



South Dakota High School Activities Association
Board of Directors Strategic Planning/Goal Setting
Wednesday, August 12, 2020 • 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 Cassens
 - 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 2019 Strategic Planning Minutes- Chairman Cassens
6. Review Board Policy Manual, Constitution/By-Laws, Yearbook- SDHSAA Staff
7. Review the FY19 Audit
8. Review the budget, and adjustments for FY 21- Swartos/Mikkelsen
9. Legislative Considerations- Dr. Swartos
10. GOAC- Dr. Swartos
11. Review Site Selection Committee & meeting dates for 20-21- Chairman Cassens
12. Discussion on media contract
13. Review SDHSAA Constitutional Revisions for 2020-21- Chairman Cassens/SDHSAA
14. Discuss Superintendent Group Priorities- Dr. Rasmussen, Mr. Culver
15. Discuss Secondary Principals Group Priorities- Mr. Cassens, Mr. Mann, Mr. Talley
16. Discuss Activities Directors Group Priorities- Mr. Soma, Mr. Aaker
17. Discuss School Board Member Group Priorities- Mr. Murphy, Mr. Weismantel
18. Executive Staff and Board Member comments, concerns, and suggestions- Chairman Cassens
19. Review Goals for 2019-20, Dr. Swartos and Chairman Cassens
20. Set goals for 2020-21, Chairman Cassens and Board
21. Adjourn

Respectfully Submitted,

Dr. Daniel Swartos
SDHSAA Executive Director

SDHSAA- Serving Students Since 1905

Board Chairperson – Mr. Craig Cassens
Assistant Director – Ms. Jo Auch
Assistant Director – Mr. Brooks Bowman

Executive Director – Dr. Daniel Swartos
Assistant Director – Mr. John Krogstrand
Finance Director – Mr. Ryan Mikkelsen



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

August 14, 2019

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:

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

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

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

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

Item #3-Introduction of Board and Staff Members

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

Item #4-Opening remarks

Chairman Ruesink 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. He recommended reviewing and possibly simplifying this document throughout 2019-20. (Current mission, vision, and beliefs statement found in Appendix A)

Item #5- Review 2018 Strategic Planning Minutes

Chairman Ruesink reviewed the 2018-19 goals:

1. Establish a process for evaluation of the SDHSAA Executive Director
2. Review post-season (state and sub-state) management, to include site selection, management fees, reimbursement, and finances.
3. Develop a strategy for recruitment and retention of officials and coaches.

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

Dr. Swartos and Finance Director Isaac Jahn reviewed the 2019-20 SDHSAA Policy Manual and Constitution and By-Laws. SDHSAA staff detailed changes to policy for the upcoming year.

Item #7- Review the FY 18 Audit

Matt Fickbohm from Department of Legislative Audit and Isaac Jahn reviewed the FY 18 Audit for the Board of Directors.

Item #8- Review the FY19 Budget and adjustments to the FY20 Budget

Isaac Jahn reviewed the FY 19 budget and detailed proposed adjustments to the FY 20 budget. The Board will have a 2nd reading of the FY 20 budget at the August 15 regular meeting of the SDHSAA Board of Directors.

Item #9- Legislative Considerations

Dr. Swartos reviewed the 2019 Legislative Session and previewed the 2020 session. Transgender and Homeschool legislation are possibilities and the SDHSAA will respond as appropriate and according to the best interests of the member schools. Dr. Swartos reported on the survey sent to schools in regards to the current SDHSAA Transgender policy and procedure. It was also reported that the SDHSAA website now includes a Financial Section under the "About Us" tab.

Item #10- GOAC

Dr. Swartos discussed the upcoming August 22 GOAC meeting. The FY 18 Audit will be discussed with members of GOAC.

Item #11- Review Site Selection Committee and Meeting Dates for 19-20

Dr. Swartos reviewed the structure of the Site Selection committee. Chairman Ruesink will appoint members to the 2019-20 committee (considering sites for 2023-24) at the August 15 meeting of the SDHSAA Board of Directors.

Chairman Ruesink called for a lunch recess at 12:02 PM and called the meeting back to order at 12:48 PM.

Item #12- Discussion on Future Media Contract

Dr. Swartos discussed progress on the committee assigned to review the Media Contract RFP.

Item #13- Review Constitutional Revisions for 2019-20

Chairman Ruesink asked the Board and Staff to discuss possible constitutional revisions to look at during the upcoming year. Dr. Swartos recommended a review of the mandatory 10-practice rule and review of policies regarding 2nd year eligibility of foreign exchange students. He will be gathering information from colleagues in other states regarding rules pertaining to students/coaches convicted of felonies/crimes other than controlled substances. Dr. Krogstrand recommended a review of all advisory committees to ensure they are adhering to the Constitution and By-Laws.

Item #14- Discuss Superintendent Group Priorities

Dr. Maher and Dr. Rasmussen indicated that keeping homeschool participation as a local issue and transgender accommodations were two priorities from the Superintendent group.

Item #15- Discuss Secondary Principals Group Priorities

No items were discussed.

Item #16- Discuss Athletic/Activity Directors Group Priorities

No items were discussed.

Item #17- Discuss School Board Member Group Priorities

No items were discussed

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

Chairman Ruesink asked Board Members and Executive Staff to note concerns/suggestions for the upcoming school year. Randy Soma noted flooding issues in Huron and potential impacts to State Cross Country. Craig Cassens noted continued flooding of the James River and potential impacts to state golf in Mitchell in the Spring of 2020. Dr. Maher suggested that we should formalize the mission statement. David Planteen noted the importance of continuing to find new revenue and trying to fund reimbursements to schools at 100%. Mark Murphy suggested looking into marketing opportunities and asking ourselves "how do we market the value of what we do?". Chairman Ruesink suggested looking at an apparel/merchandise contract to generate revenue to increase support to site hosts for state events. Dr. Swartos suggested taking a serious look at new sports/activities, including Softball, E-Sports, and Girls Wrestling.

Item #19- Review 2018-19 Goals

Dr. Swartos reviewed progress on the 2018-19 goals, as well as suggestions for implementations in 2019-20. Implementation of findings from goals relating to management fees, site selection, and official's recruitment and retention will make up goals for 2019-20.

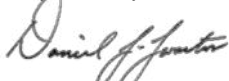
Item #20- Set goals for 2019-20

Staff will present goal ideas to the Board in November of 2019. Those goals will revolve around officials, state event financials, merchandise contract, and adding activities.

Item #21- Adjourn

Chairman Ruesink declared the meeting adjourned at 2:21 PM.

Respectfully submitted,



Dr. Daniel Swartos
SDHSAA Executive Director

APPENDIX A

MISSION STATEMENT

The South Dakota High School Activities Association will serve member schools by providing leadership in the development, supervision, and conduct of interscholastic activities which enrich the educational experiences of high school students. The SDHSAA is committed to the ideals that will provide equitable participation opportunities and positive recognition to students, while working cooperatively with all schools to enhance the achievement of desired educational goals.

We believe:

- The SDHSAA is the recognized state authority on interscholastic activity programs.
- Interscholastic activity programs enrich each student's educational experience.
- Participation in education-based activity programs promotes student academic achievement.
- Student participation in interscholastic activity programs is a privilege.
- Interscholastic participation develops good citizenship, healthy lifestyles, and strengthens cultural diversity.
- Interscholastic activity programs foster involvement of a diverse population.
- Interscholastic activity programs promote positive school/community relations.
- The SDHSAA, in conjunction with the NFHS, is the pre-eminent authority on competition rules for interscholastic activity programs.
- National competition rules promote fair play and minimize risks for student participants.
- Properly trained administrators/coaches/directors promote the educational mission of the interscholastic experience.
- Properly trained officials/judges enhance interscholastic competition.
- In earning public trust through administering honest and dependable activities programs.
- In providing South Dakota students with quality educationally based activities programs.
- In providing programming that provides balanced coverage of both athletic and fine arts programs.
- The SDHSAA and its member schools value the following:
 - equity, fairness and justice,
 - activities which support the academic mission of schools,
 - fair play and honorable competition,
 - activities which support healthy lifestyles, and
 - treating people with dignity and respect.

Numerous studies have been conducted which provide empirical evidence to the value of co-curricular programs that are supported by our member schools:

- ❖ **Activities Support The Academic Mission Of Schools.** Activities are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- ❖ **Activities Are Inherently Educational.** Activity programs provide valuable lessons for practical situations—teamwork, sportsmanship, winning and losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.
- ❖ **Activities Foster Success In Later Life.** Participation in high school activities is often a predictor of later success—in college, a career, and becoming a contributing member of society.

Did you know. . .

- School activities are not a diversion, but rather an extension of a good educational program.
- Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems.
- Activity programs provide valuable lessons for practical situations—teamwork, sportsmanship, winning and losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence, and develop skills to handle competitive situations.
- Participation in high school activities is likely a predictor of later success.
- Of the 60 students listed in *USA Today's* All-USA High School Academic First, Second and Third Teams and the 51 who earned honorable mention, 75 percent were involved in sports, speech, music, or debate.
- A study by the Search Institute indicates that co-curricular activities play a central role in students' healthy development.
- School-age children and teens who are unsupervised during the hours after school are far more likely to use alcohol, drugs and tobacco, engage in criminal and other high-risk behaviors, receive poor grades, and drop out of school than those children who have the opportunity to benefit from constructive activities supervised by responsible adults.
- A nationwide study by the Women's Sport Foundation indicated that athletes do better in the classroom, are more involved in school activity programs and stay involved in the community after graduation.
- According to a study conducted by Indiana University, students participating in a number of activities not only achieve better academically, but also express greater satisfaction with the total high school experience than students who do not participate.
- Individuals at the executive vice-president level or above in 75 Fortune 500 companies indicated that 95 percent of those corporate executives participated in sports during high school. In addition, 54 percent were involved in student government, 43 percent in the National Honor Society, 37 percent in music, 35 percent in scouts, and 18 percent in the school's publication.
- The American College Testing Service compared the value of four factors in predicting success after high school. The one yardstick that could be used to predict later success in life was achievement in school activities.

SDHSAA APPAREL POLICY FOR BOARD OF DIRECTORS AND STAFF

I. BOARD OF DIRECTORS AND STAFF BLAZER POLICY

Regular and Special Meetings:

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

II. SDHSAA APPAREL PURCHASING POLICY

A. BOARD OF DIRECTORS:

First year issue— Apparel – Total of \$120.00

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

Third year issue—total of \$95.00

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

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

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

C. ADMINSTRATIVE ASSISTANTS:

Annually--\$170.00

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

2020-2021 BOARD OF DIRECTORS CLOTHING ALLOWANCE:

- Michael Talley \$120.00
- Marty Weismantel \$120.00
- Tom Culver \$120.00
- Dr. Jerry Rasmussen \$ 95.00
- Randy Soma \$95.00

POLICIES FOR BOARD OF DIRECTORS

2020-2021 MEETINGS- CHANGES MADE TO DATES ONLY

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

NOTE: All times listed are central time.

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

- Arrive on Tuesday, August 11, 2020, with room reservations at the AmericInn in Ft. Pierre for Tuesday, August 11, 2020.
- Strategic Planning Meeting at 10:30 a.m. on Wednesday, August 12, 2020. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Board dinner—5:30 p.m. on Wednesday, August 12, 2020.
- Regular meeting agenda to begin at 8:30 a.m. on Thursday, August 13, 2020. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Depart on Thursday, August 13, 2020.

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

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

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

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

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

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

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

- Arrive on Monday, April 19, 2021, with room reservations at the AmericInn in Ft. Pierre for Monday, April 19, 2021.
- Annual Meeting held at the SDHSAA Office Building beginning at 11:00 a.m. on Tuesday April 20, 2021.
- Regular meeting will begin Tuesday April 20, 2021, thirty minutes following the Annual Meeting at the SDHSAA Office Building on April 20, 2021.
- Regular meeting will resume Wednesday April 21, 2021 at 8:30 a.m.
- Departure on April 21, 2021.

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

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

NOTE- all times listed are Central Time

2020-21 SDHSAA BOARD OF DIRECTORS MEETINGS

MEETING DATES	MEETING SITE	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/Dbl.
August 12-13, 2020	SDHSAA Office Building	AmericInn, Ft. Pierre (Aug. 11 & 12)	\$99.99
November 4, 2020	SDHSAA Office Building	AmericInn, Ft. Pierre (Nov. 3)	\$99.99
January 13, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (Jan. 12)	\$99.99
March 3, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (Mar. 2)	\$99.99
April 20-21, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (April 19 & 20)	\$99.99
June 9-10, 2021	SDHSAA Office Building	AmericInn, Ft. Pierre (June 9)	\$109.99

BOARD OF DIRECTORS RESERVATIONS FOR 2020-2021 EVENTS

DATE OF RESERVATION	EVENT	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/Dbl.
October 4-5, 2020	Boys' "A" Golf	Hot Springs – Red Rock River	95.00
October 4-5, 2020	Boys' "AA" Golf	Sioux Falls – Ramkota	75.00
October 4-9, 2020	Girls' Tennis	Rapid City – Ramkota	69.00
October 16-17, 2020	State Soccer	Huron – Crossroads	89.99
October 23-24, 2020	State Cross Country Meet	Rapid City – Hart Ranch	90.00
October 23, 2020	Competitive Cheer & Dance	Rapid City – Ramkota	69.00
October 31, 2020	All-State Chorus & Orchestra	Sioux Falls – Sheraton	121.00
November 11-14, 2020	State Football Play-Offs	Vermillion – Holiday Inn Express	75.00
November 18-21, 2020	Class B Volleyball	Huron – Crossroads	89.99
November 18-21, 2020	Class A Volleyball	Watertown – Ramkota	109.99
November 18-21, 2020	Class AA Volleyball	Brookings – Days Inn	100.00
December 3-5, 2020	State Oral Interp Festival	Watertown – Hampton Inn	96.00
February 4-6, 2021	State One-Act Play Festival	Brandon Valley - Holiday Inn Express	99.00
February 11-13, 2021	State Gymnastics Meet	Watertown – Ramkota	109.99
February 24-27, 2021	State "B" Wrestling	Rapid City-Holiday Inn Rushmore	139.00
February 24-27, 2021	State "A" Wrestling	Rapid City – Holiday Inn Rushmore	139.00
March 4-7, 2021	State Debate and IE	Aberdeen – Hampton Inn	101.00
March 10-13, 2021	State Girls' "B" Basketball	Huron – Crossroads	91.99
March 10-13, 2021	State Girls' "A" Basketball	Watertown – Ramkota	109.99
March 10-13, 2021	State Girls' "AA" Basketball	Sioux Falls – Fairfield (Pentagon)	119.00
March 17-20, 2021	State Boys' "B" Basketball	Aberdeen – Ramkota	129.99
March 17-20, 2021	State Boys' "A" Basketball	Sioux Falls – Sheraton	139.00
March 17-20, 2021	State Boys' "AA" Basketball	Rapid City – Rushmore Plaza	139.00
March 27, 2021	All-State Band	Mitchell- Hampton Inn	89.00
May 8, 2021	All-State Jazz Band & Show Choir	Mitchell – Hampton Inn	89.00
May 16-21, 2021	State Boys' Tennis Tournament	Sioux Falls – Ramkota	89.99
May 27-29, 2021	State Track & Field	Rapid City – Ramkota	75.00
June 6-7, 2021	State Boys' & Girls' "B" Golf	Brookings – Comfort Suites Univ.	75.00
June 6-7, 2021	State Girls' "A" Golf	Spearfish – Holiday Inn	75.00
June 6-7, 2021	State Girls' "AA" Golf	Sioux Falls – Ramkota	70.00

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 - \$9.00; Lunch-\$13.00; Dinner-\$16.00
Out-of-State: TBD as per current IRS allowable rates.
Note: There will not be any allowances for spouse meals unless previously announced or pursuant to the policy set forth in #7 below.
*Meals reimbursed without an overnight stay shall be reported as taxable income.

Meals (In State and Out of State)

When leaving before

5:31 a.m.

11:31 a.m.

5:31 p.m.

When returning after

7:59 a.m.

12:59 p.m.

7:59 p.m.

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

III. NATIONAL FEDERATION CONVENTION

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

- B. Airfare will be paid for each board member attending the summer meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current **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 8, 2020) to Friday of week 4 (July 31, 2020), the regular office hours shall be Monday through Thursday, 8:00 a.m. to 4:00 p.m. The office will be closed on Fridays.

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

V. FISCAL YEAR

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

VI. PAY DAYS

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

VII. SALARIES

The Board of Directors shall annually determine salary adjustments.

VIII. MOVING STIPEND

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

IX. INSURANCE

- A. Effective July 1, 2020, 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 25th, 2020, and another \$2,000.00 on or about January 25, 2021.

- 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 \$9.00; Lunch \$13.00; Dinner \$16.00, or actual expenses. Out-of-State Rates: TBD as per current IRS allowable rates.
 - * Meals reimbursed without an overnight stay shall be reported as taxable income.
 - * Meals incurred while driving to or returning from SDHSAA work related travel shall be reimbursed at in-state or out-of-state rates.
 - * Meals purchased for corporate partners, Board of Control, or other Association partners, shall be reimbursed at actual expense and are allowable on SDHSAA approved credit cards.

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 dollars per day for gratuities when in-state
Gratuities TBD when out-of-state—not to exceed allowable IRS rates
- E. **Incidental Expenses:** Incidental expenses as approved by the Executive Director will be reimbursed at actual cost with proper documentation, and are allowable on the SDHSAA approved credit cards.

XII. NATIONAL FEDERATION MEETINGS/CONVENTIONS:

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

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

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

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

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

XIII. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS

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

XIV. OFFICER INDEMNIFICATION POLICY

Refer to Part VI, Page 7 of this manual.

XV. HOLIDAYS AND LEAVE

A. Paid Holidays

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

Independence Day	Saturday, July 4, 2020
Labor Day	1st Monday in September, September 7, 2020
Native American's Day	2nd Monday in October, October 12, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving recess	4th Thursday and Friday in November, November 26-27, 2020
Christmas and New Year's	The office will close at the end of the work day on Tuesday, December 22, 2020, and will re-open on Thursday, January 4, 2021
Martin Luther King Jr. Day	3rd Monday in January—January 18, 2021

Presidents' Day	3rd Monday in February—February 15, 2021
Good Friday	Friday before Easter—April 2, 2021
Easter Monday	Monday following Easter—April 5, 2021
Memorial Day	Last Monday in May—May 31, 2021

- 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

- 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).
- All contracted executive staff members shall be granted sick leave credit at the rate of 12 days per year.
- The employee shall be permitted to accumulate unused sick leave without limit during the year.
- No sick leave shall be allowed after termination of employment.
- 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.
- 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.
- Reimbursement of Unused Sick Leave
 - 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.
 - Formula - Current base pay X a maximum of fifty (50) days of unused sick leave.
 - 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

- Contracted staff members shall be granted a paid vacation.
- 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.
- Vacation leave will be accrued on the following basis:
 - The Executive Director shall earn 20 work days of vacation time annually.

b) All other executive staff shall earn vacation leave on the following basis:

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

An employee will advance to the next tier of vacation leave according to their anniversary date. If the anniversary date falls from the 1st of the month through the 15th of the month, the new accrual rate will begin on the 1st of that month. If the anniversary date falls on the 16th through the 31st of the month, the new accrual rate will begin on the 1st of the following month.

4. A paid holiday falling within the vacation period will not be counted as part of the vacation. Staff members may add such day to the total vacation days to which they are entitled.
5. Vacation must be scheduled with consideration to job responsibilities. Vacations for the Assistant Executive Directors shall be approved by the Executive Director.
6. Reimbursement of unused vacation leave:
 - a) Executive staff personnel shall be eligible for reimbursement up to the maximum allowed by current unused vacation leave policy.
 - b) Base pay shall be computed by dividing the current annual salary by 260 days.
 - c) Formula -Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

D. Parental Leave:

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

E. Personal Leave:

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

F. Bereavement Leave:

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

G. Emergency Leave for Family Illness:

1. Emergency Leave:
 - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.

2. Immediate Family:
 - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. Immediate family to also include members of non-traditional family (step-mother, step-father, etc.)
 3. Excused Absences with Pay:
 - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.
 4. Duration of Emergency Leave:
 - a) In-State: Up to three working days subject to the approval of the Executive Director.
 - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
 5. Additional Time:
 - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
 - (1) May use the one day of personal leave subject to the approval of the Executive Director.
 - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
 - (3) The employee may use earned vacation days subject to the approval of the Executive Director.
 6. Excused Absences without Pay:
 - a) Payroll deductions will be triggered after all of the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.
- H. Other Leaves:
- a) Leave shall be granted for jury duty. In the event of jury duty, the employee may either take Annual Leave and keep jury duty earnings or forego Annual Leave and remit jury duty earnings to the SDHSAA office.

XVI. SEPARATION PAY POLICY

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

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

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

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

deceased.

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

Contract dates for current employees eligible for separation pay:

Jo Auch: July 1, 2008
Aaron Magnuson: September 15, 2008
John Krogstrand July 1, 2012
Brooks Bowman: July 27, 2015
Daniel Swartos: July 1, 2017
Ryan Mikkelsen: July 1, 2020

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 8, 2020) to Friday of week 4 (July 31, 2020), the regular office hours shall be Monday through Thursday, 8:00 a.m. to 4:00 p.m. The office will be closed on Fridays.
- C. Starting Monday of week 5 (August 3, 2020) through Friday of week 7 (August 21, 2020) office hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.
- D. Starting Monday of week 8 (August 24, 2020) office hours shall return to 8:00 a.m. to 4:30 p.m.
- E. In addition to the above, flextime may be granted to administrative assistants, subject to the approval of the Executive Director, in order to attend family functions/activities. Flextime cannot exceed 1 hour per request. The employee may flex hours for the day that the flextime was granted. As an example, an employee could work, with prior approval, 30 minutes prior to the regular work day and leave work 30 minutes early. This type of flextime is applicable to the months of September through May.
- F. Time sheets shall be kept and monitored for all administrative assistants. The time sheet shall document the workday requirements as set forth in section VII, page 18, Hours of Work. Time sheets shall also document all authorized overtime hours.
- G. The office will be open on Saturday and Sunday only when deemed necessary by the Executive Director.

VI. FISCAL YEAR

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

VII. HOURS OF WORK

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

VIII. PAY DAY

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

IX. SALARIES

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

X. OVERTIME

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

XI. SOCIAL SECURITY

SDHSAA employees are covered by Social Security.

XII. INSURANCE

- A. Effective July 1, 2020, 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 \$2,550.00 to their HSA on or about July 25, 2020, and another \$1,000.00 on or about January 25, 2021.
- C. All employees must be enrolled in a group health plan either sponsored by the Association or a qualified plan by the spouse's employer. (June 4-5, 2001)
- D. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.
- E. National Casualty Company (General Liability, Excess liability)
 - 1. Staff members are covered by these policies. Coverage includes any suit brought by a third party for:
 - a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or direction;
 - b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
 - c) Advertising injury liability;
 - d) Libel or slander
- F. Automobile
 - 1. Auto Liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal car for Association business.

XIII. RETIREMENT

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

an interest rate of two (2) percent.

XIV. ADMINISTRATIVE ASSISTANTS EXPENSES FOR ASSOCIATION APPROVED TRAVEL

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

XV. NATIONAL FEDERATION SUMMER MEETING:

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

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

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

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

XVI. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS

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

XVII. HOLIDAYS AND LEAVE

A. Paid Holidays:

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

Independence Day	Saturday, July 4, 2020
Labor Day	1st Monday in September, September 7, 2020
Native American's Day	2nd Monday in October, October 12, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving recess	4th Thursday and Friday in November, November 26-27, 2020
Christmas and New Year's	The office will close at the end of the work day on Friday, December 22, 2020, and will re-open on Thursday, January 4, 2021
Martin Luther King Jr. Day	3rd Monday in January—January 18, 2021
Presidents' Day	3rd Monday in February—February 15, 2021
Good Friday	Friday before Easter—April 2, 2021
Easter Monday	Monday following Easter—April 5, 2021
Memorial Day	Last Monday in May—May 31, 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 1st of the month through the 15th of the month, the new accrual rate will begin on the 1st of that month. If the anniversary date falls on the 16th through the 31st of the month, the new accrual rate will begin on the 1st of the following month.

- a) Annual leave is accrued monthly, with a maximum amount of accrual equal to twice

the annual rate. When an employee reaches the maximum amount, they must take some time off or forfeit the amount that exceeds the limit allowed.

3. Full-time employees shall be granted a paid vacation. The accrual period shall be computed from the date of employment. The vacation schedule shall be determined by agreement with the Executive Director.

- a) Employees having the greatest length of service will have first consideration of vacation periods. Employees are to take advantage of their full-earned vacation credits within twenty-four months.
- b) A paid holiday falling within the vacation period will not be counted as part of the vacation. Employees may add such day to the total vacation days to which they are entitled.

4. Reimbursement of unused vacation leave:

- a) Administrative assistants shall be eligible for reimbursement up to the maximum allowed by the current unused vacation leave policy.
- b) Base pay shall be computed by dividing the current annual salary by 260 days.
- c) Formula -Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

D. State Tournament/Activity Leave:

On an annual basis, all administrative assistants shall be allowed a maximum of 24 hours of state tournament leave or activity leave to attend events without using their accrued annual leave subject to the approval of the executive staff. Cost of hotel or motel room on the dates of the event shall be paid by the SDHSAA if on activity leave. There will be no reimbursement for any other expenses.

In most situations, the office will remain open during state tournament/state events with a minimum of one administrative assistant on duty. In the event all support staff desire to attend a specific event, a temporary assistant may be used to keep the office open. The office remaining open is at the discretion of the Board of Directors and Executive Director.

E. Parental Leave:

1. During the time that the mother is in the hospital due to childbirth and/or complications thereof, the employee (mother or father) shall be able to use sick leave. Once the mother has left the hospital, the employee shall use annual leave.
2. Parental leave, without pay, shall be granted per FMLA guidelines, provided the request is made in advance of the childbirth or adoption.

3. Sick leave and vacation leave continue to accrue at regular rates while an employee is on approved parental leave.

F. Bereavement Leave:

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

G. Personal Leave:

1. Each administrative assistant may be granted up to one day, non-accumulated personal leave during any fiscal year. Personal leave shall be used for compelling personal

reasons only and shall not be subtracted where other leave is provided.

2. Requested personal leave by the administrative assistants shall be approved by the Executive Director.

H. Emergency Leave for Serious Family Illness:

1. Emergency Leave:
 - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.
 2. Immediate Family:
 - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. To also include members of non-traditional family (step-mother, step-father, step-children, etc.)
 3. Excused Absences with Pay:
 - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.
 4. Duration of Emergency Leave:
 - a) In-State: Up to three working days subject to the approval of the Executive Director.
 - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
 5. Additional Time:
 - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
 - (1) May use the one day of personal leave subject to the approval of the Executive Director.
 - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
 - (3) The employee may use earned vacation days subject to the approval of the Executive Director.
 6. Excused Absences Without Pay:
 - a) Payroll deductions will be triggered after all the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.
- I. Other Leaves:
- a) Leave shall be granted for jury duty. In the event of Jury duty, the employee may either take Annual Leave and keep jury duty earnings or forego Annual Leave and remit jury duty earnings to the SDHSAA office.

XVIII. SEPARATION PAY POLICY

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

1. Employee must be at least 55 years of age and has not yet reached their 69th birthday.
2. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period.
3. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period.
4. An employee who has been employed by the Association for at least twenty five (25) years will be eligible for 100% of their final salary payable over a three (3) year period.

5. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made following January 1 and prior to February 28 the following two years.

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

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

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

Employment dates for current employees eligible for separation pay:

Barb Haberling:	April 16, 2007
Marsha Karst:	June 8, 2015
Cindy Bresee:	June 29, 2015
Nicole Rinehart:	August 14, 2017

SDHSAA Non-discrimination policy

The South Dakota High School Activities Association is an Equal Opportunity Employer and provider of services. The South Dakota High School Activities Association does not discriminate on the basis of race, sex, age, religion, color, marital status, national origin, disability, or veteran's status in any decision pertaining to employment, including hiring, firing, wages, hours and other terms and conditions of employment, participation in any program or service offered or sponsored by the South Dakota High School Activities Association, the conduct of competition, selection of officials, host schools, or in any other fashion or manner. The South Dakota High School Activities Association complies with all laws and regulations of the United States and the State of South Dakota pertaining to the foregoing and expects similar compliance by its member schools and all participants.

Adopted January 12, 2011

SDHSAA Whistleblower Policy

SDHSAA WHISTLEBLOWER POLICY

General

The South Dakota High School Activities Association requires employees to observe high standards of ethical behavior in the conduct of their duties and responsibilities. As representatives of the Association, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to perform ethically and to comply with SDHSAA policies relating to financial integrity, and to report material violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within the Association, rather than remaining silent or seeking resolution outside the SDHSAA.

Compliance Officers

The Association's Compliance Officers are responsible for investigating and resolving all reported allegations concerning financial impropriety, and shall promptly advise the SDHSAA Board of Directors of such allegations and of their findings. In addition, they are required to report to the Board of Directors at least annually on compliance activity. The SDHSAA's Compliance Officers are Dan Swartos, Executive Director, and Jo Auch, Assistant Executive Director.

Accounting and Auditing Matters

The Board of Directors, when performing its audit oversight function, is charged with addressing all reported allegations of impropriety regarding corporate accounting practices, internal controls, or auditing. The Compliance Officers shall promptly notify the Board of Directors of any such allegation and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an impropriety. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

Confidentiality

Allegations of impropriety may be submitted on a confidential basis by the complainant or may be submitted anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any anonymous allegation must provide sufficient supporting data to permit meaningful follow up. Anonymous allegations that are vague, ambiguous, or unsupported will be disregarded.

Handling of Reported Violations

The Compliance Officers will acknowledge receipt of non-anonymous allegations within two business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted January 12, 2011

PARENTAL LEAVE REQUEST

I, _____, herewith request Parental Leave as set forth in the South Dakota High School Activities Association Policy and Procedures Manual. Pursuant to said policy, leave shall be granted, without pay, commencing on _____ and ending on _____.

Employee Signature

Date

Executive Director

Date

South Dakota High School Activities Association

I. SEPARATION PAY

II. BENEFICIARY DESIGNATION

The undersigned employee designates _____ of _____,
_____ as beneficiary of employee's separation pay benefit under SDHSAA

Policies and revokes any previous designation, if any. (Failure to designate a beneficiary will result in payment of any death benefit payable to be made to the employee's estate to be distributed in accordance with the terms of a Will or by intestate succession.)

Date: _____, 20_____

Signed: _____

SDHSAA Referring Decisions of the Board of Directors Policy

Any decision by the Board of Directors that involves a substantial/significant capital expense or that requires adding additional personnel can be referred to the vote of the membership by filing a petition within 45 calendar days with the Executive Director with the signatures based on these criteria:

1. Thirty (30) superintendents of member schools if the policy affects all member schools;
2. Twenty-five (25) percent of superintendents of member schools in a specific class if the policy is class specific.

The Board of Directors' decision in question will not take effect until the vote of the membership is completed. The vote of the entire/class specific membership will be completed not more than 45 days following the receipt of the petition by the Executive Director. To be repealed a simple majority vote of the member schools, either entire or class specific, must vote in favor of the appeal. If the simple majority vote is not met, the decision goes into effect on the date specified by the original motion.

Adopted August 27, 2015

CREDIT CARD USE AND ELECTRONIC TRANSACTIONS

Staff shall complete vouchers for meal reimbursement while traveling on association business. Rates for meals paid will match those of Board of Directors members. Meals paid without an overnight stay will be reimbursed as taxable income.

The SDHSAA is committed to using its financial resources wisely. The Board recognizes that credit cards and electronic transactions may provide Association employees with a convenient payment option and may also improve business office efficiency.

Credit Cards: The Board authorizes the use of credit card or electronic payment for official Association purchases and acquisitions. The Executive Director is responsible for authorization and control of the use of credit cards, subject to the final SDHSAA Board of Directors approval of payments.

Authorized use of the credit card is limited to the person in whose name the card is issued and may not be loaned to another person.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is Association property and should be used only for authorized Association purchases. The Executive Director/Assistant Executive Directors are authorized to use the credit card when scheduling travel by contest officials, judges, directors or consultants retained by the Association including, but not limited to, lodging and airline tickets. Executive staff members are authorized to use an Association credit card to purchase items online that cannot be reasonably purchased elsewhere or when purchasing or paying for items online results in significant savings. The executive staff is also authorized to use the credit card for prepayment of items/services when required by a vendor or in instances of savings to the Association.

The items listed below are Board authorized purchases. All other credit card purchases require prior approval from the Executive Director.

Authorized Credit Card Purchases:

Office/tournament supplies, computer supplies, utility, and office equipment maintenance, safety equipment or supplies, catering or small dining services, travel expenses such as conference registration fees, lodging, meals, and airline tickets, fuel for Association vehicles, and car rentals (car rentals must be pre-approved by the Executive Director). In addition, credit card purchases are allowable for meals during corporate partner, state event director, legislative, Board of Directors, and administrative meetings.

The card users shall submit charge card receipts to the Finance Director no later than the date established by the Finance Director.

The Finance Director shall audit the charge card receipts, reconcile the charge card statement and process the charges for payment.

Cardholders are not allowed to use the credit card for purchases greater than \$5,000 without prior authorization by the Executive Director.

Any cardholder benefits or revenue generated from the use of Association-issued credit or purchase cards shall be for the exclusive use of the Association. Employees shall reimburse the Association for any charges that are disallowed by the SDHSAA Board of Directors.

Executive staff must return the credit card to the Finance Director upon termination, resignation, or being directed to do so by the SDHSAA Board of Directors.

w/credit card policy—adopted 11-4-2015

CONFLICT OF INTEREST POLICY

BOARD MEMBER CONFLICT OF INTEREST

The Board of Directors of the South Dakota High School Activities Association requires that each person elected to membership on the Board of Directors be without interest which might jeopardize the performance of their duties which are in the best interest of the SDHSAA and interscholastic athletic and fine arts programs in general.

A board member will not have any direct pecuniary interest in a contract which could be affected by a decision of the South Dakota High School Activities Association. A direct pecuniary interest is any decision by a SDHSAA board member that inures to the individual's private gain or loss or to the private gain or loss of a business associate. Conflicts of interest would include but are not limited to direct financial interest in a company or product furnishing any labor, services, materials, supplies or equipment.

If a member of the SDHSAA Board of Directors should have or develop a conflict of interest, such person shall immediately identify the conflict and remove himself or herself from any discussion or action involving the matter in conflict unless the conflict is waived by 2/3 of the elected members of the Board.

Adopted June 8, 2017

SDHSAA DOCUMENT RETENTION POLICY (Updated May 2017)

The Association records of the SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION (hereafter the “Association”) are important assets. Association records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the Association to maintain certain types of Association records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Association to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Association in contempt of court, or seriously disadvantage the Association in litigation.

The Association expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Association informs you, that Association records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Executive Director or the Finance Director.

From time to time the Association establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- (a) **Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Association’s revenues. Tax records should be retained for at least six (6) years from the date of filing the applicable return.
- (b) **Audit Records:** Audit records include, but may not be limited to, bank statements, invoices, vouchers, voided checks, credit memos, ticket manifests, tickets and passes, payroll registers, monthly close records, participation fees, unclaimed property, team expenses forms, and sub-state financial reports should be retained for at least six (6) years. Audited financial statements and equipment records should be retained permanently.
- (c) **Employment Records/Personnel Records.** State and federal statutes require the Association to keep certain recruitment, employment and personnel information. The Association should also keep personnel files that reflect performance reviews and any complaints brought against the Association or individual employees under applicable state and federal statutes. The Association should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee’s personnel file. Employment and personnel records should be retained for six (6) years.
- (d) **Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity in the Association’s minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the Association.

- (e) Press Releases/Public Filings. The Association should retain permanent copies of all press releases and publicly filed documents under the theory that the Association should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that Association.
- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (g) Marketing and Sales Documents. The Association should keep final copies of marketing and sales documents for the same period of time it keeps other Association files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Association and are protected as a trade secret where the Association:
 - (i) derives independent economic value from the secrecy of the information; and
 - (ii) The Association has taken affirmative steps to keep the information confidential.
- (i) Contracts. Final, execution copies of all contracts entered into by the Association should be retained. The Association should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of the publicly filed contracts.
- (j) Electronic Mail. E-mail that needs to be saved should be either:
 - (i) printed in hard copy and kept in the appropriate file; or
 - (ii) downloaded to a computer file and kept electronically or on disk as a separate file.The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Questions about this policy should be referred to the Finance Director who is in charge of administering, enforcing and updating this policy.

**SOUTH DAKOTA
HIGH SCHOOL ACTIVITIES ASSOCIATION**

AUDIT REPORT

June 30, 2019



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

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

Board of Directors:

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

Executive Director:

Dr. Daniel Swartos

Finance Director:

Isaac Jahn

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

MARTIN L. GUINDON, CPA
AUDITOR GENERAL

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

Board of Directors
South Dakota High School Activities Association

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

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

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

Purpose of this Report

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

A handwritten signature in black ink, appearing to read "Martin L. Guindon". The signature is fluid and cursive, with the first name "Martin" and last name "Guindon" clearly distinguishable.

Martin L. Guindon, CPA
Auditor General

April 17, 2020

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHEDULE OF PRIOR AUDIT FINDINGS

Prior Audit Finding:

Finding No. 2018-001: Financial Statement Reporting Errors

Type of Finding: Material Weakness

Condition:

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

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

Recommendation:

We recommend the Association strengthen internal controls over financial reporting.

Views of Responsible Officials:

SDHSAA concurs with the finding.

FY 2019 Status:

Finding resolved.



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(605) 773-3595

MARTIN L. GUINDON, CPA
AUDITOR GENERAL

INDEPENDENT AUDITOR'S REPORT

Board of Directors
South Dakota High School Activities Association

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

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

Other Matters

Required Supplementary Information

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

Supplementary Information

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

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

Other Reporting Required by Government Auditing Standards

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



Martin L. Guindon, CPA
Auditor General

April 17, 2020

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

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

Financial Analysis

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

Financial Highlights as of June 30, 2019

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

Subsequent Events as of the Issue Date

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

Change in Assets and Liabilities

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

Change in Net Position

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

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

Assets:	
Current Assets:	
Cash and Cash Equivalents	\$ 421,245.02
Investments	1,154,808.46
Accounts Receivable	173,333.08
Total Current Assets	<u>1,749,386.56</u>
Non-Current Assets:	
Land	163,870.75
Land Improvements	48,027.26
Less: Accumulated Depreciation-Land Improvements	(47,626.84)
Building	787,943.97
Less: Accumulated Depreciation-Building	(229,316.40)
Equipment, Furniture and Fixtures	160,510.37
Less: Accumulated Depreciation-Equipment, Furniture and Fixtures	(133,723.60)
Net Pension Asset	808.36
Total Non-Current Assets	<u>750,493.87</u>
Total Assets	<u>2,499,880.43</u>
Deferred Outflows of Resources:	
Pension Related Deferred Outflows	295,442.49
Liabilities:	
Current Liabilities:	
Accrued Vacation	45,990.79
Accrued Sick Pay	1,034.51
Post Employment Benefit	4,800.00
Total Current Liabilities	<u>51,825.30</u>
Non-Current Liabilities:	
Accrued Vacation	28,295.17
Accrued Sick Leave	3,778.75
Post Employment Benefit	15,872.77
Total Non-Current Liabilities	<u>47,946.69</u>
Total Liabilities	<u>99,771.99</u>
Deferred Inflows of Resources:	
Pension Related Deferred Inflows	63,350.67
Net Position:	
Investment in Capital Assets	749,685.51
Restricted for SDRS Pension Purposes	232,900.18
Unrestricted	1,649,614.57
Total Net Position	<u>\$ 2,632,200.26</u>

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

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

Operating Revenue:		
Basketball:		
State Tournament - Boys	\$ 87,296.00	
State Tournament - Girls	57,726.00	
State Tournament - Boys and Girls	360,515.00	
Sub-State Events		
Elimination Tournaments	<u>427,926.60</u>	
Total Basketball Receipts		\$ 933,463.60
Wrestling:		
State Tournament	208,084.00	
Sub-State Events	<u>25,523.00</u>	
Total Wrestling Receipts		233,607.00
Volleyball:		
State Tournament	204,045.00	
Sub-State Events	<u>141,771.00</u>	
Total Volleyball Receipts		345,816.00
Football:		
State Tournament	220,437.00	
Sub-State Events	<u>243,872.00</u>	
Total Football Receipts		464,309.00
Cross Country		29,780.00
State Track and Field Meet		121,804.00
State Gymnastics Meet		15,307.00
Cheer and Dance		28,801.00
Soccer		9,410.00
All-State Chorus and Orchestra		64,100.00
All-State Band		7,500.00
All-State Jazz Band		2,275.00
Student Council		88,581.00
Television Contract		126,470.00
Ball Bids		50,000.00
Corporate Partner		332,594.86
E-Ticketing		10,000.00
NF News/Student Press Fee		5,456.00
Participation Fees		160,140.00
Subscription & Postage		22,250.00
Sale of Medals		1,681.81
Coaches Clinic		600.00
Rule Books/Publications		28,977.85
Registration of Officials		72,181.58
Officials/Coaches Penalties		5,080.00
Speech Ads/Programs/Shirts		1,178.00
Membership Dues		9,481.80
Miscellaneous		<u>22,856.38</u>
Total Operating Revenue		<u>3,193,701.88</u>

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

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

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

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

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

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

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

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES:

a. Nature of Activities:

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

b. Significant Accounting Policies:

Date of Management's Review:

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

Estimates:

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

c. Basis of Presentation:

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

Proprietary Funds:

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

The Association has one enterprise fund.

d. Measurement Focus and Basis of Accounting:

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

Measurement Focus:

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

Basis of Accounting:

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

e. Capital Assets:

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

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

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

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

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

f. Budget:

The Association follows these procedures in establishing the budget:

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

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

g. Employee Fringe Benefits:

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

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

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

h. Accumulated Unpaid Vacation and Sick Leave:

Sick Leave:

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

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

Vacation Leave:

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

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

The financial statements give effect to these liabilities.

i. Investments:

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

j. Cash Flows:

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

k. Revenue and Expense Classifications:

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

l. Net Position:

Net Position is classified in the following three components:

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

m. Application of Net Position:

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

n. Long-Term Liabilities:

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

o. Available Credit:

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

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

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

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

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

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

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

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

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

3. RECEIVABLES:

Receivables are not aggregated in the financial statements.

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

4. CHANGES IN CAPITAL ASSETS:

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

5. LONG-TERM LIABILITES:

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

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

6. INCOME TAXES:

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

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

7. POST EMPLOYMENT BENEFIT:

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

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

8. SEVERANCE PAY BENEFIT:

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

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

9. RISK MANAGEMENT:

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

Employee Health & Dental Insurance:

See note 1 g.

Liability Insurance:

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

Board of Directors coverage includes:

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

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

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

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

Automobile:

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

Property and Building:

Coverage is through a commercial carrier.

Worker's Compensation:

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

Unemployment Benefits:

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

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

10. SIGNIFICANT CONTINGENCIES—LITIGATION:

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

11. PENSION NOTE:

Plan Information:

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

Benefits Provided:

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

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

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

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

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

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

Contributions:

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

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

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

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

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

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

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

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

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

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

Actuarial Assumptions:

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

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

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

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

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

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

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

Discount Rate:

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

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

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

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

Pension Plan Fiduciary Net Position:

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

12. FAIR VALUE MEASUREMENTS:

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

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

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

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

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

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

Investment measure at Net Asset Value (NAV)	
Mutual Funds	844,568.44
Alternative Investments	<u>107,115.61</u>
Total investments measure at NAV	<u>951,684.05</u>
Total investments measured at Fair Value	<u>\$ 1,146,307.53</u>

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

13. SUBSEQUENT EVENTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note 1: Purpose of the Schedule

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

Note 2: Significant Accounting Policies

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



South Dakota High School Activities Association

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

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

Site Selection Committee Members

The site selection committee should be made up of five (5) members of the tournament management that currently hosts a majority of SDHSAA events, and up to three (3) members of the SDHSAA Board of Directors.

2015-16:

Linda Whitney- Sanborn Central
Steve Morford- Spearfish
Darren Paulson- Rapid City
Steve Moore- Watertown

Dr. Roger Bordeaux- Tiospa Zina
Mark Melie- Sioux Falls Public Schools
Gene Brownell- Aberdeen Central
Randy Marso- Brandon Valley

2016-17:

Steve Morford- Spearfish
Moe Ruesink- Sioux Valley
Darren Paulson- Rapid City
Terry Rotert- Huron

Dr. Roger Bordeaux- Tiospa Zina
Mark Meile- Sioux Falls Public Schools
Gene Brownell- Aberdeen
Randy Marso- Brandon Valley

2017-18:

Bud Postma- Madison
Steve Moore- Watertown
Darren Paulson- Rapid City
Terry Rotert- Huron

Dr. Roger Bordeaux- Tiospa Zina
Mark Meile- Sioux Falls Public Schools
Gene Brownell- Aberdeen
Randy Marso- Brandon Valley

2018-19:

Moe Ruesink- Sioux Valley
Randy Soma- Brookings
Jared Vasquez- Rapid City
Randy Marso- Brandon Valley

Silas Blaine- Crazy Horse
Casey Meile- Sioux Falls Public Schools
Gene Brownell- Aberdeen
Craig Boyens- Watertown

2019-20:

Moe Ruesink- Sioux Valley
Randy Soma- Brookings
Jared Vasquez- Rapid City
Terry Rotert- Huron

Barry Mann- Wakpala
Casey Meile- Sioux Falls Public Schools
Gene Brownell- Aberdeen
Randy Marso- Brandon Valley

SDHSAA - Serving Students Since 1905

Board Chairperson – Mr. Craig Cassens
Assistant Director – Ms. Jo Auch
Assistant Director – Mr. Brooks Bowman

Executive Director – Dr. Daniel Swartos
Assistant Director – Dr. John Krogstrand
Finance Director – Mr. Ryan Mikkelsen

SDHSAA Goal Update- August 12-13, 2020

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
1.)	<i>Simplify and articulate the SDHSAA mission, vision, and beliefs statements</i>		*Internal review of the statement *Draft revisions, solicit input from a random swath of the membership *Prepare revisions for board review	November of 2020

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
2.)	<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 increasing costs paid to host sites for state events.</i>	*Review state event bid process documents from neighboring states *Analyze minimum bid costs for different events. *Review sub-state expenses to look for norms and exceptions	*Present a state event bid model for Board deliberation *Present standardized sub-state expenses for different sports	June of 2021

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
3.)	Develop an RFP for merchandise sales at State Events	<ul style="list-style-type: none"> *Review merchandise contracts and bid documents from other states *Determine cost impact to site hosts *Develop merchandise RFP documents *Present RFP document to Board for consideration (April) *If applicable, go through the bid process for a merchandise contract 		Completed June 2020

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
4.)	Explore new SDHSAA Sports/Activites	<ul style="list-style-type: none"> *Discuss new sports with area Superintendent groups *Foster communication between schools interested in the new sports *Work with PlayVS to determine current participation in E-Sports within South Dakota Schools *Initial conversations with Wrestling Advisory regarding Girls Wrestling 	<ul style="list-style-type: none"> *Receive presentations to the Board on specific sport information *Receive consensus from member schools on additions of sports *Foster communication between interested schools and the SDHSAA staff and board *Develop preliminary plans for implementation 	<ul style="list-style-type: none"> June 20201 *Girls Wrestling added April 2021

*Gather information from other states regarding initial implementation of E-Sports, Softball, and Girls Wrestling

*On the agenda at the AD Conference and the SDSSA conference to speak about new sports/activities.

*Review survey data from Dr. Krogstrand's dissertation

*Make recommendations to Board of Directors on additions of new sports/activities

*Review survey data from Dr. Krogstrand's dissertation

<u>Goal #</u>	<u>Goal</u>	<u>Items Completed</u>	<u>Items Remaining/In-Progress</u>	<u>Est. Completion Date</u>
5.)	Review advisory committee structures	<p>*Begin internal review of current advisory committees</p> <p>*Completed internal review of advisory committees</p> <p>*Develop recommendations to Board of Directors for changes to advisory committees</p>		Completed August of 2020