday, August 11, 2021.
- Strategic Planning Meeting at 10:30 a.m. on Wednesday, August 11, 2021. 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 11, 2021.
- Regular meeting agenda to begin at 8:30 a.m. on Thursday, August 12, 2021. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Depart on Thursday, August 12, 2021.

#### **(NFHS WEEK 18) WEDNESDAY, NOVEMBER 3, 2021 – PIERRE, SD**

- Arrive on Tuesday, November 2, 2021, with room reservations at the AmericInn in Ft. Pierre for Tuesday, November 2, 2021.
- Regular meeting agenda begins at 10:30 a.m. on November 3, 2021 at the SDHSAA office building.
- Departure on November 3, 2021.

#### **(NFHS WEEK 28) WEDNESDAY, JANUARY 12, 2022 – PIERRE, SD**

- Arrive on Tuesday, January 11, 2022, with room reservations at the AmericInn in Ft. Pierre for Tuesday, January 11, 2022.
- Regular meeting agenda begins at 9:00 a.m. on January 12, 2022 at the SDHSAA office building.
- Departure on January 12, 2022.

#### **(NFHS WEEK 35) WEDNESDAY, MARCH 2, 2022 – PIERRE, SD**

- Arrive the evening of Tuesday, March 1, 2022, with room reservations at the AmericInn.
- Meeting held at the SDHSAA office building.
- Regular meeting agenda begins at 10:30 a.m. on March 2, 2022.
- Departure on March 2, 2022.

**(NFHS WEEK 42) TUESDAY AND WEDNESDAY, APRIL 19-20, 2021 – PIERRE, SD**

- Arrive on Monday, April 18, 2022, with room reservations at the AmericInn in Ft. Pierre for Monday, April 18, 2022 and Tuesday, April 19, 2022.
- Annual Meeting held at the SDHSAA Office Building beginning at 11:00 a.m. on Tuesday April 19, 2022.
- Regular meeting will begin Tuesday April 20, 2021, thirty minutes following the Annual Meeting at the SDHSAA Office Building on April 19, 2022.
- Regular meeting will resume Wednesday April 20, 2022 at 8:30 a.m.
- Departure on April 20, 2022.

**(NFHS WEEK 49) WEDNESDAY AND THURSDAY, JUNE 8-9, 2021 – PIERRE, SD**

- Arrive on Wednesday June 8, 2022, with room reservations at the AmericInn in Ft. Pierre.
- Board dinner, with guests, at 6:00 p.m. on Wednesday, June 8, 2022.
- Regular Meeting held at the SDHSAA office building beginning at 8:30 a.m. on Thursday, June 9, 2022.
- Departure on June 9, 2022.

***NOTE- all times listed are Central Time***

## 2021-22 SDHSAA BOARD OF DIRECTORS MEETINGS

MEETING DATES	MEETING SITE	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/DbL.
August 11-12, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (Aug. 10 & 11)	\$99.99
November 3, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (Nov. 2)	\$99.99
January 12, 2022	SDHSAA Office Building	AmericInn, Ft. Pierre (Jan. 11)	\$99.99
March 2, 2022	SDHSAA Office Building	AmericInn, Ft. Pierre (Mar. 1)	\$99.99
April 19-20, 2022	SDHSAA Office Building	AmericInn, Ft. Pierre (April 18 & 19)	\$99.99
June 8-9, 2022	SDHSAA Office Building	AmericInn, Ft. Pierre (June 8)	\$109.99

## BOARD OF DIRECTORS RESERVATIONS FOR 2021-2022 EVENTS

DATE OF RESERVATION	EVENT	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/DbL.
October 3-4, 2021	Boys' "A" Golf	Madison – AmericInn	75.00
October 3-4, 2021	Boys' "AA" Golf	Huron-Crossroads	75.00
October 3-8, 2021	Girls' Tennis	Sioux Falls – Holiday Inn Express	96.00
October 15-16, 2021	State Soccer	Sioux Falls - Ramkota	91.99
October 21-22, 2021	State Cross Country Meet	Sioux Falls – Holiday Inn Express	96.00
October 21-22, 2021	Competitive Cheer & Dance	Brandon – Holiday Inn Express	139.99
October 28-30, 2021	All-State Chorus & Orchestra	Rapid City- Holiday Inn Rushmore Plaza	74.00
November 10-13, 2021	State Football Play-Offs	Vermillion –Best Western Vermillion Inn	75.00
November 17-20, 2021	Combined Volleyball	Rapid City–Holiday Inn Rushmore Plaza	89.99
December 2-4, 2021	State Oral Interp Festival	Huron – Crossroads Hotel	99.99
February 2-5, 2022	State One-Act Play Festival	Rapid City – Rushmore Hotel	75.00
February 10-12, 2022	State Gymnastics Meet	Mitchell - Hampton	96.00
February 23-26, 2022	Combined Wrestling	Sioux Falls - Sheraton	134.00
March 3-5, 2022	State Debate and IE	Harrisburg – Holiday Inn Express and Suites Southwest	96.00
March 9-12, 2022	State Girls' "B" Basketball	Watertown-Country Inn & Suites	112.99
March 9-12, 2022	State Girls' "A" Basketball	Brookings – Country Inn	96.00
March 9-12, 2022	State Girls' "AA" Basketball	Rapid City-Holiday Inn Rushmore Plaza	139.00
March 16-19, 2022	State Boys' "B" Basketball	Aberdeen - Ramkota	129.99
March 16-19, 2022	State Boys' "A" Basketball	Rapid City-Holiday Inn Rushmore Plaza	139.00
March 16-19, 2022	State Boys' "AA" Basketball	Sioux Falls - Sheraton	129.00
March 23-26, 2022	All-State Band	Brookings – Hampton Inn	98.00
May 4-7, 2022	All-State Jazz Band & Show Choir	Brookings – Country Inn & Suites	129.00
May 15-20, 2022	State Boys' Tennis Tournament	Rapid City - Ramkota	75.00
May 25-28, 2022	State Track & Field	Sioux Falls – Sheraton	122.00
June 5-6, 2022	State Boys' & Girls' "B" Golf	Rapid City - Ramkota	75.00
June 5-6, 2022	State Girls' "A" Golf	Sioux Falls – Holiday Inn Express	96.00
June 5-6, 2022	State Girls' "AA" Golf	Brookings – Country Inn & Suites	75.00



## 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 - \$13.00; Lunch-\$14.00; Dinner-\$23.00**  
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~~ **Ten** dollars per day for gratuities when in-state.  
Gratuities TBD when out-of-state, not to exceed **20% of** allowable IRS **meal** 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 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	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 6, 2022) to Friday of week 4 (July 29, 2022), 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 1, 2022) through Friday of week 7 (August 19, 2022) office hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.
- D. Starting Monday of week 8 (August 22, 2022) 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, 2022, Avera Health Plans will provide **two plan choices**. (1) Avera 4500 HDHP: Choice #1 will have a \$4,500 single deductible or \$9,000 embedded family deductible.

	Individual	Family (Embedded)
In-Network Deductible	\$4,500	\$9,000
Out-of-Network Deductible	\$10,000	\$20,000
Maximum Out-of-Pocket In-Network	\$4,500	\$9,000
Maximum Out-of-Pocket Out-of-Network	\$15,000	\$30,000
Co-pay to Count Towards Deductible?	No	No
Coinsurance After Deductible In-Network	0%	0%
Coinsurance After Deductible Out-of-Network	40%	40%
Prescription Rider	0%	0%

- 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 \$5,100.00 to their HSA on or about July 25<sup>th</sup>, 2021, and another \$2,100.00 on or about January 25, 2022. Employees entering the plan will receive the full \$7,200 in their HSA account on or about January 25, 2022.

- C. An assistant executive staff on the single HSA plan will receive an employer contribution not to exceed the current year HSA contribution limit. The excess contribution will be paid to the employee as a taxable benefit.
- D. As per Board action of June 9-10, 2009, minutes page 11: Full family health insurance coverage shall be extended to the executive director.
- E. 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).
- F. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.
- G. 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.
- H. 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.
- I. Life Insurance
  - 1. A life insurance policy in the amount of \$15,000 is provided by the Association as a benefit to all full-time employees. Additional life insurance up to \$50,000 for the employee, \$25,000 for the employee's spouse, and \$10,000 for the employee's children may be purchased by the employee.

## 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 \$13.00; Lunch \$14.00; Dinner \$23.00**, 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.

### Meals (In State and Out of State)

<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~~ **Ten** dollars per day for gratuities when in-state  
Gratuities TBD when out-of-state—not to exceed **20% of** allowable IRS **meal** rates
- D. **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 15<sup>th</sup> 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.
- 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.

### **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**

- 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	Sunday, July 4, 2021
Labor Day	1st Monday in September, September 6, 2021
Native American's Day	2nd Monday in October, October 11, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving recess	4th Thursday and Friday in November, November 25-26, 2021
Christmas and New Year's	The office will close at the end of the work day on Wednesday, December 22, 2021, and will re-open on Monday, January 3, 2022
Martin Luther King Jr. Day	3rd Monday in January—January 17, 2022

Presidents' Day	3rd Monday in February—February 21, 2022
Good Friday	Friday before Easter—April 15, 2022
Easter Monday	Monday following Easter—April 18, 2022
Memorial Day	Last Monday in May—May 30, 2022
Juneteenth	Sunday, June 19, 2022

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 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of that month. If the anniversary date falls on the 16<sup>th</sup> through the 31<sup>st</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> 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 69<sup>th</sup> 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  
Brooks Bowman: July 27, 2015  
Daniel Swartos: July 1, 2017  
Ryan Mikkelsen: July 1, 2020  
Randy Soma: July 1, 2021

## **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 7, 2021) to Friday of week 4 (July 30, 2021), 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 2, 2021) through Friday of week 7 (August 20, 2021) office hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.
- D. Starting Monday of week 8 (August 23, 2021) 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 22, 2021, to May 29, 2022, 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, 2021, Avera Health Plans will provide **two plan choices**. (1) Avera 4500 HDHP: Choice #1 will have a \$4,500 single deductible or \$9,000 embedded family deductible.

	Individual	Family (Embedded)
In-Network Deductible	\$4,500	\$9,000
Out-of-Network Deductible	\$10,000	\$20,000
Maximum Out-of-Pocket In-Network	\$4,500	\$9,000
Maximum Out-of-Pocket Out-of-Network	\$15,000	\$30,000
Co-pay to Count Towards Deductible?	No	No
Coinsurance After Deductible In-Network	0%	0%
Coinsurance After Deductible Out-of-Network	40%	40%
Prescription Rider	0%	0%



- 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 \$2,600.00 to their HSA on or about July 25, 2021, and another \$1,000.00 on or about January 25, 2022.
- 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.
- G. Life Insurance
  - 1. A life insurance policy in the amount of \$15,000 is provided by the Association as a benefit to all full-time employees. Additional life insurance up to \$50,000 for the employee, \$25,000 for the employee's spouse, and \$10,000 for the employee's children may be purchased by the employee.

### **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 \$13.00; Lunch \$14.00; Dinner \$23.00.  
     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~~ Ten 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: 2022- Cindy Bresee, 2023- Barb Haberling, 2024- Marsha Karst. 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 15<sup>th</sup> 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	Sunday, July 4, 2021
Labor Day	1st Monday in September, September 6, 2021
Native American's Day	2nd Monday in October, October 11, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving recess	4th Thursday and Friday in November, November 25-26, 2021
Christmas and New Year's	The office will close at the end of the work day on Wednesday, December 22, 2021, and will re-open on Monday, January 3, 2022
Martin Luther King Jr. Day	3rd Monday in January—January 17, 2022
Presidents' Day	3rd Monday in February—February 21, 2022
Good Friday	Friday before Easter—April 15, 2022
Easter Monday	Monday following Easter—April 18, 2022
Memorial Day	Last Monday in May—May 30, 2022
Juneteenth	Sunday, June 19, 2021

### **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 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of that month. If the anniversary date falls on the 16<sup>th</sup> through the 31<sup>st</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> 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 69<sup>th</sup> 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

## **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



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## 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.

**SOUTH DAKOTA  
HIGH SCHOOL ACTIVITIES ASSOCIATION**

**AUDIT REPORT**

**June 30, 2020**



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



**SOUTH DAKOTA  
HIGH SCHOOL ACTIVITIES ASSOCIATION**

**AUDIT REPORT**

**June 30, 2020**

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
ASSOCIATION OFFICIALS  
June 30, 2020

Board of Directors:

Moe Ruesink– Chairperson  
David Planteen – Vice Chairperson  
Dan Aaker  
Craig Cassens  
Dr. Brian Maher  
Barry Mann  
Mark Murphy  
Dr. Jerry Rasmussen  
Randy Soma

Executive Director:

Dr. Daniel Swartos

Finance Director:

Isaac Jahn  
Ryan Mikkelsen

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
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427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
PIERRE, SD 57501-5070  
(605) 773-3595

RUSSELL A. OLSON  
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, 2020, and the related notes to the financial statements, which collectively comprise the Association's basic financial statements and have issued our report thereon dated June 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Association's internal control over financial reporting (internal control) as a basis for designing 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 the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 the 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 financial statements. 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 that reads "Russell A. Olson". The signature is written in a cursive, flowing style.

Russell A. Olson  
Auditor General

June 29, 2021



427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
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RUSSELL A. OLSON  
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 (Association), as of and for the year ended June 30, 2020, and the related notes to the 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, 2020, and the changes in its 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 5 -6 and 23 - 25 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*, *Schedule of Budgeted and Actual Expenditures – Cash Basis*, and *Notes to the Schedules of Budget and Actual Revenues and Expenditures* 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*, *Schedule of Budgeted and Actual Expenditures – Cash Basis*, and *Notes to the Schedules of Budget and Actual Revenues and Expenditures* is the responsibility of management and was derived from and relates 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*, *Schedule of Budgeted and Actual Expenditures – Cash Basis*, and *Notes to the Schedules of Budget and Actual Revenues and Expenditures* 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 June 29, 2021 on our consideration of the Association's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements 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.



Russell A. Olson  
Auditor General

June 29, 2021

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, 2020. 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 total revenue decreased by \$905,699 (or 27.70%) due to COVID19 event cancellations. Additionally, expenses related to these activities decreased by 583,780 (or 37.28%).

**Financial Highlights as of June 30, 2020**

- Deferred Outflows of Resources decreased by \$88,890 (or 30.09%) due to GASB 68 annual adjustments.
- Current Liabilities increased by \$179,364 (or 346.10%) due to a Payroll Protection Program forgivable loan received from Health and Human Services (HHS). Although the loan is forgivable, GASB recommends the loan be classified as a current liability until actually forgiven.

**Change in Assets and Liabilities**

	FY 2019	FY 2020	Increase (Decrease)	% Increase (Decrease)
<b>Assets:</b>				
Cash and Cash Equivalents	\$ 421,245	\$ 504,358	\$ 83,113	19.73
Investments	1,154,808	1,029,229	(125,579)	(10.87)
Accounts Receivable	173,333	166,837	(6,496)	(3.75)
Capital Assets (Net of Depreciation)	749,686	737,699	(11,987)	(1.60)
Deferred Outflows of Resources	295,442	206,552	(88,890)	(30.09)
Net Pension Asset	808	3,922	3,114	385.40
Total Assets and Deferred Outflows	<u>2,795,322</u>	<u>2,648,597</u>	<u>(146,725)</u>	<u>(5.25)</u>
<b>Liabilities</b>				
Current Liabilities	51,825	231,189	179,364	346.10
Non-Current Liabilities	47,947	49,923	1,976	4.12
Deferred Inflow of Resources (GASB 68)	63,351	89,765	26,414	41.69
Total Liabilities and Deferred Inflows	<u>163,123</u>	<u>370,877</u>	<u>207,754</u>	<u>127.36</u>
Net Investment in Capital Assets	749,686	737,699	(11,986)	1.60
Restricted for SDRS Pension Purposes (GASB 68)	232,900	120,709	(112,191)	(48.17)
Unrestricted Net Position	<u>1,649,615</u>	<u>1,419,312</u>	<u>(230,303)</u>	<u>(13.96)</u>
Total Net Position	<u>\$ 2,632,201</u>	<u>\$ 2,277,720</u>	<u>\$ (354,480)</u>	<u>(13.47)</u>



**Change in Net Position**

	FY 2019	FY 2020	Increase (Decrease)	% Increase (Decrease)
Revenues:				
State Events	\$ 1,505,661	\$ 721,342	\$ (784,319)	(52.09)
Sub-State Events	839,093	867,612	28,519	(3.40)
Corporate Partner	519,065	517,081	(1,984)	(0.38)
Fees	187,846	145,674	(42,172)	(22.45)
Miscellaneous	142,037	135,709	(6,328)	(4.46)
Non-Operating Revenue	75,384	5,528	(69,856)	(92.67)
Total Revenue	<u>3,269,086</u>	<u>2,392,946</u>	<u>(876,140)</u>	<u>(26.80)</u>
Expenses:				
General and Administrative	1,682,467	1,718,372	35,905	2.13
Activities	1,565,997	1,011,778	(554,219)	(35.39)
Depreciation Expense	23,153	17,276	(5,877)	(25.38)
Total Expenses	<u>3,271,617</u>	<u>2,747,426</u>	<u>(524,191)</u>	<u>(16.02)</u>
Changes in Net Position	<u>\$ (2,531)</u>	<u>\$ (354,480)</u>	<u>\$ (351,949)</u>	<u>13,905.49</u>

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
STATEMENT OF NET POSITION  
JUNE 30, 2020

Assets:

Current Assets:

Cash and Cash Equivalents	\$ 504,358.08
Investments	1,029,229.23
Accounts Receivable	166,837.21
Total Current Assets	<u>1,700,424.52</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	(244,604.04)
Equipment, Furniture and Fixtures	165,799.87
Less: Accumulated Depreciation-Equipment, Furniture and Fixtures	(135,711.87)
Net Pension Asset	3,922.48
Total Non-Current Assets	<u>741,621.58</u>

Total Assets	<u>2,442,046.10</u>
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Deferred Outflows of Resources:

Pension Related Deferred Outflows	206,551.50
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Liabilities:

Current Liabilities:

PPP Forgivable Loan	179,500.00
Accrued Vacation	46,003.43
Accrued Sick Pay	885.85
Post Employment Benefit	4,800.00
Total Current Liabilities	<u>231,189.28</u>

Non-Current Liabilities:

Accrued Vacation	33,435.35
Accrued Sick Leave	5,414.77
Post Employment Benefit	11,072.77
Total Non-Current Liabilities	<u>49,922.89</u>

Total Liabilities	<u>281,112.17</u>
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Deferred Inflows of Resources:

Pension Related Deferred Inflows	89,764.89
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Net Position:

Investment in Capital Assets	737,699.10
Restricted for SDRS Pension Purposes	120,709.08
Unrestricted	1,419,312.36
Total Net Position	<u>\$ 2,277,720.54</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, 2020

Operating Revenue:

Basketball:

State Tournament - Girls	\$ 3,808.00	
Sub-State Events		
Elimination Tournaments	<u>485,003.00</u>	
Total Basketball Receipts		\$ 488,811.00

Wrestling:

State Tournament	258,051.25	
Sub-State Events	<u>26,740.00</u>	
Total Wrestling Receipts		284,791.25

Volleyball:

State Tournament	136,685.00	
Sub-State Events	<u>142,228.00</u>	
Total Volleyball Receipts		278,913.00

Football:

State Tournament	161,190.00	
Sub-State Events	<u>213,641.00</u>	
Total Football Receipts		374,831.00

Cross Country		23,298.00
State Gymnastics Meet		11,980.00
Cheer and Dance		24,826.00
Soccer		25,462.00
All-State Chorus and Orchestra		76,042.00
Television Contract		132,914.00
Ball Bids		50,000.00
Corporate Partner		327,500.00
E-Ticketing		6,667.00
NF News/Student Press Fee		5,524.00
Participation Fees		117,900.00
Subscription & Postage		22,250.00
Sale of Medals		1,466.00
Coaches Clinic		80.00
Rule Books/Publications		31,236.00
Registration of Officials		68,727.00
Officials/Coaches Penalties		8,087.00
Speech Ads/Programs/Shirts		1,506.00
Membership Dues		10,326.29
Miscellaneous		<u>14,281.01</u>

Total Operating Revenue		<u>2,387,418.55</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, 2020

Operating Expenses:	
General and Administrative	1,718,372.25
Activities	1,011,778.44
Depreciation Expense	17,275.91
Total Operating Expenses	<u>2,747,426.60</u>
Operating Income (Loss)	<u>(360,008.05)</u>
Non-operating Revenue (Expense):	
Earnings on Deposits and Investments	43,793.24
Unrealized Gain (Loss) on Investments	(59,381.55)
Contributions and Donations	31,097.65
Investment Expense	(9,981.01)
Total Non-operating Revenue (Expense)	<u>5,528.33</u>
Change in Net Position	(354,479.72)
Net Position, July 1, 2019	<u>2,632,200.26</u>
Net Position, June 30, 2020	<u><u>\$ 2,277,720.54</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, 2020

Cash Flows from Operating Activities:		
Cash Received from Customers	\$ 1,833,643.91	
Cash Payments to Suppliers for Goods and Services	(1,089,076.08)	
Cash Payments to Employees for Services	(935,675.18)	
Net Cash Provided (Used) by Operating Activities		<u>(191,107.35)</u>
Cash Flows from Investing Activities:		
Sale of Investments	100,000.00	
Interest Received on Investments	9.91	
Net Cash Provided by Investing Activities		<u>100,009.91</u>
Cash Flows from Capital Activities:		
Purchase of Equipment	(5,289.50)	
Net Cash Provided by Capital Activities		<u>(5,289.50)</u>
Cash Flows from Noncapital Financing Activities:		
Purchase of Equipment	179,500.00	
Net Cash Provided by Noncapital Financing Activities		<u>179,500.00</u>
Net Increase in Cash and Cash Equivalents During the Fiscal Year		83,113.06
Cash and Cash Equivalents at Beginning of Year		<u>421,245.02</u>
Cash and Cash Equivalents at End of Year		<u><u>\$ 504,358.08</u></u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities		
Operating Income (Loss)		\$ (360,008.05)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:		
Activities Expense - Value of Donated Automobiles	31,097.65	
Depreciation Expense	17,275.91	
Change in Assets and Liabilities:		
Increase in Net Pension Asset	(3,114.12)	
Decrease in Pension Related Deferred Outflows	88,890.99	
Increase in Pension Related Deferred Inflows	26,414.22	
Decrease in Accounts Receivable	6,495.87	
Increase in Accrued Vacation Liability	5,152.82	
Increase in Accrued Sick Leave Liability	1,487.36	
Decrease in Post Employment Benefit	(4,800.00)	
Total Adjustments		<u>168,900.70</u>
Net Cash Provided by Operating Activities		<u><u>\$ (191,107.35)</u></u>
Non-cash Investing, Capital and Financing Activities:		
Value of Donated Automobiles	\$ 31,097.65	
Decrease in Fair Value of Investments	\$ (59,381.55)	

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, 2020

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES:

a. Nature of Activities:

The Associations 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 June 29, 2021, 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 2020 amounted to \$119,010.54.

The Association pays dental insurance for all employees. Family coverage is optional at the employee's expense. Payments made during fiscal year 2020 amounted to \$4,532.00.

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, 2020, the Association had investments maturing as follows:

Investment Type	Fair Value	2020 Investment Maturities (in Years)			
		Less Than 1	1 to 5	6 to 10	Greater than 10
Mutual Funds	\$ 298,846	\$ -	\$ 253,068	\$ 45,778	\$ -
Exchange-Traded Funds	63,163	-	-	63,163	-
	<u>\$ 362,009</u>	<u>\$ -</u>	<u>\$ 253,068</u>	<u>\$ 108,941</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 7/01/19	Increases	Decreases	Balance 6/30/20
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	160,510.37	5,289.50	-	165,799.87
Totals	<u>996,481.60</u>	<u>5,289.50</u>	<u>-</u>	<u>1,001,771.10</u>
Less Accumulated Depreciation for:				
Land Improvements	47,626.84	-	-	47,626.84
Building	229,316.40	15,287.64	-	244,604.04
Equipment, Furniture and Fixtures	133,723.60	1,988.27	-	135,711.87
Total Accumulated Depreciation	<u>410,666.84</u>	<u>17,275.91</u>	<u>-</u>	<u>427,942.75</u>
Total Capital Assets, being Depreciated, Net	<u>585,814.76</u>	<u>(11,986.41)</u>	<u>-</u>	<u>573,828.36</u>
Capital Assets, Net	<u>\$ 749,685.51</u>	<u>\$(11,986.41)</u>	<u>\$ -</u>	<u>\$ 737,699.10</u>

5. LIABILITIES:

On April 22, 2020 the South Dakota High School Activities Association was awarded a Paycheck Protection Program loan in the amount of \$179,500.00, which is fully forgivable if the terms of the program are fulfilled. Payments on the loan are deferred pending a determination of forgiveness by the Small Business Administration.

Long-term obligations at June 30, 2020 and changes to long-term liabilities during the fiscal year ended are as follows:

	Balance 7/01/19	Increases	Decreases	Balance 6/30/20	Due Within One Year
Accrued Vacation	\$74,285.96	\$ 50,992.41	\$45,839.59	\$ 79,438.78	\$ 46,003.43
Accrued Sick Pay	4,813.26	2,224.56	737.20	6,300.62	885.85

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, 2020, 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 2020.

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 2020, a budgeted expense of \$4,800.00 was incurred for this benefit. Future payments have been estimated to total approximately \$15,872.77. 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 69<sup>th</sup> 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 2020, no expense 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, 2020, 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, 2020, no claims for unemployment benefits were paid. At June 30, 2020, no claims had been filed for unemployment benefits and none are anticipated in the next fiscal year.

10. SIGNIFICANT CONTINGENCIES—LITIGATION:

At June 30, 2020, 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 general members, 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 is also available after age 45 for Class B Foundation public safety members where the sum of age and credited service 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 annual retirement benefit after age 57 with three years of contributory service. At retirement, married Generational members may elect a single-life benefit, a 60 percent joint 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, 2020, 2019 and 2018, equal to required contributions each year, were as follows:

<u>Year</u>	<u>Amount</u>
2020	\$ 48,174.64
2019	47,219.67
2018	42,778.76

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

At June 30, 2019, SDRS is 100.09% 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, 2019 and reported by the Association as of June 30, 2020 are as follows:

Proportionate share of pension liability	\$ 4,612,759.59
Less proportionate share of net pension restricted for pension benefits	<u>4,616,682.07</u>
Proportionate share of net pension liability (asset)	\$ (3,922.48)

At June 30, 2020, the Association reported an asset of \$3,922.48 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2019 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, 2019 the Association's proportion was 0.0370140% which is an increase of 0.0023539% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the Association recognized a reduction of pension expense of \$ 112,191.09. At June 30, 2020 the Association reported deferred outflows of 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.	\$ 15,386.32	\$ 1,775.38
Changes in assumption.	135,471.89	55,536.90
Net difference between projected and actual earnings on pension plan investments.		22,596.64
Changes in proportion and difference between Association contributions and proportionate share of contributions.	7,518.65	9,855.97
Association contributions subsequent to the measurement date.	48,174.64	
<b>TOTAL</b>	<b>\$ 206,551.50</b>	<b>\$ 89,764.89</b>

The \$48,174.64 reported as deferred outflow of resources related to pensions resulting from Association contribution subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2021. 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:		
2021	\$	86,196.43
2022		(12,948.81)
2023		(10,978.66)
2024		6,343.02
<b>TOTAL</b>	<b>\$</b>	<b>68,611.97</b>

Actuarial Assumptions:

The total pension liability (asset) in the June 30, 2019 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
Future COLAs	1.88%

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 rates for males. Mortality rates for disabled members were based on the RP-2014 Disabled Retiree Mortality Table, adjusted to 2006 and projected generationally with Scale MP-2016.

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period of July 1, 2011 to June 30, 2016.

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 portions of the portfolio. SDIC is governed by the Prudent Man Rule (i.e., the council 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, 2019 (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 of Return</u>
Global Equity	58.0%	4.7%
Fixed Income	30.0%	1.7%
Real Estate	10.0%	4.3%
Cash	2.0%	0.9%
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>
Associations proportionate share of the net pension liability (asset)	\$ 651,053.32	\$ (3,922.48)	\$ (537,609.39)

#### 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, 2020, 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	\$ 164,698	\$ 164,698	\$ -	\$ -
Total Investments by fair value level	164,698	\$ 164,698	\$ -	\$ -

#### Investment measure at Net Asset Value (NAV)

Mutual Funds	815,648
Alternative Investments	49,600
Total investments measure at NAV	865,248
Total investments measured at Fair Value	\$1,029,946

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, 2020. 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

On March 26, 2021 the South Dakota High School Activities Association was awarded a second Paycheck Protection Program loan in the amount of \$176,047, which is fully forgivable if the terms of the program are fulfilled.

On December 15, 2020 the Association was awarded a grant from the State of South Dakota under the Small Nonprofit Grants Program in the amount of \$186,946. The grant was awarded to replace income lost during the period September 1, 2020 through November 30, 2020.

On June 6, 2021 the Association received notice from the Small Business Administration of the full forgiveness for the first Paycheck Protection Program loan received on April 22, 2020.

SCHEDULE OF REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE ASSOCIATION CONTRIBUTIONS  
South Dakota Retirement System  
Last 10 Fiscal Years\*

	2020	2019	2018	2017	2016	2015
Contractually Required Contribution	\$ 48,175	\$ 47,220	\$ 42,779	\$ 42,076	\$ 43,167	\$ 39,813
Contributions in relation to the Contractually required contribution	48,175	47,220	42,779	42,076	43,167	39,813
Contribution deficiency (excess)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Association's covered-employee payroll	\$ 801,678	\$ 785,742	\$ 712,980	\$ 701,265	\$ 719,450	\$ 663,550
Contributions as a percentage of Covered-employee payroll	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%

\* Until a full 10-year trend is compiled, the Association will present information for those years for which information is available.

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\*

	2020	2019	2018	2017	2016	2015
Association's proportion of the net pension liability/asset	0.0370140%	0.0346601%	0.0361807%	0.0378359%	0.0363446%	0.0392004%
Association's proportionate share of net pension liability (asset)	\$ (3,922)	\$ (808)	\$ (3,283)	\$ 127,806	\$ (154,148)	\$ (282,423)
Association's covered-employee payroll	\$ 748,224	\$ 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	0.52%	0.11%	0.47%	17.76%	23.23%	41.20%
Plan fiduciary net position as a percentage of the total pension liability (asset)	100.09%	100.02%	100.10%	96.89%	104.1%	107.3%

\* The amounts presented for each fiscal year were determined as of the measurement date of the collective net pension liability (asset) which is 6/30 of previous fiscal year. 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 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, 2018 and exists again this year as of June 30, 2019. Future COLAs are assumed to equal the current restricted maximum COLA which was 2.03% as of June 30, 2018 and is 1.88% as of June 30, 2019.

The changes in actuarial assumptions decreased the Actuarial Accrued Liability by 1.5% of the Actuarial Accrued Liability based on the 2.03% COLA, reflecting the current and assumed future restricted maximum COLA of 1.88%.

Actuarial assumptions are reviewed in depth periodically, with the next experience analysis anticipated before the June 30, 2022 Actuarial Valuation and any recommended changes anticipated to be first implemented in the June 30, 2022 Actuarial Valuation.

SUPPLEMENTARY DATA  
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF BUDGETED AND ACTUAL REVENUES - CASH BASIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Revenue	Actual Revenue	Variance Favorable/ (Unfavorable)
Activities			
Boys' "B" Basketball	\$ 110,000.00	\$ -	\$ (110,000.00)
Girls' "B" Basketball	65,000.00	3,878.00	(61,122.00)
Football	215,000.00	149,190.00	(65,810.00)
Gymnastics	12,000.00	11,980.00	(20.00)
Track & Field	115,000.00	78,752.00	(36,248.00)
Chorus & Orchestra	75,000.00	51,322.60	(23,677.40)
All-State Band	9,000.00	-	(9,000.00)
Cheer & Dance	21,000.00	24,826.00	3,826.00
Cross Country	23,000.00	23,298.00	298.00
Soccer	15,000.00	25,462.00	10,462.00
All-State Jazz Band	2,000.00	-	(2,000.00)
Combined AA Girls & Boys Basketball	200,000.00	-	(200,000.00)
Combined A & B Wrestling	250,000.00	153,909.27	(96,090.73)
Combined B A AA Volleyball	150,000.00	115,233.00	(34,767.00)
Combined A Girls & Boys Basketball	175,000.00	-	(175,000.00)
Student Council	84,000.00	26,692.00	(57,308.00)
Total Activities	1,521,000.00	664,542.87	(856,457.13)
TV Contract - FB/BB/VB/WR	123,500.00	123,500.00	-
Ball Bids	50,000.00	37,500.00	(12,500.00)
Corporate Partner	342,500.00	287,514.00	(54,986.00)
Total	516,000.00	448,514.00	(67,486.00)
Sub-State Events			
Girls' Basketball	90,000.00	103,844.42	13,844.42
Boys' Basketball	125,000.00	142,329.92	17,329.92
Football Playoffs	90,000.00	71,107.10	(18,892.90)
Wrestling	10,500.00	8,273.60	(2,226.40)
Volleyball	70,000.00	72,951.92	2,951.92
Total Sub-State Events	385,500.00	398,506.96	13,006.96
Fees			
Participation Fees	153,900.00	111,600.00	(42,300.00)
Subscription/Postage Fee	22,250.00	22,250.00	-
NFHS News/Student Press Pass	5,580.00	5,959.00	379.00
Sub-State Broadcast Media Fee	1,000.00	500.00	(500.00)
Total Fees	182,730.00	140,309.00	(42,421.00)
General			
Music Supplies	150.00	119.48	(30.52)
Coaches Clinic	900.00	-	(900.00)
Membership Dues	10,000.00	10,368.49	368.49
Rule Books/Publications	25,000.00	31,191.00	6,191.00
Registration of Officials	70,000.00	68,618.17	(1,381.83)
Penalties and Fines	8,000.00	8,097.00	97.00
Sale of Medals	2,300.00	1,235.75	(1,064.25)
Miscellaneous	22,000.00	13,968.90	(8,031.10)
Speech Programs/Shirts	500.00	1,206.00	706.00
Music Program Ad Sales	-	300.00	300.00
Speech Ad Revenue	-	300.00	300.00
Interest	500.00	9.91	(490.09)
Total General	139,350.00	135,414.70	(3,935.30)
GRAND TOTAL	\$ 2,744,580.00	\$ 1,787,287.53	\$ (957,292.47)

SUPPLEMENTARY DATA  
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF BUDGETED AND ACTUAL EXPENDITURES - CASH BASIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Regular Salaries	\$ 764,954.00	\$ 768,818.04	\$ (3,864.04)
Temporary Salaries	500.00	-	500.00
Total Salaries	<u>765,454.00</u>	<u>768,818.04</u>	<u>(3,364.04)</u>
Social Security	58,519.00	56,179.48	2,339.52
Retirement	45,897.00	48,509.21	(2,612.21)
Health Insurance	169,334.00	162,010.54	7,323.46
Dental Insurance	5,093.00	4,532.00	561.00
Worker's Compensation	6,200.00	3,017.00	3,183.00
Life Insurance	378.00	-	378.00
Supplemental Medical	4,800.00	4,800.00	-
Total Employee Benefits	<u>290,221.00</u>	<u>279,048.23</u>	<u>11,172.77</u>
Legal Costs and Fees/Lobbyist	25,000.00	18,735.00	6,265.00
Retirement/Investment Advisor	1,300.00	-	1,300.00
Audit	12,000.00	25,735.50	(13,735.50)
Clinicians-Coaches Clinic	5,200.00	29.55	5,170.45
Appeals Committee	200.00	-	200.00
Section V Meeting	2,000.00	623.16	1,376.84
11 States Meeting	2,000.00	1,327.26	672.74
Utilities	7,200.00	6,931.63	268.37
Maintenance and Repairs	8,000.00	9,250.47	(1,250.47)
Technology	11,500.00	11,222.43	277.57
Staff In-Service	500.00	145.32	354.68
Snow Removal/Lawn	1,600.00	1,902.70	(302.70)
NFHS-Debate Topic Meeting	1,500.00	1,021.66	478.34
NFHS-Music/Speech Meeting	1,200.00	1,477.45	(277.45)
NF Summer Meeting	30,000.00	2,940.51	27,059.49
NF Winter Meeting	3,200.00	2,392.63	807.37
NF Legal Meeting	2,800.00	516.40	2,283.60
Staff Travel	70,000.00	16,673.76	53,326.24
Board of Control Travel	21,000.00	15,464.16	5,535.84
Advisory/Ad Hoc Com/Officials	23,000.00	11,030.44	11,969.56
Dues-Regional Wrestling Assoc.	1,100.00	790.00	310.00
Dues-Regional Basketball Assoc.	5,000.00	4,850.00	150.00
Dues-Regional Volleyball Assoc.	2,300.00	2,420.00	(120.00)
Telephone	10,400.00	9,058.87	1,341.13
Postage and Permit	19,000.00	21,273.94	(2,273.94)
United Parcel Service	5,200.00	4,032.45	1,167.55
State Officials Council	12,000.00	13,247.00	(1,247.00)
Internet/Cable	2,500.00	2,151.43	348.57
Midwest Officials Summit	1,500.00	1,280.54	219.46
Dues-Football Assoc.	4,200.00	4,040.00	160.00
Dues-Gymnastics Assoc.	340.00	330.00	10.00
State Event Directors Reception	2,000.00	257.63	1,742.37
NASO Travel	2,000.00	2,013.35	(13.35)
Media	1,500.00	188.93	1,311.07
Officials Gifts	2,500.00	1,304.69	1,195.31
State Event Directors/Corp Gifts	3,500.00	1,916.64	1,583.36
FB Rules Meeting	1,300.00	1,109.14	190.86
SDIAAA	2,000.00	-	2,000.00
Commercial Printing	20,000.00	9,617.59	10,382.41
Printing-Officials	7,500.00	-	7,500.00
NFOA Membership	20,000.00	18,309.00	1,691.00
Catastrophic/Liability Insurance	141,405.00	141,405.60	(0.60)
State Officials Coordinator	10,500.00	12,427.87	(1,927.87)
Professional Accounting Services	3,000.00	2,076.30	923.70
Technology Conference	1,000.00	1,083.67	(83.67)
NSDA National Conference	1,300.00	888.93	411.07
Miscellaneous	21,360.00	25,888.51	(4,528.51)
Total Purchased Services	<u>533,605.00</u>	<u>409,382.11</u>	<u>124,222.89</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, 2020

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Office Supplies	6,200.00	6,529.08	(329.08)
Custodial Supplies	1,500.00	322.04	1,177.96
Subscriptions	2,400.00	2,178.05	221.95
Rule Books and Exams	43,000.00	40,350.07	2,649.93
Distinguished Service Awards	550.00	432.00	118.00
Inventory of Medals	1,200.00	186.00	1,014.00
Total Supplies and Materials	<u>54,850.00</u>	<u>49,997.24</u>	<u>4,852.76</u>
NF Dues/Foundation	2,500.00	2,500.00	-
Travel Accident Insurance	1,000.00	950.00	50.00
D&O Liability Insurance	10,756.00	10,576.00	180.00
Excess Liability Insurance	3,246.00	3,246.00	-
General Liability Insurance	13,072.00	13,072.00	-
Surety Bond	700.00	700.00	-
Car Liability Insurance	5,979.00	5,979.00	-
Insurance Office and Contents	5,050.00	5,405.02	(355.02)
General Liability Insurance - Member Schools	16,296.00	16,012.00	284.00
Total Other Objects	<u>58,599.00</u>	<u>58,440.02</u>	<u>158.98</u>
Officials Observation	<u>6,000.00</u>	<u>6,085.00</u>	<u>(85.00)</u>
Combined Boys' and Girls' "AA" Basketball	137,800.00	2,613.20	135,186.80
Combined Boys' and Girls' "A" Basketball	104,600.00	3,222.00	101,378.00
Combined "A" and "B" Wrestling	130,050.00	54,296.46	75,753.54
Boys' "B" Basketball	43,400.00	2,961.98	40,438.02
Girls' "B" Basketball	37,200.00	22,811.77	14,388.23
Gymnastics	19,150.00	16,688.51	2,461.49
Track and Field	65,000.00	16,607.41	48,392.59
Golf	19,500.00	9,142.54	10,357.46
Tennis	12,700.00	10,370.24	2,329.76
Cross Country	11,400.00	11,066.71	333.29
Football Play-Offs	37,600.00	33,861.08	3,738.92
Combined "B", "A", & "AA" Volleyball	143,450.00	65,772.30	77,677.70
Cheer and Dance	17,900.00	9,728.04	8,171.96
Soccer	12,700.00	7,905.32	4,794.68
Student Council	76,950.00	6,382.94	70,567.06
Oral Interp	15,200.00	13,051.54	2,148.46
One Act Play	16,100.00	18,025.37	(1,925.37)
Debate	17,030.00	12,390.98	4,639.02
All-State Jazz Band	12,650.00	1,480.10	11,169.90
All-State Chorus and Orchestra	73,165.00	32,271.27	40,893.73
All-State Band	29,700.00	27,161.72	2,538.28
Music Miscellaneous	500.00	-	500.00
Journalism	5,100.00	3,813.54	1,286.46
Visual Arts	12,700.00	1,232.31	11,467.69
Total Events	<u>1,051,545.00</u>	<u>382,857.33</u>	<u>668,687.67</u>
GRAND TOTAL	<u>\$ 2,760,274.00</u>	<u>\$ 1,954,627.97</u>	<u>\$ 805,646.03</u>

SUPPLEMENTARY DATA  
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
NOTES TO THE SCHEDULES OF BUDGET AND ACTUAL REVENUES AND EXPENDITURES  
June 30, 2020

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, 2020
- 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 – Associations 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**  
**Revenue Budget**  
Blank 2021-2022

	2020-2021 Budgeted	2020-2021 YTD	2021-2022 Budgeted	2021-2022 Increase (Decrease)
<b>Revenue Budget</b>				
<b>4100.00 State Event Revenue</b>				
4101.00 Boys "B" Basketball- Aberdeen	115,000.00	76,300.00	\$ 100,000.00	-15,000.00
4102.00 Basketball "A" Boys- Rapid City	180,000.00	87,139.00	\$ 150,000.00	-30,000.00
4103.00 Basketball "AA" Boys- Sioux Falls	120,000.00	115,672.92	\$ 150,000.00	30,000.00
4104.00 Girls "B" Basketball- Watertown	61,000.00	59,688.00	\$ 65,000.00	4,000.00
4105.00 Basketball "A" Girls- Brookings	64,000.00	51,207.00	\$ 70,000.00	6,000.00
4106.00 Basketball "AA" Girls- Rapid City	55,000.00	20,234.66	\$ 55,000.00	0.00
4109.00 Football	225,000.00	151,620.00	\$ 200,000.00	-25,000.00
4110.00 Gymnastics- Mitchell	14,500.00	9,186.00	\$ 15,000.00	500.00
4111.00 Track and Field- Sioux Falls	100,000.00	154,000.00	\$ 150,000.00	50,000.00
4112.00 Volleyball "B"	38,000.00	32,162.00	\$ -	-38,000.00
4113.00 All-State Chorus & Orchestra- Rapid City	75,000.00	7,250.00	\$ 65,000.00	-10,000.00
4114.00 All-State Band- Brookings	8,500.00	7,640.00	\$ 8,500.00	0.00
4115.00 Volleyball "AA"	28,000.00	22,364.00	\$ -	-28,000.00
4116.00 Cheer & Dance- Brandon Valley	25,000.00	17,841.50	\$ 29,000.00	4,000.00
4117.00 Volleyball "A"	34,000.00	26,800.00	\$ -	-34,000.00
4118.00 Cross Country- Sioux Falls	21,500.00	20,781.00	\$ 28,000.00	6,500.00
4119.00 Soccer- Sioux Falls	15,000.00	10,288.00	\$ 20,000.00	5,000.00
4120.00 All-State Jazz Band/Show Choir- Brookings	2,000.00	2,335.00	\$ 5,000.00	3,000.00
4122.00 Combined "B" & "A" Wrestling- Sioux Falls	200,000.00	228,491.75	\$ 260,000.00	60,000.00
4123.00 Combined Volleyball	-	-	\$ 145,000.00	145,000.00
4125.00 Student Council	90,000.00	-	\$ 90,000.00	0.00
<b>Total 4100.00 State Event Revenue \$</b>	<b>1,471,500.00</b>	<b>\$ 1,101,000.83</b>	<b>\$ 1,605,500.00</b>	<b>134,000.00</b>
<b>4200.00 Sponsorship Revenue</b>				
4201.00 Televised State Championships	91,500.00	92,000.00	\$ 93,500.00	2,000.00
4202.00 Ball Bids	50,000.00	50,000.00	\$ 50,000.00	0.00
4203.00 Corporate Program	312,500.00	312,500.00	\$ 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	-	-	\$ 0.00	0.00
4206.00 ALLIANCE HIGHWAY SAFETY	20,000.00	-	\$ 20,000.00	0.00
4207.00 Merchandise Partner	75,000.00	96,827.40	\$ 85,000.00	10,000.00
<b>Total 4200.00 Sponsorship Revenue \$</b>	<b>584,000.00</b>	<b>\$ 586,327.40</b>	<b>\$ 596,000.00</b>	<b>12,000.00</b>
<b>4300.00 Sub-State Event Revenue</b>				
4301.00 Girls Basketball Sub-State	95,000.00	73,871.33	\$ 75,000.00	-20,000.00
4302.00 Boys Basketball Sub-State	135,000.00	93,557.92	\$ 135,000.00	0.00
4303.00 Football Sub-State	80,000.00	53,073.30	\$ 70,000.00	-10,000.00
4304.00 Wrestling Sub-State	10,500.00	7,732.80	\$ 9,500.00	-1,000.00
4305.00 Volleyball Sub-State	70,000.00	45,840.00	\$ 70,000.00	0.00
<b>Total 4300.00 Sub-State Event Revenue \$</b>	<b>390,500.00</b>	<b>\$ 274,075.35</b>	<b>\$ 359,500.00</b>	<b>-31,000.00</b>
<b>4400.00 Fee Revenue</b>				
4401.00 Participation Fees	157,000.00	157,000.00	\$ -	-157,000.00
4402.00 Postage	22,250.00	22,250.00	\$ -	-22,250.00
4403.00 NF News/Student Press Pass	5,580.00	5,580.00	\$ -	-5,580.00
4404.00 Sub-State Broadcast Media Fee	1,000.00	1,000.00	\$ -	-1,000.00
<b>Total 4400.00 Fee Revenue \$</b>	<b>185,830.00</b>	<b>\$ 185,830.00</b>	<b>\$ 0.00</b>	<b>-185,830.00</b>
<b>4500.00 General Revenue</b>				
4501.00 Music Supplies	150.00	-	\$ 150.00	0.00
4503.00 Coaches Clinic	-	-	\$ -	0.00
4504.00 Membership Dues	10,000.00	10,000.00	\$ -	-10,000.00
4505.00 Rule Books/Publications	25,000.00	29,576.00	\$ 25,000.00	0.00
4506.00 Registration of Officials	66,000.00	70,658.56	\$ 66,000.00	0.00
4507.00 Penalties & Fines	8,000.00	4,860.00	\$ 8,000.00	0.00
4512.00 Sale of Medals	2,300.00	1,139.75	\$ 2,300.00	0.00
4513.00 Miscellaneous	20,000.00	18,718.11	\$ 19,836.78	-163.22
4516.00 Speech Ad Revenue	-	\$ -	\$ -	0.00
4517.00 Speech Programs/Shirts	500.00	\$ -	\$ -	-500.00
4523.00 Fine Arts Judge Reimbursement	-	14,700.43	\$ -	0.00
<b>Total 4500.00 General Revenue \$</b>	<b>131,950.00</b>	<b>\$ 149,652.85</b>	<b>\$ 121,286.78</b>	<b>-10,663.22</b>
<b>4600.00 Non-Operating Income Revenue</b>				
4602.00 Interest Income	40.00	\$ -	\$ -	-40.00
4607.00 Contributions & Donations	-	-	\$ -	0.00
4611.00 PPP Loan	-	176,000.00	\$ -	0.00
4612.00 Business Grant Round 2	-	186,946.00	\$ -	0.00
<b>Total 4600.00 Non-Operating Income Revenue \$</b>	<b>40.00</b>	<b>\$ 362,946.00</b>	<b>\$ 0.00</b>	<b>-40.00</b>
<b>Total Income</b>	<b>\$2,763,820.00</b>	<b>\$ 2,659,832.43</b>	<b>\$ 2,682,286.78</b>	<b>-\$ 81,533.22</b>

**SDHSAA**  
**G&A Expense Budget**  
Blank 2021-2022

	2020-2021 Budgeted	2020-2021 Actual	2021-2022 Budgeted	2021-2022 (Increase) Decrease
<b>G&amp;A Expenses</b>				
<b>5100 Salaries</b>				
5110.00 Regular Salaries	765,629.58	783,906.50	756,899.94	8,729.64
5120.00 Temporary Salaries	500.00	500.00	500.00	-
Total 5100 Salaries \$	766,129.58 \$	784,406.50 \$	757,399.94 \$	8,729.64
<b>5200.00 Employee Benefits</b>				
5210.00 Social Security	58,570.66	57,259.04	57,902.85	667.82
5220.00 South Dakota Retirement Systems	45,937.77	48,492.84	45,414.00	523.78
5230.00 Hospital Insurance	145,706.48	156,567.60	186,233.00	(40,526.52)
5232.00 Dental Insurance	4,944.00	4,614.40	4,450.00	494.00
5233.00 Employer Sponsored Group Life Insurance	378.00	380.40	378.00	-
5240.00 Workmen's Compensation	2,695.00	2,695.00	2,695.00	-
5290.00 Supplemental Medical	4,800.00	4,800.00	4,800.00	-
Total 5200.00 Employee Benefits \$	263,031.92 \$	274,809.28 \$	301,872.84 -\$	38,840.92
<b>5300.00 Purchased Services</b>				
5311.00 Legal Costs and Fees/Lobbyist	18,000.00	15,485.83	18,000.00	-
5312.00 403(b) Retirement Advisor	-	-	-	-
5313.00 Legislative Audit	25,000.00	24,560.25	25,000.00	-
5314.00 Clinicians-Coaches Clinic	5,000.00	2,500.00	5,000.00	-
5316.00 Test Supervisor	200.00	-	200.00	-
5317.00 Appeals Committees	200.00	200.00	200.00	-
5319.00 Section V Meeting	2,000.00	917.25	3,000.00	(1,000.00)
5320.00 11 States Meeting	1,500.00	437.20	1,500.00	-
5321.00 Utilities	7,200.00	6,640.53	7,200.00	-
5323.00 Maintenance & Repairs	8,000.00	5,471.36	8,000.00	-
5324.00 Technology	12,500.00	10,034.16	27,500.00	(15,000.00)
5325.00 Staff In-Service	500.00	-	500.00	-
5326.00 Snow Removal/Lawn Care	1,600.00	962.31	1,600.00	-
5327.00 NFHS - Debate Topic Meeting	-	-	1,500.00	(1,500.00)
5329.00 NFHS - Music/Speech Meeting	1,200.00	-	1,200.00	-
5331.00 NF Summer Meeting	27,000.00	11,313.66	27,000.00	-
5332.00 NF Winter Meeting	2,500.00	-	2,500.00	-
5333.00 NF Legal Meeting	2,000.00	1,379.57	2,000.00	-
5334.00 Staff Travel	32,000.00	23,728.66	32,000.00	-
5335.00 Board of Directors Travel	21,000.00	22,194.87	21,000.00	-
5336.00 Advisory/Ad Hoc Com./Officials	15,000.00	3,551.44	5,000.00	10,000.00
5337.00 Dues - Wrestling Association	1,100.00	760.00	1,100.00	-
5338.00 Dues - Basketball Association	5,000.00	4,710.00	5,000.00	-
5339.00 Dues - Volleyball Association	2,300.00	2,350.00	2,300.00	-
5340.00 Telephone	10,400.00	9,028.45	10,400.00	-
5341.00 Postage & Permit Mail	19,000.00	25,187.25	20,000.00	(1,000.00)
5342.00 United Parcel Service	4,000.00	2,788.31	4,000.00	-
5343.00 State Officials Council	13,000.00	12,797.00	13,000.00	-
5344.00 Internet/Cable	2,500.00	1,773.60	2,500.00	-
5345.00 Midwest Official's Summit	1,500.00	-	1,500.00	-
5346.00 Dues - Football Association	4,200.00	3,900.00	4,200.00	-
5347.00 Dues - Gymnastics Association	340.00	380.00	380.00	(40.00)
5351.00 State Event Directors Reception	1,000.00	-	1,000.00	-
5354.00 NASO Meeting	2,000.00	-	2,000.00	-
5355.00 Media	250.00	-	250.00	-
5356.00 Officials Gifts	1,500.00	-	1,500.00	-
5357.00 State Event Directors/Corp Gift	3,500.00	583.94	3,500.00	-
5358.00 FB Rules Meeting	-	-	-	-
5359.00 SDIAAA	2,000.00	4,000.00	2,000.00	-
5360.00 Commercial Printing	15,000.00	13,350.32	15,000.00	-
5362.00 Printing - Officials	-	-	-	-
5364.00 NFOA Membership @ \$17.00	20,000.00	19,584.00	20,000.00	-
5365.00 Catastrophic/Liability Ins.	138,712.00	131,642.00	144,595.00	(5,883.00)
5368.00 State Officials Coordinator	11,000.00	5,398.12	13,000.00	(2,000.00)
5369.00 Professional Accounting Services	3,000.00	4,454.80	3,000.00	-
5370.00 Technology Conference	-	-	-	-
5371.00 NSDA National Conference	0.00	-	-	-
5372.00 Professional Cleaning Services	9,360.00	8,490.00	9,360.00	-
5390.00 Miscellaneous	12,000.00	28,437.95	15,000.00	(3,000.00)
Total 5300.00 Purchased Services \$	465,062.00 \$	408,992.83 \$	484,485.00 -\$	19,423.00

**5400.00 Supplies & Materials**

5410.00 Office Supplies	6,200.00	5,780.59	6,200.00	-
5411.00 Custodial Supplies	750.00	360.42	750.00	-
5412.00 Subscriptions	2,400.00	913.96	2,400.00	-
5414.00 Rule Books	43,000.00	23,761.70	42,000.00	1,000.00
5416.00 Distinguished Service Awards	550.00	628.00	600.00	(50.00)
5417.00 Inventory of Medals	1,200.00	1,636.00	1,200.00	-
<b>Total 5400.00 Supplies &amp; Materials \$</b>	<b>54,100.00 \$</b>	<b>33,080.67 \$</b>	<b>53,150.00 \$</b>	<b>950.00</b>

**5600.00 Other Objects**

5640.00 NF Dues/NF Foundation	2,500.00	2,500.00	2,500.00	-
5647.00 Travel Accident Insurance	1,000.00	1,900.00	1,000.00	-
5649.00 D & O Liability Insurance	10,756.00	10,576.00	11,377.00	(621.00)
5650.00 Excess Liability Insurance	3,300.00	3,300.00	3,813.00	(513.00)
5651.00 GenLib/ParticipantLiab/Auto	12,840.00	11,545.00	15,715.00	(2,875.00)
5652.00 Surety Bond	700.00	736.00	700.00	-
5658.00 Car Liability Insurance	5,756.00	5,756.00	5,756.00	-
5659.00 Ins. Office and Contents	5,531.00	6,163.00	5,531.00	-
5664.00 General Liability Insurance - Member Schools	16,105.00	14,476.00	19,342.00	(3,237.00)
<b>Total 5600.00 Other Objects \$</b>	<b>58,488.00 \$</b>	<b>56,952.00 \$</b>	<b>65,734.00 -\$</b>	<b>7,246.00</b>

**5900.00 Officials Observations**

5910.00 Officials Observation	6,000.00	6,410.00	6,000.00	-
<b>Total 5900.00 Officials Observations \$</b>	<b>6,000.00 \$</b>	<b>6,410.00 \$</b>	<b>6,000.00 \$</b>	<b>0.00</b>

**8500.00 Non Operating Expenses**

8540.00 Capital Expenditures - Equipment	\$ -	-	-	-
<b>Total 8500.00 Non-Operating Expenses \$</b>	<b>0.00 \$</b>	<b>0.00 \$</b>	<b>0.00 \$</b>	<b>0.00</b>

**Total G&A Expenses \$ 1,612,811.50 \$ 1,564,651.28 \$ 1,668,641.78 \$ (55,830.28)**

**SDHSAA**  
**Athletics Expense Budget**  
Blank 2021-2022

	2020-2021 Budgeted	2020-2021 Actual	2021-2022 Budgeted	2021-2022 (Increase) Decrease
<b>Athletic Expenses</b>				
<b>6050.00 Basketball "AA" Boys</b>				
6051.00 Officials - Boys "AA" Basketball	9,000.00	14,752.63	9,000.00 \$	0.00
6052.00 Management Fee - Boys "AA" Basketball	8,500.00	10,750.00	10,000.00 -\$	1,500.00
6053.00 Arena Rent/Facilities Fee/Custodial - Boys "AA" Basketball	15,000.00	13,773.65	70,000.00 -\$	55,000.00
6054.00 Team Expenses - Boys "AA" Basketball	20,000.00	18,931.70	- \$	20,000.00
6055.00 Tournament Bands - Boys "AA" Basketball	300.00	-	300.00 \$	0.00
6057.00 Awards - Boys "AA" Basketball	1,300.00	1,927.50	1,300.00 \$	0.00
6058.00 Tickets/Passes - Boys "AA" Basketball	5,000.00	3,636.21	5,000.00 \$	0.00
<b>Total 6050.00 Combined "AA" Boys \$</b>	<b>59,100.00 \$</b>	<b>63,771.69 \$</b>	<b>95,600.00 -\$</b>	<b>36,500.00</b>
<b>6110.00 Basketball "AA" Girls</b>				
6111.00 Officials - Girls "AA" Basketball	9,000.00 \$	11,508.05	10,000.00 -\$	1,000.00
6112.00 Management Fee - Girls "AA" Basketball	-	-	10,000.00 -\$	10,000.00
6113.00 Rent/Custodial/Facility Fees - Girls "AA" Basketball	38,600.00 \$	34,815.00	30,000.00 \$	8,600.00
6114.00 Team Expenses - Girls "AA" Basketball	15,000.00	11,486.34	- \$	15,000.00
6115.00 Tournament Bands - Girls "AA" Basketball	300.00	-	300.00 \$	0.00
6117.00 Awards - Girls "AA" Basketball	1,300.00 \$	1,919.50	1,300.00 \$	0.00
6118.00 Tickets/Passes - Girls "AA" Basketball	\$ 0.00	- \$	0.00 \$	0.00
<b>Total 6110.00 Girls "AA" Basketball \$</b>	<b>64,200.00 \$</b>	<b>59,728.89 \$</b>	<b>51,600.00 \$</b>	<b>12,600.00</b>
<b>6030.00 Basketball "A" Boys</b>				
6031.00 Officials - Boys "A" Basketball	10,500.00	6,532.12	10,500.00	-
6032.00 Management Fee - Boys "A" Basketball	8,500.00	10,750.00	10,000.00	(1,500.00)
6033.00 Arena Rent, Facilities Fee & Custodial - Boys "A" Basketball	90,000.00	57,354.08	60,000.00	30,000.00
6034.00 Team Expenses - Boys "A" Basketball	20,000.00	17,038.53	-	20,000.00
6035.00 Tournament Bands - Boys "A" Basketball	300.00	-	300.00	-
6037.00 Awards - Boys "A" Basketball	1,600.00	1,919.50	1,600.00	-
6038.00 Tickets - Boys "A" Basketball	7,200.00	-	7,200.00	-
<b>Total 6030.00 Boys "A" Basketball \$</b>	<b>138,100.00 \$</b>	<b>93,594.23 \$</b>	<b>89,600.00 \$</b>	<b>48,500.00</b>
<b>6090.00 Basketball "A" Girls</b>				
6091.00 Officials - Girls "A" Basketball	10,500.00	11,184.69	10,500.00	-
6092.00 Management Fee - Girls "A" Basketball	5,500.00	7,750.00	10,000.00	(4,500.00)
6093.00 Arena Rent, Facilities Fee & Custodial - Girls "A" Basketball	1,500.00	1,500.00	14,500.00	(13,000.00)
6094.00 Team Expenses - Girls "A" Basketball	19,000.00	24,380.46	-	19,000.00
6095.00 Tournament Bands - Girls "A" Basketball	300.00	-	300.00	-
6097.00 Awards - Girls "A" Basketball	1,600.00	1,919.50	1,600.00	-
6098.00 Tickets - Girls "A" Basketball	-	-	-	-
<b>Total 6090.00 Girls "A" Basketball \$</b>	<b>38,400.00 \$</b>	<b>46,734.65 \$</b>	<b>36,900.00 \$</b>	<b>1,500.00</b>
<b>5990.00 Combined "A" &amp; "B" Wrestling</b>				
5991.00 Officials - Combined "B" & "A" Wrestling	23,000.00	32,287.58	23,000.00	-
5992.00 Management Fee - Combined "B" & "A" Wrestling	11,000.00	28,500.00	24,500.00	(13,500.00)
5993.00 Floor Removal/5% Gross/Custodial - Combined "B" & "A" Wrestling	54,000.00	24,355.82	60,000.00	(6,000.00)
5994.00 Team Expenses - Combined "B" & "A" Wrestling	12,000.00	9,630.32	-	12,000.00
5995.00 Awards - Combined "B" & "A" Wrestling	2,500.00	2,953.00	3,000.00	(500.00)
5996.00 Tickets/Passes/BoxOffice/Surcharge - Combined "B" & "A" Wrestling	10,000.00	9,109.24	10,000.00	-
5997.00 Track Wrestling - Combined "B" & "A" Wrestling	13,050.00	12,205.50	14,000.00	(950.00)
<b>Total 5990.00 Combined "A" &amp; "B" Wrestling \$</b>	<b>125,550.00 \$</b>	<b>119,041.46 \$</b>	<b>134,500.00 -\$</b>	<b>8,950.00</b>

## 6010.00 Boys' "B" Basketball

6011.00 Officials - Boys B Basketball	9,500.00	5,819.40	9,500.00	-
6012.00 Management Fee - Boys B Basketball	8,000.00	10,250.00	10,000.00	(2,000.00)
6013.00 Arena Rent / Custodial - Boys B Basketball	4,300.00	4,300.00	4,300.00	-
6014.00 Team Expenses - Boys B Basketball	18,000.00	23,557.86	-	18,000.00
6015.00 Tournament Bands - Boys B Basketball	600.00	-	600.00	-
6017.00 Awards - Boys B Basketball	1,500.00	1,845.15	1,500.00	-
6018.00 Tickets/Passes - Boys B Basketball	1,500.00	1,042.06	1,500.00	-
<b>Total 6010.00 Boys' "B" Basketball \$</b>	<b>43,400.00 \$</b>	<b>46,814.47 \$</b>	<b>27,400.00 \$</b>	<b>16,000.00</b>

## 6070.00 Girls "B" Basketball

6071.00 Officials - Girls B Basketball	8,500.00	9,626.64	8,500.00	-
6072.00 Management Fee - Girls B Basketball	5,500.00	7,750.00	10,000.00	(4,500.00)
6073.00 Arena Rental/Custodial - Girls B Basketball	1,500.00	1,500.00	1,500.00	-
6074.00 Team Expenses - Girls B Basketball	15,000.00	20,139.12	-	15,000.00
6075.00 Tournament Bands - Girls B Basketball	300.00	-	300.00	-
6077.00 Awards - Girls B Basketball	1,800.00	1,897.15	1,800.00	-
6078.00 Tickets/Passes - Girls B Basketball	-	-	-	-
<b>Total 6070.00 Girls "B" Basketball \$</b>	<b>32,600.00 \$</b>	<b>40,912.91 \$</b>	<b>22,100.00 \$</b>	<b>10,500.00</b>

## 6170.00 Gymnastics

6171.00 Officials - Gymnastics	10,500.00	7,876.94	10,500.00	-
6172.00 Management Fee - Gymnastics	4,000.00	7,750.00	7,750.00	(3,750.00)
6173.00 Arena Rent/Custodial - Gymnastics	1,000.00	1,000.00	1,000.00	-
6174.00 Team Expenses - Gymnastics	2,300.00	2,332.12	2,300.00	-
6177.00 Awards - Gymnastics	1,500.00	1,437.20	1,500.00	-
6178.00 Tickets - Gymnastics	-	-	-	-
<b>Total 6170.00 Gymnastics \$</b>	<b>19,300.00 \$</b>	<b>20,396.26 \$</b>	<b>23,050.00 -\$</b>	<b>3,750.00</b>

## 6200.00 Track & Field

6201.00 Officials/Announcers - Track & Field	12,000.00	19,217.36	10,000.00	2,000.00
6202.00 Management Fee/Computer Person - Track & Field	6,100.00	25,875.00	21,100.00	(15,000.00)
6204.00 Team Expenses - Track & Field	36,000.00	43,431.91	-	36,000.00
6206.00 Supplies/Film/Ammo/Finish Lynk - Track & Field	7,500.00	10,216.00	1,500.00	6,000.00
6207.00 Awards - Track & Field	8,500.00	8,688.60	9,000.00	(500.00)
6208.00 Tickets - Track & Field	-	-	-	-
<b>Total 6200.00 Track &amp; Field \$</b>	<b>70,100.00 \$</b>	<b>107,428.87 \$</b>	<b>41,600.00 \$</b>	<b>28,500.00</b>

## 6220.00 Golf

6221.00 Officials - Golf	1,200.00	1,200.00	1,200.00	-
6222.00 Management Fee - Golf	1,800.00	6,300.00	4,050.00	(2,250.00)
6223.00 Greens Fees/Cart Rental - Golf	10,800.00	10,800.00	10,800.00	-
6226.00 Supplies - Golf	1,500.00	1,783.00	1,500.00	-
6227.00 Awards - Golf	4,200.00	1,136.40	4,200.00	-
<b>Total 6220.00 Golf \$</b>	<b>19,500.00 \$</b>	<b>21,219.40 \$</b>	<b>21,750.00 -\$</b>	<b>2,250.00</b>

## 6240.00 Tennis

6241.00 Officials - Tennis	6,600.00	5,600.00	6,600.00	-
6242.00 Management Fee - Tennis	3,000.00	5,000.00	8,000.00	(5,000.00)
6243.00 Indoor Court Rental - Tennis	1,500.00	4,800.00	4,800.00	(3,300.00)
6247.00 Awards - Tennis	1,600.00	1,161.40	1,600.00	-
<b>Total 6240.00 Tennis \$</b>	<b>12,700.00 \$</b>	<b>16,561.40 \$</b>	<b>21,000.00 -\$</b>	<b>8,300.00</b>

## 6260.00 Cross Country

6261.00 Officials-XC	500.00	412.44	500.00	-
6262.00 Management Fee - XC	3,000.00	18,000.00	18,000.00	(15,000.00)
6263.00 Rental of Course - XC	400.00	400.00	400.00	-
6265.00 Computer Scoring - XC	3,000.00	4,190.80	3,000.00	-
6266.00 Supplies - XC	500.00	413.68	500.00	-
6267.00 Awards - XC	3,800.00	3,475.60	3,800.00	-
<b>Total 6260.00 Cross Country \$</b>	<b>11,200.00 \$</b>	<b>26,892.52 \$</b>	<b>26,200.00 -\$</b>	<b>15,000.00</b>

**6280.00 Football Championships**

6281.00 Officials - Football	12,000.00	17,528.16	12,000.00	-
6283.00 Rent of Dome - Football	50,000.00	50,000.00	50,000.00	-
6284.00 Team Expenses - Football	7,700.00	6,445.80		7,700.00
6285.00 Tournament Bands - Football	500.00	-		500.00
6287.00 Awards/Dist Champions - Football	2,800.00	2,836.20	2,800.00	-
6288.00 Tickets/Passes - Football	1,700.00	-	1,700.00	-
6290.00 Sub-State Losses	3,000.00	10,643.00	7,000.00	(4,000.00)

<b>Total 6280.00 Football Championships \$</b>	<b>77,700.00 \$</b>	<b>87,453.16 \$</b>	<b>73,500.00 \$</b>	<b>4,200.00</b>
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**6340.00 Combined B/A/AA Volleyball**

6341.00 Officials - Combined B/A/AA Volleyball	-	-	23,500.00	(23,500.00)
6342.00 Management Fee - Combined B/A/AA Volleyball	-	-	12,250.00	(12,250.00)
6343.00 Arena Rent/Custodial Fee - Combined B/A/AA Volleyball	-	-	45,000.00	(45,000.00)
6344.00 Team Expenses - Combined B/A/AA	-	-	-	-
6345.00 Tournament Bands - Combined B/A/AA	-	-	150.00	(150.00)
6347.00 Awards - Combined B/A/AA Volleyball	-	-	4,800.00	(4,800.00)
6348.00 Tickets/Passes - Combined B/A/AA Volleyball	-	-	7,000.00	(7,000.00)

<b>Total 6340.00 Combined B/A/AA Volleyball \$</b>	<b>0.00 \$</b>	<b>0.00 \$</b>	<b>92,700.00 -\$</b>	<b>92,700.00</b>
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**6300.00 Volleyball "B"**

6301.00 Officials - Volleyball "B"	9,500.00	8,990.08	- \$	9,500.00
6302.00 Management Fee - Volleyball "B"	3,000.00	4,250.00	\$	3,000.00
6303.00 Arena Rent/Custodial Fee - Volleyball "B"	500.00	1,500.00	- \$	500.00
6304.00 Team Expenses - Volleyball "B"	17,000.00	20,123.15	- \$	17,000.00
6305.00 Tournament Bands - Volleyball "B"	300.00	-	- \$	300.00
6307.00 Awards - Volleyball "B"	1,600.00	1,627.00	- \$	1,600.00
6308.00 Tickets/Passes - Volleyball "B"	-	-	- \$	0.00

<b>Total 6300.00 Volleyball "B" \$</b>	<b>31,900.00 \$</b>	<b>36,490.23 \$</b>	<b>0.00 \$</b>	<b>31,900.00</b>
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**6320.00 Volleyball "A"**

6321.00 Officials - Volleyball "A"	9,500.00	9,592.09	- \$	9,500.00
6322.00 Management Fee - Volleyball "A"	3,000.00	4,250.00	- \$	3,000.00
6323.00 Arena Rent/Custodial Fee - Volleyball "A"	500.00	1,500.00	- \$	500.00
6324.00 Team Expenses - Volleyball "A"	18,000.00	23,413.50	- \$	18,000.00
6325.00 Tournament Bands - Volleyball "A"	300.00	-	- \$	300.00
6327.00 Awards - Volleyball "A"	1,600.00	1,626.00	- \$	1,600.00
6328.00 Tickets/Passes - Volleyball "A"	-	-	- \$	0.00

<b>Total 6320.00 Volleyball "A" \$</b>	<b>32,900.00 \$</b>	<b>40,381.59 \$</b>	<b>0.00 \$</b>	<b>32,900.00</b>
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**6350.00 Volleyball "AA"**

6351.00 Officials - Volleyball "AA"	9,500.00	8,712.52	- \$	9,500.00
6352.00 Management Fee - Volleyball "AA"	3,000.00	4,250.00	- \$	3,000.00
6353.00 Arena Rent/Custodial Fee - Volleyball "AA"	500.00	5,720.00	- \$	5,720.00
6354.00 Team Expenses - Volleyball "AA"	15,000.00	11,781.72	- \$	15,000.00
6355.00 Tournament Bands - Volleyball "AA"	300.00	-	- \$	300.00
6357.00 Awards - Volleyball "AA"	1,600.00	1,626.00	\$	1,600.00
6358.00 Tickets/Passes - Volleyball "AA"	300.00	-	- \$	300.00

<b>Total 6350.00 Volleyball "AA" \$</b>	<b>35,420.00 \$</b>	<b>32,090.24 \$</b>	<b>0.00 \$</b>	<b>35,420.00</b>
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**6370.00 Cheer & Dance**

6371.00 Judges - Cheer & Dance	5,000.00	6,873.32	5,000.00	-
6372.00 Management Fee - Cheer & Dance	2,000.00	5,750.00	4,750.00	(2,750.00)
6373.00 Rent/Custodial - Cheer & Dance	1,000.00	7,171.07	1,000.00	-
6374.00 Team Expenses - Cheer & Dance	12,000.00	12,233.34	-	12,000.00
6377.00 Awards - Cheer & Dance	2,600.00	2,645.20	2,600.00	-
6378.00 Tickets - Cheer & Dance	-	1,053.93	300.00	(300.00)

<b>Total 6370.00 Cheer &amp; Dance \$</b>	<b>22,600.00 \$</b>	<b>35,726.86 \$</b>	<b>13,650.00 \$</b>	<b>8,950.00</b>
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**6380.00 Soccer**

6381.00 Officials - Soccer	4,000.00	5,357.84	4,000.00	-
6382.00 Management Fee - Soccer	1,500.00	2,250.00	2,000.00	(500.00)
6383.00 Custodial Fee - Soccer	500.00	500.00	500.00	-
6384.00 Team Expenses - Soccer	5,150.00	4,330.08	-	5,150.00
6387.00 Awards - Soccer	1,300.00	1,350.00	1,300.00	-
6388.00 Tickets - Soccer	250.00	-	250.00	-

<b>Total 6380.00 Soccer \$</b>	<b>12,700.00 \$</b>	<b>13,787.92 \$</b>	<b>8,050.00 \$</b>	<b>4,650.00</b>
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<b>Total Athletics Expenses \$</b>	<b>847,370.00 \$</b>	<b>909,026.75 \$</b>	<b>779,200.00 \$</b>	<b>68,170.00</b>
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**SDHSAA**  
**Fine Arts Expense Budget**  
Blank 2021-2022

	2020-2021 Budgeted	2020-2021 Actual	2021-2022 Budgeted	2021-2022 (Increase) Decrease
<b>6400.00 Student Council</b>				
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	9,569.00	8,000.00	(2,000.00)
6405.00 Convention Shirts	6,500.00	-	-	6,500.00
6406.00 Convention DJ (HS)	4,000.00	4,905.00	4,000.00	-
6407.00 Convention DJ (MS)	1,000.00	-	1,000.00	-
6409.00 NFHS Transportation (Airfare)	0.00	-	-	-
6410.00 NFHS Adult Rooms (3 nights)	0.00	-	-	-
6411.00 NASC Transportation (Mileage)	0.00	-	550.00	(550.00)
6412.00 NASC Lodging	0.00	-	600.00	(600.00)
6413.00 NASC Meals	0.00	-	350.00	(350.00)
6414.00 NASSCED Transportation (airfare)	-	-	500.00	(500.00)
6415.00 NASSCED Lodging	-	-	1,000.00	(1,000.00)
6416.00 NASSCED Meals	0.00	-	350.00	(350.00)
6417.00 NDSCC Transportation (airfare)	0.00	-	-	-
6418.00 NDSCC Lodging	0.00	-	-	-
6419.00 NDSCC Meals	0.00	-	-	-
6420.00 SDSCA Board Travel	0.00	-	1,500.00	(1,500.00)
6421.00 Awards	400.00	324.00	400.00	-
6422.00 NASSCED Registration Fee	-	-	500.00	(500.00)
<b>Total 6400.00 Student Council \$</b>	<b>68,400.00 \$</b>	<b>16,298.00 \$</b>	<b>69,250.00 -\$</b>	<b>850.00</b>
<b>6450.00 Oral Interp</b>				
6451.00 Judges - Oral Interp	10,000.00	17,955.00	10,000.00	-
6452.00 Management Fee - Oral Interp	200.00	-	575.00	(375.00)
6457.00 Awards - Oral Interp	3,000.00	3,880.00	3,000.00	-
6459.00 Programs - Oral Interp	1,500.00	-	1,500.00	-
<b>Total 6450.00 Oral Interp \$</b>	<b>14,700.00 \$</b>	<b>21,835.00 \$</b>	<b>15,075.00 -\$</b>	<b>375.00</b>
<b>6470.00 One Act Play</b>				
6471.00 Judges - One Act Play	9,000.00	7,014.96	9,000.00	-
6472.00 Management Fee - One Act Play	1,800.00	4,578.00	2,175.00	(375.00)
6477.00 Awards - One Act Play	3,200.00	4,844.00	3,200.00	-
6479.00 Programs - One Act Play	1,500.00	-	1,500.00	-
<b>Total 6470.00 One Act Play \$</b>	<b>15,500.00 \$</b>	<b>16,436.96 \$</b>	<b>15,875.00 -\$</b>	<b>375.00</b>
<b>6500.00 Debate</b>				
6501.00 Judges - Debate	14,000.00	4,305.95	14,000.00	-
6502.00 Management Fee - Debate	200.00	200.00	575.00	(375.00)
6507.00 Debate Awards - Debate	2,300.00	1,953.60	2,300.00	-
6508.00 NFHS Speech Award - Debate	80.00	78.50	80.00	-
6510.00 Computer (Joy of Tournaments) - Debate	200.00	-	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	-
<b>Total 6500.00 Debate \$</b>	<b>17,030.00 \$</b>	<b>6,788.05 \$</b>	<b>17,405.00 -\$</b>	<b>375.00</b>

**6540.00 All-State Jazz Band**

6541.00 Guest Conductors - ASJB	8,600.00	6,798.30	8,600.00	-
6542.00 Rent/Custodial - ASJB	300.00	300.00	300.00	-
6543.00 Chairman/Site Expense - ASJB	250.00	400.00	400.00	(150.00)
6544.00 Audition Expenses - ASJB	1,000.00	1,000.00	1,000.00	-
6546.00 Music - ASJB	800.00	348.51	800.00	-
6547.00 Awards - ASJB	250.00	760.00	250.00	-
6549.00 Faculty Performance Session - ASJB	350.00	-	350.00	-
6550.00 Programs - ASJB	1,100.00	732.50	1,100.00	-
<b>Total 6540.00 All-State Jazz Band \$</b>	<b>12,650.00</b>	<b>\$ 10,339.31</b>	<b>\$ 12,800.00</b>	<b>-\$ 150.00</b>

**6610.00 All-State Chorus & Orchestra**

6611.00 Guest Conductors - All-State Chorus & Orchestra	6,000.00	1,576.00	6,000.00	-
6612.00 Arena Rent/Custodial - All-State Chorus & Orchestra	30,000.00	6,896.93	25,000.00	5,000.00
6613.00 Chairman/Site Expense - All-State Chorus & Orchestra	1,500.00	400.00	1,875.00	(375.00)
6614.00 Audition Expense - All-State Chorus & Orchestra	10,000.00	4,000.00	10,000.00	-
6615.00 Piano - All-State Chorus & Orchestra	3,765.00	1,235.00	3,765.00	-
6616.00 Music - All-State Chorus & Orchestra	2,500.00	2,501.80	2,500.00	-
6617.00 Awards - All-State Chorus & Orchestra	1,700.00	2,468.50	1,700.00	-
6618.00 Tickets/Passes/Box Office - All-State Chorus & Orchestra	-	-	-	-
6620.00 Programs - All-State Chorus & Orchestra	4,000.00	1,080.07	4,000.00	-
6621.00 Sound System - All-State Chorus & Orchestra	4,000.00	600.00	1,000.00	3,000.00
<b>Total 6610.00 All-State Chorus &amp; Orchestra \$</b>	<b>63,465.00</b>	<b>\$ 20,758.30</b>	<b>\$ 55,840.00</b>	<b>\$ 7,625.00</b>

**6630.00 All-State Band**

6631.00 Guest Conductor - All-State Band	5,100.00	6,693.80	5,100.00	-
6632.00 Arena Rent/Custodial - All-State Band	500.00	500.00	500.00	-
6633.00 Chairman - All-State Band	400.00	400.00	400.00	-
6634.00 Audition Expense - All-State Band	20,000.00	6,000.00	20,000.00	-
6636.00 Music - All-State Band	1,200.00	1,720.52	1,500.00	(300.00)
6637.00 Awards - All-State Band	1,000.00	47.00	1,000.00	-
6640.00 Printing - All-State Band	1,500.00	1,123.14	1,500.00	-
<b>Total 6630.00 All-State Band \$</b>	<b>29,700.00</b>	<b>\$ 16,484.46</b>	<b>\$ 30,000.00</b>	<b>-\$ 300.00</b>

**6650.00 Music Miscellaneous**

6653.00 SDMEA Convention	-	-	-	-
<b>Total 6650.00 Music Miscellaneous \$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**6670.00 Journalism**

6673.00 Journalism Convention	3,000.00	1,300.00	3,000.00	-
6674.00 Journalism Adjudicator	1,500.00	1,500.00	1,500.00	-
6675.00 Journalism Postage	200.00	76.22	200.00	-
6677.00 Journalism Awards	800.00	1,220.71	800.00	-
<b>Total 6670.00 Journalism \$</b>	<b>5,500.00</b>	<b>\$ 4,096.93</b>	<b>\$ 5,500.00</b>	<b>\$ 0.00</b>

**6680.00 Visual Arts**

6681.00 Judges - Visual Arts	6,000.00	6,174.12	6,000.00	-
6683.00 Rent/Repair - Visual Arts	4,000.00	929.20	4,000.00	-
6685.00 Gallery Reception - Visual Arts	1,200.00	1,200.00	1,200.00	-
6687.00 Awards - Visual Arts	1,500.00	460.49	1,500.00	-
<b>Total 6680.00 Visual Arts \$</b>	<b>12,700.00</b>	<b>\$ 8,763.81</b>	<b>\$ 12,700.00</b>	<b>\$ 0.00</b>

**Total Fine Arts Expenses \$ 239,645.00 \$ 121,800.82 \$ 234,445.00 \$ 5,200.00**

<b>FY 21 Revenue</b>	<b>\$ 2,659,832.43</b>
<b>FY 21 Expenses</b>	<b>\$ 2,595,478.85</b>
<b>Suplus (Defecit)</b>	<b>\$ 64,353.58</b>

<b>Total Revenue</b>	<b>2,682,286.78</b>
<b>G&amp;A Expenditures</b>	<b>\$ 1,668,641.78</b>
<b>Athletics Expenditures</b>	<b>\$ 779,200.00</b>
<b>Fine Arts Expenditures</b>	<b>\$ 234,445.00</b>
<b>Total Expenditures</b>	<b>\$ 2,682,286.78</b>
<b>Surplus/(Deficit)</b>	<b>(0.00)</b>





## HURON SCHOOL DISTRICT 2-2

150 - 5<sup>th</sup> Street SW  
PO Box 949  
Huron, SD 57350-0949

Activities Office  
(605) 353-6970  
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Terry Rotert, CAA  
Activities Director/ Arena Manager  
[Terry.Rotert@k12.sd.us](mailto:Terry.Rotert@k12.sd.us)

July 26, 2021

Dr. Swartos and SDHSAA Board of Directors,

I would like to be considered for the Division II Athletic Director position on the SDHSAA Board of Director's vacated by Randy Soma. I understand the term is for one year and will be unable to run for a board position after serving this term. Below is short bio of my commitment to activities for the past 34 years.

*I began my career in 1987 when I was hired in Menno, where I was head boys basketball and assistant football coach for three years. I then moved to Sioux Falls where I coached 8<sup>th</sup> football at Whittier Middle School and assistant boys basketball at Washington High School.*

*In 1991, I moved to Huron where I coached boys golf for 16 years, girls golf for 14 years, assistant boys basketball for 10 years and head boys basketball for five years.*

*I was hired by the Huron School District in 2008 to be their Activities Director and Arena Manager. During the past 13 years, I hosted many district, region and SODAK 16 games in volleyball, girls basketball and boys basketball. I served as District 3AA and Region 2AA chairman for boys basketball for eight years. In addition, I have hosted 28 state events for the SDHSAA.*

*I received the Certified Athletic Administration (CAA) from the NIAAA in 2013. I was Region 4 Athletic Director of the Year in 2013-14. I have served on the SDHSAA Golf Advisory since 2016. I have also been involved with the SDIAAA Executive Committee since 2016. I was the SDIAAA Vice President in 2017-18 and President for the SDIAAA for the 2018-19 school year. I was selected as the Athletic Director of the Year by the SDHSCA for the 2019-20 school year. I currently serve as the chairperson for the Huron High School Athletic Hall of Fame Board of Directors.*

*I have been married to my wife Shelly for 31 years and have two adult children, Brittany and Taylor.*

Thank you for your time and consideration.

Terry Rotert



## Spearfish High School Activities Office

525 East Illinois Street  
Spearfish, South Dakota 5779

Phone: (605) 717-1206

Dear SDHSAA Executive Board Members and Staff,

I would like to introduce myself, I am Stephanie Ornelas and I am entering my fourth year as the Spearfish High School Activities Director. Prior to Spearfish, I was the Custer Jr/Sr Activities Director for ten years, along with teaching classes, a few years as Dean of Students and the Girls Basketball Head Coach. Individuals that know me, know I do my research and get right to the point. Instead of a long letter, I have drafted a list of why I would be the best candidate for the Division II Activities Director position.

- Activities Director for an A school and AA school, I understand the challenges and benefits of both classifications.
- AD representation on the basketball advisory committee for SDHSAA
- Black Hills Conference Treasurer
- Had the opportunity to host a State basketball tournament, State track, and State golf. I have worked through the ups and downs of hosting a state event.
- Gone back to school twice while working full time, coaching, and being a mom. I completed my education degree and just completed my Master degree in k-12 Principal Administration.
- Created an Activities Strategic Plan for the Spearfish School District that required stakeholders input along with administration and coaches.
- Committee member for drafting a strategic plan for the SDIAAA.

I am hoping the opportunity to part of the board will help my future as an Activities Director to better understand the challenges the board faces, that it is not an easy task. I appreciate you taking the time to read and for your consideration to be a part of the SDHSAA Board.

Sincerely,

Stephanie Ornelas

Stephanie Ornelas  
Activities Director  
Spearfish High School

**SDHSAA BOARD OF DIRECTORS MEETING  
Pierre, South Dakota  
August 12, 2021**

**ITEM NO. 11**

**SUMMARY STATEMENT:** Approve Corporate Sponsorships for 2021-22

- Corporate Sponsors:
  - Sanford- \$125,000 (expires 2022-23)
  - Farmers Union Insurance- \$62,500 (expires 2022-23)
  - Dacotah Bank- \$50,000- (expires 2022-23)
  - South Dakota Army National Guard- \$50,000 (expires 2026-27)
  - Billion Automotive- In-Kind Vehicle Donation (expires 2021-22)
- Merchandise Partner- Fine Designs (expires 2024-25)
- Ball Partner-
  - Tennis: Wilson (expires 2023-24)
  - Basketball, Volleyball, Soccer: Baden (expires 2023-24)
  - Football: TBD
- Trophies- A&M Products (expires 2021-22)
- Medals- A&M Products (expires 2022-23)
- Sub-State Broadcast- \$35,000 NFHS Network (expires 2022-23)
- State Broadcast- SDPB (expires 2024-25)
  - \$93,500 in 21-22
  - \$104,000 in 22-23
  - \$106,000 in 23-24
  - \$108,000 in 24-25
- Additional Partner- SD Highway Safety- \$20,000 (expires 2021-22)

**STAFF RECOMMENDATION:** Approve.

**SDHSAA Goal Update- August 2021**

<b><u>Goal #</u></b>	<b><u>Goal</u></b>	<b><u>Items Completed</u></b>	<b><u>Items Remaining/In-Progress</u></b>	<b><u>Est. Completion Date</u></b>
1.)	<i>Study and make recommendations on changes to management fees and new revenue, to include a bid process for SDHSAA state events, set fees for Sub-state contests, and exploring new revenue streams with the goal of</i>	<p>*Review state event bid process documents from neighboring states</p> <p>*Analyze minimum bid costs for different events.</p> <p>*Review sub-state expenses to look for norms and exceptions</p> <p>*Secure merchandise contract with the intent of distributing income in the form of state event management fees</p> <p>*Develop new state event management fees with merchandise contract income</p>	<p>*Present a state event bid model for Board deliberation</p> <p>*Present standardized sub-state expenses for different sports</p> <p>*Consider economic impact study to engage Chambers of Commerce</p>	June of 2022

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
2.)	Explore new SDHSAA Sports/Activites	<p>*Discuss new sports with area Superintendent groups</p> <p>*Foster communication between schools interested in the new sports</p> <p>*Work with PlayVS to determine current participation in E-Sports within South Dakota Schools</p> <p>*Gather information from other states regarding initial implementation of E-Sports and Softball</p> <p>*Review survey data from Dr. Krogstrand's dissertation</p> <p>* Develop recommendations through AD advisory</p> <p>*Board Approval for Steering Committees in Softball and E-Sports</p>	<p>*Hold steering committee meetings for preliminary implementation plans</p> <p>*Make recommendations to Board of Directors on additions of new sports/activites</p> <p>*Foster communication between interested schools and the SDHSAA staff and board</p>	January of 2022

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
3.)	Examine the current SDHSAA ADM structure for classification, to include modifiers such as Free/Reduced Lunch count, small school factor, and success factor.		*Review surrounding state models  *Develop recommendations through AD advisory *Present Board with recommended changes for passage as policy or proposed Constitutional Changes, as applicable	*January Of 2022

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
4.)	Review the design and cost of a new SDHSAA website, and present the Board of Directors with a plan for new website funding and implementation.	<ul style="list-style-type: none"> <li>*Review of current website strengths and weaknesses</li> <li>*Develop a concept for a new website with desired characteristics.</li> <li>*Determine practical cost of website, both initially and annually, and determine a funding mechanism.</li> <li>*Present Board of Directors with a proposed website design, cost, and funding source.</li> </ul>	<ul style="list-style-type: none"> <li>*Develop new website</li> <li>*Develop training modules for member schools on new website functionality.</li> </ul>	<ul style="list-style-type: none"> <li>*Proposal approved January of 2021</li> <li>*Website Live July 2021</li> </ul>

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
5.)	<i>Simplify and articulate the SDHSAA mission, vision, and beliefs statements</i>	<ul style="list-style-type: none"> <li>*Internal review of the statement</li> <li>*Draft revisions, solicit input from a random swath of the membership</li> </ul>	<ul style="list-style-type: none"> <li>*Prepare revisions for board review</li> </ul>	<ul style="list-style-type: none"> <li>*November of 2021</li> </ul>