

## **FIFTH DISTRICT HANDBOOK INDEX**

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**FIFTH DISTRICT  
IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION**

**MEMBER SCHOOLS**

Aberdeen, American Falls, Bear Lake, Century, Grace, Highland, Malad, Marsh Valley, North Gem, Pocatello, Preston, Rockland, Sho-Ban, Snake River, Soda Springs, West Side.

## **CONSTITUTION**

### **Article I: Name and purpose**

The name of this association shall be Fifth District Idaho High School Activities Association. The purpose of this association shall be to coordinate, promote, and regulate the interscholastic activities among its member schools with the Idaho High School Activities Association.

### **Article II: Membership**

Sec. 1: Any high school in the Idaho High School Activities Association Fifth District area that is a member of the Idaho High School Activities Association is a member of this association.

Sec. 2: Membership in the Fifth District Idaho Activities Association is retained through payment of dues and participation in scheduled activities and procedures.

- a. Dues shall be paid to the Secretary-Treasurer of the Association on or before October 15 of the each year on which date membership shall lapse unless the annual dues are paid. Second notices will be sent out October 7. Failure to pay dues by October 15 will result in a \$50.00 fine. Adopted November 8, 1993.
- b. In the August Board of Control meeting the dues structure will be set. The Board of Control must ratify the dues structure.
- c. Costs for all trophies and medals awarded by the District will be included in the fall dues. Adopted August 30, 1993.

Sec. 3: The Board of Control as representatives of member schools shall have the power to make special assessment by a majority vote.

Sec. 4: No school in arrears for dues or assessments shall be eligible to compete in any interscholastic contest held under the rule of this association.

Sec. 5: Each member school shall be entitled to one vote at all meetings and elections.

### **Article III: Delegate Assembly**

Sec. 1: The Delegate Assembly shall be composed of the representatives from the member schools. Any faculty member or administrator of any member school shall have right of presence and power to participate in discussion.

Sec. 2: The principal or one carrying a proxy from the principal shall exercise a school's vote. A duly authorized delegate of a member school may present a written proxy from an absent principal of the member schools, and may vote this proxy.

Sec. 3: Decisions of the Board of Control may be changed by majority vote (**member schools, 1 vote per school**).

Sec. 4: The President of the Board of Control shall preside at all council and board of control meetings and shall perform the usual duties of that office. In the absence of the President, the remaining board members present shall designate one of their number to act as President.

Sec. 6: A simple majority of votes from member schools shall be required to pass motions.

#### **Article IV: Board of Control**

Sec. 1: The board of control shall consist of one administrator from each of the five classifications: 5A, 4A, 3A, 2A, 1A; the district's member of the State Board of Control, the president of the coaches of boys' sports, the president of the coaches of girls' sports, the president of the district music association, the president of the drill/dance team association, the president of the district speech arts association, the president of the cheer coaches association, and a member from the district superintendents' association, representative of the Fifth District Officials Association as a non-voting member, and the district secretary-treasurer as a non-voting member.

Sec. 2: The term of office for all members shall be three years, elected on a staggered year basis unless a conflict exists in the advisory activity group's constitution. In the event of the conflict, the advisory activity group's constitution will be honored as to the term of office for elected officers. Each officer is eligible for re-election.

Sec. 3: Officers shall be elected by a majority vote. The district's member of the state board of control will be elected by a majority vote of the schools. Each member school in the Fifth District Activities Association would be eligible to cast one (1) vote per school. The representatives of the advisory activity groups shall be elected by a majority vote of their respective groups.

Sec. 4: The board of control shall choose, by majority vote, a President from the membership of the board. In the event of a vacancy, the board shall choose a new President. The President shall be elected in the August Board of Control meeting on a yearly basis.

Sec. 5: The board of control shall be in charge of all affairs of the association. It shall have general supervision over all forms of boys' and girls' athletic contests, games, festivals, tournaments; track meets, etc., of an interscholastic nature within the district. The coaches association, the music teachers association, the speech teachers association, the drill team association, the cheer association, and such other activity associations as may be set up will be advisory bodies.

Sec. 6: The board of control shall have sole authority to interpret the provisions of this constitution and other rules and regulations as it or the member schools may adopt from time to time. A majority vote of the board shall be necessary to validate any interpretation. The board shall be subject to any limiting interpretation or directive from a majority vote from member schools, officially written into the minutes of any regular or special meeting.

Sec. 7: The board of control may divide the district into subdivisions and schools into classifications, insofar as such action does not conflict with state association rulings, for better regulation of interscholastic contests.

Sec. 8: The board of control shall have supreme jurisdiction over all interscholastic contests involving more than two schools of the district. It may delegate such actual supervision as is necessary to the principals of the schools involved or to the host principal.

Sec. 9: The board of control may declare district winners in various activities and award trophies to district champions.

Sec. 10: The board of control shall decide all complaints or disputes on a district basis. It may only act upon written charges and must give opportunity for hearing to parties involved. Its decisions shall be binding upon all members of the association. No board member may act upon a protest involving his/her school. The remaining members shall appoint a substitute to act on this matter in his stead.

Sec. 11: Six members of the board of control shall constitute a quorum for transacting business.

Sec. 12. Withdrawal from the profession, removal from the district, or failure of the employing school to pay dues or assessments shall constitute a vacancy in any office of this association. The board of control may declare a position on the board vacant whenever a member of the board of control is absent without justification from two consecutive meetings of the board of control.

Sec. 13. The Board of Control shall have authority to adopt and enforce temporary rules and regulations that are not in conflict with the constitution of the district or state association. Such rules shall be binding upon all members but, if not approved by the delegate assembly, shall not be part of the permanent rules of this association.

Sec. 14. The Board of Control may employ and compensate such personnel and professional assistance as may be necessary to carry out the interscholastic activities of the association. This refers to such personnel as commissioners, judges and clinicians.

Sec. 15. The president of the board of control or a petition of four of the board's members acting through the secretary may call a meeting of the board of control.

Sec. 16. In the event of any vacancy on the board of control the remaining members may appoint a person to fill the vacancy. The term of office shall extend until such time as a successor is elected at the next regular election.

Sec. 17. In the event a question arises which requires a decision between meetings of the board of control, the secretary is authorized to poll the members by mail ballot, telephone, or email. Such decisions shall be included in the next regular meeting of the board of control.

## **Article V: Secretary-Treasurer**

Sec. 1. The secretary-treasurer shall keep minutes of all regular and special meetings the delegate assembly and board of control. He/she shall be the channel through which all correspondence from and to the district association shall be transacted.

Sec. 2. The secretary-treasurer shall be the custodian of all the funds and records of the district association and its subsidiary organizations. He/she shall collect, unless the board designates another, all dues, fees, and assessments due the association and its subsidiary organizations. The secretary shall keep a complete and accurate record

thereof. He/she shall handle the financial affairs of the association to the best of his/her ability subject only to definite orders from the board of control.

Sec. 3: The secretary-treasurer shall be compensated such sum as may be authorized by the district board of control. In no case shall there be a decrease during the annual term.

Sec. 4: The secretary-treasurer shall announce all meetings to the member schools or the members of the board of control.

Sec. 5: A committee appointed by the President of the Board of Control will audit the books kept by the secretary-treasurer of this association annually. A report of this audit will be made to the delegate assembly at the fall meeting.

### **Article VI: Subsidiary Organizations**

Sec. 1. There shall be the following subsidiary organizations: (1) Coaches of Boys' Sports, (2) Coaches of Girls' Sports, (3) Music Educators Association, (4) Speech Teachers Association, (5) Drill/Dance Association (6) Cheer Association, and other interscholastic activity associations as may gain the approval of the delegate assembly.

Sec. 2: Subsidiary organization shall be advisory bodies to the Fifth District Idaho High School Interscholastic Activities Association. The board of control or the delegate assembly must make all executive decisions pertaining to the interscholastic programs of the schools on a district basis.

Sec. 3: The board of control may, at its discretion, delegate to subsidiary organizations, for a term no longer than one year, such responsibilities, as it believes may best promote the welfare of the activities program in the district.

Sec. 4: The subsidiary organizations shall present their recommendations to the board of control through their representative on that board or present them at a delegate assembly called for consideration of the activity affected.

Sec. 5: Subsidiary organizations may adopt such by-laws as desired so long as they are not in conflict with the wording or intent of this constitution.

Sec. 6: Subsidiary organizations are to file minutes of each and every meeting of their organizations, general, committee, or otherwise, with the secretary-treasurer of this association. Each subsidiary organization is to file a copy of their constitution with the secretary-treasurer of this association.

### **Article VII: Amendments**

Sec. 1: Proposed amendments to this constitution must be submitted in writing to the secretary-treasurer of this association at least thirty days prior to a vote of member schools.

Sec. 2: The Secretary-Treasurer will send a copy of the proposed amendment to all member schools, compile the votes, and advise the board of control and member schools of the outcome.

Sec. 3: If two-thirds of the legal votes cast are in favor of the proposed amendment, such amendment shall become a part of this constitution henceforth.

Sec. 4: The Board of Control, Superintendents, and/or Principals of member schools may propose Amendments. The amendments must be dated, typewritten, and signed by the individual or group submitting the amendment.

## **MISSION STATEMENT FIFTH DISTRICT ACTIVITY ASSOCIATION**

It is the purpose of the Fifth District Board of Control to promote, organize, coordinate and manage all interscholastic and extracurricular activities in District Five sanctioned by and subject to the rules, procedures and regulations of the Idaho High School Activities Association.

All students enrolled in activity programs are provided the opportunity to participate and develop their special interests and talents on an equitable and fair basis.

Some functions of the Fifth District Board of Control are:

1. Select, foster and govern interschool competitions and activities in athletics, music, speech, drill team, cheer and other similarly related school activities for secondary school grades 9 through 12.
2. Encourage, regulate and give direction to wholesome, amateur, interschool activities and athletic competition between member schools of District Five.
3. Determine qualifications of individual students, coaches and officials and provide and establish standards of eligibility, competition and sportsmanship.
4. Develop uniform rules and provide interpretations as needed for fair and equitable management.
5. Facilitate an appeals process for all Fifth District rules and regulations. May 2005

### **FIFTH DISTRICT BOARD OF CONTROL MEMBERS**

The Board of Control will consist of the following:

One administrator representing the 5A schools	Re-elect 2010/2011
One administrator representing the 4A schools	Re-elect 2011/2012
One administrator representing the 3A schools	Re-elect 2011/2012
One administrator representing the 2A schools	Re-elect 2010/20011

One administrator representing the 1A schools	Re-elect 2012/2013
One administrator representing the superintendents	Elected by the Superintendent's Association
One administrator representing the State Board of Control	Re-elected 2010
President of the speech arts association	Re-elect 2012/2012
President of the music association	Re-elect 2009/2010
President of the coaches of drill/dance teams	Re-elect 2010/2011
President of the coaches of women's sports	Re-elect 2012/2013
President of the coaches of men's sports	Re-elect 2010/2011
President of the coaches of cheerleaders	Re-elect 2011/2012
Officials Representative –Non-Voting	elect 2013-2014

Criteria for Selection of Official as Non Voting Board Member

- The official will be elected by the members of the officials association; not appointed.
- Serve for three year term
- Varsity level official; minimum of three years at Varsity Experience
- Cannot be a Sport Commissioner

Adopted May 5, 2010

Generally these positions are three-year terms, except music, which elects every two years.

**Mileage to Traveling Board members** – Fifth District Board of Control members who travel to meetings will be paid mileage at whatever rate is currently being paid in the contract with the Fifth District Officials Association. Adopted November 9, 2006

### **PRESIDENT OF BOARD OF CONTROL**

The Fifth District Board of Control President will be elected on a two year basis. Adopted August 2010.

### **SPORTSMANSHIP GUIDELINES**

1. A written statement by all school districts to each of the following, clearly stating sportsmanship goals and conduct is recommended.
  - a. Central Office Administration
  - b. School Administration, both high school and junior high school
  - c. Faculty Advisors
  - d. Student Leaders
  - e. Student Body

- f. Coaches
- g. Players
- h. Parents

2. The Fifth District supports the **Idaho High School Activities Association Rule 1-1-1** regarding administrative responsibility. That rule states, “. . . administrator is accountable to the Association for the conduct of the activities program of that school.” and Rule 1-1-4, “The Principal must provide adequate team and crowd control at all contest in which his/her school participates and assure that participants and fans conduct themselves in a proper manner.”

3. The Fifth District will adhere to the **IHSAA Sportsmanship Rules for State Tournaments in all** Fifth District Events. Those rules are as follows:

“The following rules will be in effect at all IHSAA state tournament events.

a. Face Painting Full face painting is not permitted. Partial face painting is permitted such as small markings on the cheeks, nose or forehead.

b. Posters/Banners Posters and/or banners must show only positive support. Those directing negative comments towards opponents or unsportsmanlike or vulgar are not permitted.

c. Artificial Noisemakers Artificial noisemakers are not permitted. Exception: Cheerleaders (only) may use megaphones at football games. Artificial noisemakers are items such as (but not limited to) megaphones, air horns, bells, rally sticks, whistles, and clickers.

d. Balloons Balloons are prohibited at any IHSAA playoff or state championship event.

e. Attire Bare chests are not permitted. Shirts must be worn.

f. Non-School Participants: Individuals who are not members of the student body shall not be on the floor wearing a mascot or cheer uniform during IHSAA competition.”

4. **Fall Sportsmanship Conference:** All Fifth District Schools are required to attend the Fall Sportsmanship Conference when it is held on a biannual basis. The fine will be \$50 for any school not attending. Adopted May 7, 2008

5. Specific Fifth District recommendations and rules are:

a. Recommend placing posters of IHSAA sportsmanship rules in gyms, as well as rules on Team Roster for all contests.

b. Encourage hiring of certified uniformed police when deemed necessary by host administration.

c. School crowd control personnel should wear something visual to be recognized, examples: vest/badge. Increase the number of supervisors per event, when deemed necessary by the host school.

d. Have student body groups involved in crowd control of their respective student body.

e. Public Address systems in working order

f. Post game procedures must be in place and publicized.

Examples: net cutting, awards, and people on the floor.

g. Cheerleaders join together to do **positive** cheers for each student body. All cheers are to be lead only by cheerleaders.

h. Each school must provide its own crowd control even if they are not hosting the event.

i. In cases where individuals are obnoxious or obstructing the game's normal flow, the Fifth District would support stopping the game while these individuals are removed by police where deemed necessary by the administration.

j. The establishment and pregame explanations of rules of conduct for all spectators and participants. Examples: foul shooting, noisemakers, throwing debris, inappropriate banners and posters etc.

k. Safety of officials -Administrators need to walk officials on and off the floor or field and perhaps out the door to their vehicles. Adopted March 4, 2008

6. Newly created cheers must be submitted prior to use to cheerleader supervisors for approval. (Cheerleader stacks or pyramids should be limited to two high for safety reasons.)

7. Administrative follow-up of student misbehavior is needed.

Example: Misbehavior at a game - one warning - second time ejection from event. Multiple infractions may result in further serious actions.

## **GUIDELINES FOR ADMINISTRATORS AND COACHES**

1. Establish in each school district rules of conduct for athletes. Examples: alcohol, tobacco, drugs, and codes of conduct.

2. An excessive amount of pressure is being placed on coaches and players to win at all costs. It is recommended that the primary purpose of school activities should be the development of good

character traits such as sportsmanship, fair play and ethical conduct. These principles need to be re-stated and re-emphasized at all levels, administrative and coaching. It is more important for the student athlete to learn good principles of conduct rather than the attitude that winning is the best measure of success.

3. Incorporate an education program for athletes and coaches to improve their attitude toward referees.

## **ADMISSION FEES**

Beginning with the fall of 2006, event Admission Fees will be uniform throughout the Fifth District. Adults \$5.00 - Students \$4.00. Adopted May 2006

Play Off Games: State Tournament admission regulations for Drill Teams, Pep Bands, and Cheerleaders who are performing at games will be followed in the Fifth District at all play off games leading to State Tournament play. Adopted March 1997

## **STARTING TIMES FOR ALL ACTIVITIES**

All activities held in the Fifth District will **not** start until 3:30 on school days. District Tournaments are excluded. Exception: the participating superintendents can agree to an earlier starting time. Schools in the Fifth District may travel outside the district to events with an earlier starting time if their school board approves. Adopted March 7, 2000.

## **CHRISTMAS MORATORIUM**

There will be a Christmas Moratorium on **all** games and **all** practices for **all** sports. The Moratorium will be for **3** consecutive days and **must** include Christmas Day. \* If Sunday falls within the moratorium, Sunday will not count as one of the consecutive days. Revised May 2005

-Open gym, open weight room, and open mat are a violation of the moratorium. The intent is to have all facilities closed; no open mats, open gym and open weight rooms. May 5, 2010

## DISTRICT TOURNAMENT FEES

Revised: May 23, 2002

**These are suggested guidelines for 3-A and 2-A tournaments.** Should revenue not meet expenses, fees will be prorated to meet available revenue.

### WRESTLING TOURNAMENTS

<u>Assignments</u>	<u>Two Days</u>	<u>One Day</u>	<u>Total</u>
Tournament Manager			\$125
Mat Timer	\$40	\$30	
Mat Scorer	\$40	\$30	
Announcer	\$30	\$25	
Ticket Seller (one)	\$50	\$35	
Ticket Takers (two)	\$30	\$25	
Computer			\$125

Distribution of tournament worker fees will be at the tournament managers' discretion, but the fee schedule above can be used as a guide. The following amounts will be allotted to pay district tournament expenses. Two-day tournament - \$400. One-day tournament - \$200.

### TOURNAMENTS HELD AWAY FROM HOME SITE

<u>Assignment</u>	<u>Three Game Night</u>	<u>Two Game Night</u>	<u>One Game Night</u>
Tournament Manager (\$350)			
Ticket Sellers	\$50	\$40	\$30
Ticket Takers	\$40	\$30	\$20
Scorer	\$50	\$40	\$30
Timer	\$50	\$40	\$30
Announcer	\$50	\$40	\$30

Other help as need will be paid at the rate of \$ 15 per game.

### TOURNAMENT HELD AT HOME SITE

<u>Assignment</u>	<u>Three Game Night</u>	<u>Two Game Night</u>	<u>One Game Night</u>
Tournament Manager (\$150)			
Ticket Sellers	\$45	\$35	\$25
Ticket Takers	\$35	\$30	\$20
Scorer	\$45	\$35	\$25
Timer	\$45	\$35	\$25
Announcer	\$45	\$35	\$25

Other workers will be paid at the rate of \$10.00 per game.

### VOLLEYBALL DISTRICT TOURNAMENT FEE SCHEDULE

<u>Assignment</u>	<u>Amount</u>
Tournament Manager	\$150
Scorekeeper	\$10 per match
Linemen	\$7.50 per match
Ticket Takers	\$30 per night

NON-REVENUE producing contests and meets will use volunteer help.

## **RULE VIOLATIONS PROCEDURE AND FINE SCHEDULE**

The Fifth District Activities Association is responsible for reviewing reports of violation of rules and assessing appropriate discipline for those violations. Disciplinary actions may include terms of probation, forfeiture, non-participation and fines.

**Guidelines:** The following apply to the Fifth District Activities Association unless the Board of Control deems it necessary to intervene:

- a. **Violations** dealt with by the board will generally be found under Rule 8 of the Idaho High School Activities Association (IHSAA) Manual. Generally the violation will fall in the following areas: sanctions, ineligible player, rules, unsportsmanlike conduct, and transfer forms.
- b. **Penalties** violations will be for the current year only, unless extended by the Board of Control.
- c. **Classification of Offenses:** The offending school reports Class One (I) offenses. Other schools, officials, or individuals report Class Two (II) offenses about the offending school.

### **Procedures in Filing a Rule Violation**

The person or school filing the complaint shall submit a letter to the District Board of Control or District Secretary outlining the alleged violation and any facts relative to the violation.

All violations, whether they are written and substantiated with facts or if the information is presented anonymously, should be investigated. The allegations should be submitted to the principal of the school named in the violation, so he/she may respond or provide evidence or information on their behalf.

### **Hearing Procedures**

If the charges are not denied and/or dropped, the Board of Control should afford a hearing process, and all parties involved in the issue should be notified and given the opportunity to present their side of the issue. The Board of Control will use the following guidelines in assessing the alleged rule violation and penalties to a member school.

- a. Each rule violation should be handled on an individual basis and judged on the merits of the alleged violation.
- b. Penalties that are a result of violations by school personnel must be levied against the member school and not against an individual student, coach, or support personnel.
- c. Penalties for rule violations should be levied according to the severity of the case, which could include the following: fines, suspensions, forfeiture of games, probation and/or letter of reprimand.
- d. All fines levied against a member school should be set at a minimum of \$25 and a maximum of \$750.

- e. Any member school aggrieved by the penalty assessed by District Board may be granted reconsideration if so requested.
- f. Any member school may appeal to the IHSAA Board of Directors any penalty assessed them by the Fifth District Board of Control for an alleged rule violation.  
The IHSAA Board should then make a decision, notify the parties in writing of its decision and send a copy to the District Secretary.

**Penalties**

- a. **Probation** applies only to the sport involved in the violation and to the remainder of the current season or until the end of the same season the following year.
- b. **Fines** will be levied against the school in violation. Failure of the school to pay the fine will result in nonparticipation in the league and/or district competition or other options as listed below under Nonpayment of Fines.
- c. **Forfeiture** applies to the contested contest. It will include the loss of the game with attendant standings and any awards connected with the event.
- d. **Nonparticipation** can apply to an individual as well as a team. The teams or individuals involved will be required to miss the designated games.

**Fine Schedule**

**Class I**

- 1<sup>st</sup> offense: \$75 fine, forfeiture of contest if appropriate.
- 2<sup>nd</sup> offense: \$150 fine and probation for one year.
- 3<sup>rd</sup> offense: \$300 fine, nonparticipation in district contests will be the general penalty.

**Class II**

- 1<sup>st</sup> offense: \$200 fine, forfeiture of contest, if appropriate
- 2<sup>nd</sup> offense: \$300 fine and probation for at least one year
- 3<sup>rd</sup> offense: \$500 fine, nonparticipation in district contests will be the general penalty.

\*The Board has the option to establish a probation period at any time during the fine schedule; however, the board may only extend the probation for a two-year period.

**Nonpayment of Fines:** Schools have 30 days after notification to make payment. Nonpayment of a fine could result in the following penalties:

- a. Fine is doubled and school is placed on probation. The Board of Control will set the probationary period.
- b. Withholding of officials' services.
- c. Nonparticipation in district and/or state competition.

**Ballots for Officials:** Schools not meeting the deadline for returning ballots or not returning a ballot when voting on tournament officials will be fined \$50.

**State Rules Clinics:** Any school in the Fifth District not having a representative at the Idaho State Rules Clinics or participating in the on line clinic will be fined \$50. This includes Football, Volleyball, Soccer, Basketball, Wrestling, Track, Baseball, Softball, Speech Arts, Dance/Drill, and Cheer.

**JV Game Contract Fines:** Schools not honoring JV game contracts will be fined \$250 plus the cost of officials unless the opposing school is notified seven days in advance. Adopted November 7, 2001.

## APPEALS PROCESS

Matters concerning appeals of Fifth District Rules and Regulation will be under the directions of the Fifth District Board of Control. The following due process will be implemented following an appeal. IHSAA Rule 14-4 will be upheld in all cases.

1. The Board of Control will appoint a committee of five Board of Control members to hear any appeal.
2. The appointed Appeals Committee is responsible to hold a hearing to address and investigate appeals brought to the board of control.
  - a. The plaintiff or in the case of a school, the school principal, will file a written complaint addressing their concerns with the Fifth District Board of Control President.
  - b. The President of the Board of Control or their designee and an appointed member of the board of control will investigate the written complaint.
  - c. A hearing will be held with the entire appeals committee to hear the complaint from the plaintiff or school.
  - d. The committee may honor the request of the plaintiff to hear from other individuals involved in the complaint.
  - e. The committee will review the evidence and make a ruling on the complaint.
  - f. All appeals committee decisions may be appealed to the full Fifth District Board of Control. Final vote by the Fifth District Board of Control will be in executive session.  
Adopted May 2005
  - g. The school lodging an appeal with the Fifth District Appeal Board will be charged \$200 if their appeal is not upheld. Adopted May 2006

## FIFTH DISTRICT COMMISSIONER

<b>Volleyball</b>	Randy Moser 247 S. 2600 E. Preston, Id 83263	H: 852-2893 Cell : 208-3392893
<b>Football</b>	Ren Edwards 310 Lisa Chubbuck, Id 83202 ruth2731@msn.com	H: 237-2731
<b>Soccer</b>	Sam Knighton 1247 Yellowstone Pocatello, Id 83201 samknighton@hotmail.com	Cell: 251-0258 W: 237-2250
<b>Basketball</b>	Roger Kunz 875 Lucille Pocatello, Id 83201 rkunz@aol.com	H: 232-0042
<b>Wrestling</b>	Fred Hughes 2185 Ardella Pocatello, Id 83201	H: 233-9323
<b>Baseball/Softball</b>	Gary Carlson 1020 Maple Pocatello, Id 83201	H: 232-0082

## **FIFTH DISTRICT COMMISSIONER JOB DESCRIPTION**

1. Commissioners work under and are responsible to the Fifth District Board of Control.
2. Commissioner's contracts will be for one year and may be renewed on a yearly basis.
3. Commissioners assign officials for grades 9-12 as determined by the District Secretary.
4. Commissioners will:
  - a. Obtain from the District Secretary names of schools that should be assigned officials.
  - b. Send forms to schools requesting contests dates, times, and number of officials needed.
  - c. Send a copy of certified officials, addresses, and phone numbers to participating member schools.
  - d. Notify in **writing** all **principals, coaches**, and officials of the Officiating Assignments.
  - e. In sports where the Arbiter, a web based computer programs, is used to assign officials to contests, no written assignment sheet is necessary.
  - f. Send a copy of Official's Assignments to the District Secretary and/or Board President.
  - g. Send District Tournament Assignments to the District Secretary and/or Board President.
  - h. Adjust official's assignments when illness, work or personality problems require an adjustment.
5. Commissioners will follow the Guidelines for Assignments when possible as found in the Fifth District Handbook.
6. Commissioners will use the previous year's Officials Rankings in making their assignments.
7. Commissioners will assign officials according to the Board Mileage Policy, one car, two cars, sharing rides and mileage money.
8. Commissioners will assign District Tournament Officials using the ratings provided by the Board of Control including the Rankings by Classifications where possible.
9. Commissioners will attend the IHSAA Rules Clinics for their sport with the District Rules Interpreter.
  - a. The Fifth District Board of Control will pay the expenses of those Commissioners who are not district rules interpreters, but ask that they ride with the Rules Interpreter to the State Rules Meeting.
10. Commissioners and/or District Rules Interpreters will train officials and provide appropriate work sessions and clinics. A minimum of two work sessions will be held.
- 11.** Commissioners will distribute the over all Officials Rankings to the officials in their sport in the post-season meeting.

12. Commissioners will be responsible for digital pictures of the officials in their sport. The Officials Picture Book will be on the Fifth District Web Site at [www.idahofifthdistrict.org](http://www.idahofifthdistrict.org) Adopted May 2005
13. Commissioners will observe official's performance when possible.
14. Commissioners will encourage individuals 18 or older who are out of high school to become certified officials.
15. Commissioners will encourage officials' membership in the National, State, and District Officials Association.
16. Commissioners will encourage officials to attend at least one Professions Development Clinic during the year. This clinic will meet the IHSAA requirement for officiating state tournaments.
17. Commissioners will work with the officials association and keep them informed of Board of Control policies.
18. Commissioners will bring officials' concerns to the Board of Control.
19. Commissioners will attend Board of Control Meetings when invited and request time with the board as necessary.
20. Commissioners will accept other tasks as determined by the Board of Control.
21. Commissioners will be issued a 1099 Tax Statement for payment of \$600 or more. Adopted November 8, 1994

Revised Job Description adopted May 3, 2005

## OFFICIALS EVALUATION PROCEDURES

### District Tournament and State Tournament Evaluation

1. Prior to the District Tournament each Coach will receive a ballot of the eligible officials.
2. These ballots will be returned to the District Secretary or an individual designed by the Board of Control to be compiled.
  - a. Schools not meeting the deadline for returning official's ballots will be fined \$50 per the fine schedule.
3. An overall ranking will be compiled using all of the ballots. The rankings will also be compiled based on classification i.e. 5A ballots, 4A ballots 3A ballots, 2A ballots, and 1A ballots.
4. Basketball- The commissioner's ballot accounts for 12.5% of the overall ballot. The Officials Association compiled ballot accounts for 12.5% of the overall ballot. The Coaches' ballots account for 75% of the overall ballot.
5. Football – The Football Commissioner and Crew Chiefs ballot accounts for 25% of the overall ballot. The Coaches ballots account for 75% of the overall ballot.
6. Baseball
7. Softball
8. Wrestling
9. The Commissioner, District Secretary and/or District President will make assignments for district and state tournaments.
10. The overall rankings will be submitted to the IHSAA for State Tournament Assignments. The overall rankings will be sent out to Principals or Athletic Directors in the Fifth District.

## **PROCEDURES FOR BLACKBALLING OFFICIALS**

A school administrator must adhere to the following guidelines:

1. A letter signed by the coach involved and the principal shall be sent to the District Secretary stating reasons for the blackballing of a particular official.
2. The District Secretary will inform the President of the Board of Control of the complaint and the official being blackballed. The official and the commissioner will be notified of the complaint within 48 hours via letter or telephone call by the District Secretary. Revised November 2004
3. The Appeal Committee will follow the appeal process as described in the Fifth District Appeal Process.
4. A school can blackball only one official per sport per year and may not blackball the same official two consecutive years.
5. The official who is blackballed will not referee a contest involving that school for the rest of the season.

**Officials Passes**

Officials and significant other will be admitted to any 5<sup>th</sup> district games. (Nontransferable) May 5, 2010.

## **GUIDELINES FOR THE RATING AND ASSIGNING BASKETBALL OFFICIALS IN THE FIFTH DISTRICT**

1. One ballot shall be used to rate officials. This ballot will be used to select tournament officials.
  - a. Coaches will fill in all the blanks on the ballot. Ballots not filled out correctly will not be counted.
  - b. Coaches rank 20 officials when possible. August 18, 2009
  - c. Failure in returning the ballot to the District Secretary or designated person will result in a fine of \$50.
  - d. Only certified officials will be listed on the ballot.
  - e. An official with less than three years experience will not be allowed to work tournament games as per the IHSAA rules.
2. The coaches' ballot will be used to select the **top 20 boys and girls officials** for assigning games during the next school year. Adopted January 18, 2007
  - a. The top 20 ranked officials will be included in the weekly rotation. Adopted January 18, 2007
  - b. Officials ranked 1-12 are limited to 3 games per week. Adopted January 18, 2007
  - c. Officials working boys and girls will not be assigned more than two boys and two girls games per week unless necessary.
3. Officials ranked from 21 through 30 will be assigned as lead JV officials and should be utilized, if possible, in the same manner as varsity officials.
4. Officials ranked 31 and above will be assigned at the discretion of the Commissioner.

## **OFFICIALS ASSIGNMENT CONSIDERATIONS IN TOURNAMENTS**

1. Commissioners will use the following criteria in assigning District Tournament games— classification ranking----overall ranking--- and commissioner’s discretion. May 5, 2010
2. Sport commissioners will use the Classification Rankings of Officials in all sports at District Tournaments and Play off Games whenever possible. Adopted January 7, 2003
3. The highest ranked officials available will work the most important games, i.e. state tournament qualifying games and winner’s bracket games.
4. When a conflict occurs between classes for officials, a flip of the coin will be used with alternate choices thereafter.
5. Back to back assignments of the same pair of officials in any week should be avoided.
  - a. Officials working with the same official in back-to-back assignments should not be a concern when making assignments. However, they should not work the same schools consecutively.
6. Assignments to tournaments should be made with the important games assigned first, i.e. state qualifying games
7. Officials having close relatives as players or coaches on a team should not be assigned to work contest where the relative is involved.
8. In tournament games, officials should not be assigned to work hometown games, if possible; especially in schools outside of Pocatello.
8. Officials assigned to state tournament games must have completed a “Professional Development Clinic” in the last three years. Seasonal rules clinics are not considered a Professional Development Clinic. I.e. Jackpot Clinic

### **General Considerations in Making Assignments**

1. See that ranked officials have evenly distributed assignments.
2. Once an official has committed to an assignment sheet, penalize officials for changing assignments by reducing their next assignments. Notify them in writing of the penalty.
3. The first official assigned in a JV game should be the next highest official not assigned a varsity.
4. A commissioner should use discretion in handling all assignments.
5. Volleyball is to follow the same format used in all other sports in assigning officials to contest. January 7. 2003

## **FIFTH DISTRICT TRAVEL/MILEAGE POLICY**

### **MULTIPLE GAMES/DIFFERENT SITES**

1. Officials will be paid the actual travel mileage.

Example: An official travels from Pocatello to officiate an afternoon football game at North Gem. They then travel to Bear Lake to officiate that evening. Mileage would be paid as follows: North Gem would pay mileage from Pocatello and back to Pocatello. Bear Lake would be responsible to pay round trip mileage from North Gem to Bear Lake.

### **PAYING ONE CAR (ONE DRIVER)**

1. Generally the Fifth District Policy will be to pay mileage for one car (one driver).
  - a. The driver designated by the commissioner is obligated to share part of the mileage payment with the other official(s) who may have driven to a determined site to meet the designated driver. The amount shared will be determined by the official(s) involved.
  - b. Example: The designated driver is driving from Malad. The game is at Snake River. A second driver is driving from Soda Springs. The two meet in McCammon. The designated driver is expected to reimburse the Soda Official with an equitable amount of the mileage payment.
2. Exception to Paying One Car (One Driver) - During the Basketball season when officials working the Freshmen, JV, and Varsity games are different, two designated drivers will be paid mileage.

### **MILEAGE**

1. Mileage will be paid according to the contract agreed upon by the Fifth District Activity Association and the Fifth District Officials Association.
2. Mileage will be paid according to the Mileage Chart published by the Fifth District Activity Association. Adopted May 2005
3. Mileage for the 2010/2011 school year- Mileage will be 34 cents per mile. If gas prices rise above \$3.50 per gallon there will be a 2 cent increase for 2011/2012 year. If prices fall below \$2.75 per gallon mileage would drop back to 34 cents, at the end of the school year. There will be no changes in the middle of the year.

**OFFICIALS FEES  
JV VERSUS VARSITY CONTEST**

When a JV team plays a varsity team, the host school will decide if the game will be considered JV or Varsity and pay officials accordingly. Adopted November 7, 2001

## DISTRICT TOURNAMENT HOST ROTATION SCHEDULE

### 3A SCHEDULE

<u>YEAR</u>	<u>VB</u>	<u>SOC</u>	<u>XC</u>	<u>GBB</u>	<u>BBB</u>	<u>WR</u>	<u>SB</u>	<u>BB</u>	<u>TR</u>	<u>GOLF</u>
11-12	SR	AF	AF	BL	MV	AF	MV	AF	BL	SR
12-13	MV	MV	MAL	SR	BL	MV	AF	SR	MV	BL
13-14	AF	SR	SS	AF	SR	BL	BL	MV	SR	AF
14-15	BL	AF	BL	MV	AF	SR	SR	BL	AF	MV

Revised 2011

### 2A SCHEDULE

The rotation of tournament hosts will be as follows. This is not necessarily where the tournament will actually take place.

**Volleyball**--- True Double Elimination Tournament.—Teams will be seeded from top to bottom; 1, 5, 2, 4, 3.

The number 2 seed will have a bye the first round. The tournament will be held on two days at the conference champion's site.

**Basketball** – Top seed will be determined by District Record during regular season. Top seed will host the tourney.

#### **Wrestling**

2012 – Soda Springs

2013 – West Side

2014 – Aberdeen

2015 – Grace/North Gem

2016 - Malad

#### **Track**

2012 – Aberdeen

2013 – Malad

2014 – Soda Springs

2015 – West Side

**Revised 2011**

## **TIE BREAKING PROCEDURE**

The following criteria will be used to break ties in Volleyball, Girls Basketball, Boys Basketball, Baseball, and Softball.

1. Conference Record
2. Head to head record in Conference Competition. Volleyball games won versus games lost in conference in head to head competition will be used to break the tie. ( January 7, 2003)
3. Use the record against the highest seeded teams in descending order until the tie is broken. (January 7, 2003)
4. Record against common opponents (must be common among all teams tied), and each must have played the same number of times or zero probability that a tie would remain if both teams played the same number of times, ie. Team A is 0-1, and Team B is 2-0.  
Revised May 2005
5. Coin Flip - If there is a tie for 1<sup>st</sup> and 2<sup>nd</sup>, and also between 3<sup>rd</sup> and 4<sup>th</sup>, there will be two coin flips. 1<sup>st</sup> place seed and hosting of the tournament where applicable and will be based on the flip of the coin between the first and second place teams which are tied.  
Adopted January 9, 2002

## **FOOTBALL THREE TEAM PLAY-OFF CRITERIA AND PROCEDURES**

### **Criteria for a Play-off**

If three teams are tied and there are three state play-off berths, no play-off will be used. Seeding will be determined by a coin toss.

If three teams are tied and there are two or less state play-off berths, the three-team play-off procedure will be used to determine seeding.

All three way ties for first place will result in a District Tri-Championship with the cost of the two extra trophies divided among the schools involved.  
Adopted May 1997.

### **Procedures**

Each round will begin with a three way coin flip. The odd school will sit out in the first game. Next, the opposing team captains will have a coin flip to determine who will be on offense and defense.

Play begins with each team having one possession from the 40-yard line. If neither team wins, the ball will then be placed at the 10-yard line. Each team will alternate possessions until a winner is determined.

### **Game Organization**

1. A neutral site and game time will be agreed upon by the schools involved. The game will be played on a mutually agreed upon date after the regular season ends.
2. Each school will bring both light and dark uniforms. A coin flip will be used to determine the colors used.
3. There will be a 10-minute break between games.
4. Each school will provide one person to be a member of the chain crew. The members who are from the schools playing will run the chains. The bye team's representative will run the down box.
5. Each school will provide at least 2 ticket takers.
6. Each school will provide one of the following:
  - Team A - Change for ticket takers/pay bills/contact officials, etc.
  - Team B - Announcer/scoreboard/chains and down box
  - Team C- Ambulance crew/cones and pylons
7. Each school will have at least one administrator present for crowd control and or security.
8. The team with the first round bye will play the loser of the first game. The loser of the

first game will always play the bye team. After the second game the bye team will play the winner of the first game. In the third game of the round, if the three teams are still tied after the first round the same process will be repeated as in round two.

9. If all three teams complete the second round and they are still tied, the ball will be placed on the 10 yard line (it will no longer start at the 40 yard line) and continue the round robin until a team has won the mini play-off.

10. When a team wins two games in a single round, they will be the winner of the play-off. The remaining two teams will continue to play, if necessary, to determine the second and third places.

### **Rule Modifications:**

1. The defense can score if they intercept a pass, pick up a fumble, or block a field goal attempt and return the ball for a touchdown.

#### Team "A" is on Offense and Team "B" is on Defense

2. Team "A" either throws an interception or fumbles. Team "B" receives the ball and begins to return it, while returning the ball Team "B" fumbles, and it is recovered by Team "A".

Ruling: Team "A" maintains possession of the ball on the spot where it was recovered. The chains and down marker will continue as in a normal game.

3. Team "B" intercepts a pass or recovers a fumble and returns it, but does not score a touchdown.

Ruling: Change of possession. The ball will be placed at either the 40 yard line or on the 10 yard line and continue the play-off rotation. January 1994.

## **BASEBALL**

### **COMPETITIVE UNITS**

5A - Highland participates in a competitive unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in the 4A Classification

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in the 3A classification.

2A – Malad and Soda Springs compete in a Regional 5-6 Tournament

\*The IHSAA does not sponsor an official state baseball tournament.

### **AWARDS**

The Fifth District will award a District Championship Trophy to 4A and 3A Champions. In 2A a First Place trophy is awarded when 5<sup>th</sup> District teams host the tournament. In 4A 20 First place medals will be awarded. In 3A and 2A, 17 first place and 17 second place medals will be awarded.

### **GUIDELINES**

#### **Home Team**

1. Provide a locker room or dressing room for the visiting team to dress. This should be available at least two hours prior to game time.
2. Provide a safe place for team valuables and the well being of the visiting team from spectators.
3. Obtaining the umpires, scorekeeper, and field crew.
4. Provide supervision and security for the game.
5. Make sure field is prepared and in playing condition
6. Call in scores and stats to local newspapers and television stations.
7. Sportsmanship should be followed at all times

#### **Visiting Team**

1. Maintaining the cleanliness of the locker room or dressing room and dugout area.
2. Sportsmanship should be followed at all times.
3. Provide supervision for school spectators. School Administrator report to the host school administrator.

#### **Cancellation or rescheduling of game:**

1. School administrations should work together in selecting a new date.
  - a. Administrators should have opponents' home telephone or emergency numbers in case of problems.
2. Each school should make sure that game help, officials and patrons are notified of the game change or cancellation.

## **BASKETBALL**

### **COMPETITIVE UNITS**

5A - Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in the 4A classification

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in the 3A classification.

2A - Aberdeen, Malad, Soda Springs, and West Side compete in the 2A classification.

1A - North Gem, Grace, Sho Ban, and Rockland compete in a unit devised by the IHSAA.

### **TOURNAMENTS**

Tournaments are arranged by classification.

### **AWARDS**

The Fifth District awards a District Championship trophy to the 4A, 3A and 2A District Champions. It also awards 18 First Place Medals in 4A and 15 First Place and 15 Second Place Medals in 3A and 2A.

### **GUIDELINES**

#### **SCHEDULING**

The athletic directors schedule district conference games. A copy should be given to Coaches for the next year soon after completion of the current season. Coaches and athletic directors should work together to schedule non-league games to fill the schedule. A maximum of 20 season games may be played. Check for potential schedule conflicts with boy's basketball and wrestling, early so they can be resolved well in advance of the competition.

When a team schedules with another school, it is assumed three games will be played on the date of competition: Varsity, J.V., and Freshmen. If a school does not intend to have all three teams, make all opponents aware as soon as possible.

### **FACILITIES PREPARTION**

#### **Home Team**

1. The athletic director or a designee should meet the away team and have a dressing room that is secure, free from interruption from boys or others so coaches may talk privately to their team, and have the dressing area available early enough that teams are not rushed to prepare for game play.
2. The doors should be open one hour before game time.
3. A 20-minute warm-up time is standard for all games. Coaches should ensure that the playing area is clear and properly prepared for the warm-up. Coaches may shorten the warm-up if it is mutually agreed upon.
4. As parents and fans travel to watch the games, avoid starting games early even if a prior game finished earlier than expected.
5. If a host school has special activities planned for the game night such as senior night recognition, half time shows make the visiting school aware of time extensions and any other changes well in advance.
6. Ensure that the official clock and score people are mature, honest, and responsible.

7. Provide visiting teams with an area to video the game that is equally as good as the place the host team videotapes from.
8. A contact person should be available to reach for visitor travel problems because of the winter season.

### **Visiting Teams**

1. Arrive on time so games may begin as scheduled.
2. Make sure athletes, cheerleaders, etc. do not disrupt classes, practices, or other things going on at the host school.
3. Supervise the locker room area to make sure it is clean and that vandalism does not occur.
4. Do not leave valuables in the locker room area. Coaches are responsible to make their players personal items secure.
5. Insist that team members respect the host school's facilities, mascot, or any other item of significance

### **ROSTER AND SCHEDULE**

A final schedule should be sent to each school a team competes against prior to the first game to confirm dates and times. Also, an accurate typed roster should be provided to each host school the week prior to the competition for programs. Send an update if needed.

### **MEDIA**

It is the home team's responsibility to notify newspapers and television news stations of game results and statistics immediately following the game. Often a visiting team reports to special local newspapers. A telephone should be made available after the game's completion to make necessary calls. Even if after a loss or play that you felt was substandard the media reports should be made.

### **OFFICIALS**

At the end of the season coaches are asked to evaluate officials to make a working list for tournament play. It is important to pay attention and make notes on the officials so a reliable evaluation can be made.

## **CHEER**

### **ELIGIBILITY**

See the IHSAA Rules and Regulations Manual under eligibility. A current roster of all cheerleaders will be on file with the Athletic Director. Cheerleaders will be expected to maintain the same eligibility as other athletes. Individual schools may be more restrictive regarding eligibility requirements, but not less restrictive.

### **SAFETY RULES**

All stunts performed by cheerleading squads must adhere to IHSAA guidelines as set forth in the IHSAA Rules and Regulations Manual. The National Federation Spirit Rules shall be in effect for all spirit squad activities including practice, games, performances and competition. (See National Federation Spirit Rules Book)

### **RULES VIOLATIONS**

Rules violations should be reported to the District Rules interpreter. If the problem cannot be resolved, it will then be presented to the Fifth District Board of Control.

### **GAME ADMITTANCE**

Cheerleaders in uniform will be admitted to all regular season games free of charge. Admission to district tournaments and state tournaments will be under the direction of the IHSAA and/or tournament director.

### **HALF-TIME PERFORMANCES**

Cheerleaders will be allowed to participate in half-time performances.

### **RULES CLINIC**

A Cheerleading rules clinic will be held in August each year. All schools that have a cheer squad are required to have a coach or representative at either the district clinic or IHSAA Spirit Rules Clinic held in conjunction with the Idaho Coaches' Clinic. Any school that does not have a coach or representative in attendance will be fined \$50.

### **COACHES**

Cheer head coaches/advisors must be certified to teach in Idaho or have completed the ASEP Coaching Principles Course or National Federation Fundamentals of Coaching Course. It is also highly recommended that all cheerleading coaches be AACCA Safety Certified.

### **DISTRICT PLAY-OFF AND TOURNAMENTS**

The event manager will assign half time shows at all Fifth District Play off games and Tournaments. Cheer squads from participating schools may request time to perform and should be given preference over outside (non-school) performance groups.

### **COMPETITION**

Cheerleaders may compete in District, Regional, and/or other IHSAA sanctioned competitions.

### **5<sup>TH</sup> DISTRICT CHEERLEADING COMPETITION**

1. The 5<sup>th</sup> District Cheer Competition will be held on the second Saturday in February in conjunction with the 5<sup>th</sup> District Dance/Drill Competition. All routines must follow National Federation, IHSAA and Fifth District rules and guidelines.

2. The District Cheerleading Competition is under the direction of the Fifth District Cheerleading Committee, which is comprised of all Competitive Cheer Squad Coaches. The Tournament Director is the Cheer Representative to the Fifth District Board or Control.
3. The District Cheerleading Competition will be held at Highland, Pocatello, or Century High Schools because of their central location. If this is not possible the Cheerleading Committee will select a site.
4. If there are less than 2 competitors in a division, they can be combined with another division. Two trophies will then be awarded. A team can only move up a division; not down.
5. Competitive Divisions: Stunting and Non-Stunting
6. A financial accounting of the District Cheer Competition shall be submitted to the District Secretary within one month.
7. The competition manager will receive \$150 and is the current Cheer representative on the District Board of Control.

### **GENERAL INSTRUCTIONS FOR COMPETITION**

1. Six routine judges, three penalty judges, and one floor judge will be paid travel costs and a judges' stipend to be determined by the cheerleading committee.
2. The cheerleading committee under the direction of the tournament manager will arrange the entire competition from judges, to runners, to tabulation.
3. A rules committee consisting of the current board member, the head judge, and an appointed coach with at least five years experience will resolve any issues arising during competition.

### **SEASON**

Season length is for competing purposes only. See the IHSAA Rules and Regulations Manual under Cheerleading, Competitive Cheer Rules & Regulations.\*

### **COMPETITIONS**

Schools are limited to 4 competitions per competitive season. Anytime a team enters a competition it must be sanctioned by the Fifth District Activities Association and under some circumstances the IHSAA.

\*The online version of the IHSAA Rules and Regulations Manual is continually updated as changes take place throughout the year.

**\*\*\*NOTE:** It is important for all schools to realize that their catastrophic insurance will **not** cover cheer squads who enter cheerleading competitions that have not been sanctioned by the IHSAA. If there is a question about the sanctioning of a cheer event contact the IHSAA.

## **Dance/Drill**

### **Competitive Units**

Competition units for the Fifth District Dance/Drill Team Competition will be based on school size.

5A-Highland,  
4A Pocatello, Century, Preston  
3A-American Falls, Bear Lake, Marsh Valley  
2A-Aberdeen, Malad, Soda Springs

### **5Th District Dance/Team Competition**

1. Competition is held in February. All team routines and routines must follow National, State, and District rules.
2. District will held in Pocatello at Pocatello High School.
3. If there are less than 2 in a division, they can combine with the other division. Two trophies will then be awarded. You may only move up a division not down.
4. The District will award one first place trophy per competitive division per category: Military, Dance, Prop, Novelty, Kick, and Lyrical. Other awards will consist of: Most original student choreography, Sportsmanship, voted on by the teams and coaches, Twelve Honorary soloist's medals, and three drill-down medals. The Fifth District Activity Association purchases the trophies, and they are ordered by the Fifth District Secretary, currently Roslyn Brimhall at Malad High School.
5. A financial accounting of District Dance/Drill Team competition shall be submitted to the District Secretary within one month.
6. The competition manager will receive \$150.00 and should be the current Dance/Drill team representative on the Board of Control. The competition manager should have at least four years experience in the District.

### **General Instructions for Competition**

1. All judges will be paid travel costs. There will be 2 panels of 3 judges for routines, 2 penalty judges and 1 floor judge. Most original student choreography will be determined by the judges, with written statements from the coaches indicating which routines were created by students.
2. The competition manager will arrange the facilities, music, mc, runners, etc. Judges will be secured by the District Secretary.
3. A rules committee consisting of the current board member, the head judge, and an appointed coach with at least five years experience will resolve any issues brought up at the competition.

### **Rules Clinic**

A Dance/Drill Team rules clinic will be held in August each year. All schools participating are required to have a representative at the clinic. Any school not having a representative will be fined \$50.00.

**Eligibility for Dance/ Drill Team:** See IHSAA Rules and Regulations Manual- under eligibility.

**Season-** Season length is for competing purposes only. Fall season August 16-Nov. 20 Winter season Nov. 1-April 15

### **Competitions**

Schools will be limited to six competitions per competitive season plus District and or State competitions. Any time a team enters a competition, it must be sanctioned by the Fifth District and by the IHSAA.

**Coaches:** If schools do not have an Idaho certified coach, it is recommended the coach apply for consultant/specialist certificate or have a certified staff member be present.

**District play-offs and Tournaments-**Half-time shows at all Fifth District Play-Offs and Tournaments will be assigned by the event manager. Dance/Drill Teams from participating schools will have preference over all other performing groups.

## FOOTBALL

### COMPETITIVE UNITS

5A - Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in a unit devised by the IHSAA.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River will compete in the 3A.

2A - Aberdeen, Malad, Soda Springs, and West Side compete in 2A.

1A - North Gem, Grace, Rockland, and Sho-Ban School compete in a regional alignment with the districts four and six.

### GAME QUARTER LIMITATIONS FOR INDIVIDUALS

An athlete is permitted to play a maximum of four quarters of football per day and five quarters of football per week. The week in which the five quarters may be played is measured from Sunday to Sunday. A student who played in two quarters of the varsity game Friday night could play in three quarters of the JV game the following Saturday. A quarter is defined as: when a player enters play during a given quarter, the player will be credited with one quarter of play regardless of time played during the quarter.

### AWARDS

The Fifth District awards a First Place Trophy and 40 First Place Medals in 4A. In 3A and 2A First Place Trophies are awarded. 3A awards 45 First Place Medals and 2A awards 40 First Place Medals.

### GUIDELINES

#### **Home Team**

1. Provide a locker room or dressing room for the visiting team to dress. The locker room should be available at least two hours prior to game time.
2. Provide a safe place for team valuables and the well being of the visiting team from spectators.
3. Obtain the game officials, chain crew, announcer, scorer keeper and clock keeper.
4. Provide supervision and security for the game.
5. Call in scores and stats to local newspapers and television stations.
6. Freshmen game starts at 4:00 p.m. Junior Varsity game starts at 6:00 p.m. Varsity game starts at 7:00 p.m.
7. Sportsmanship should be followed at all times.

#### **Visiting Team**

1. Maintaining the cleanliness of the locker room or dressing room.
2. Sportsmanship should be followed at all times.
3. Provide supervision for school spectators. School Administrator report to the host school administrator.

#### **Cancellation or rescheduling of game**

1. School administrations should work together in selecting a new date.
  - a. Administrators should have opponents' home telephone or emergency numbers in case of problems.
2. Each school makes sure that game help, officials and patrons are notified of the game change or cancellation.

## GOLF

### COMPETITIVE UNITS

5A - Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in a unit devised by the IHSAA.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in the 3A division.

2A – Aberdeen, Grace, Malad, Soda Springs and West Side compete in the 2A division.

### AWARDS

The Fifth District awards First Place Trophies in 4A, 3A and 2A Boys and Girls Golf. No trophy will be awarded if only one team is involved in a competitive unit. Medals are awarded for the following:

4A	Girls	Medalist -1 Medal
4A	Girls	5 First Place Team
4A	Boys	Medalist -1 Medal
4A	Boys	5 First Place Team
3A	Girls	Medalist -1 Medal
3A	Girls	5 First Place Team
3A	Boys	Medalist -1 Medal
3A	Boys	5 First Place Team
2A	Girls	Medalist -1 Medal
2A	Girls	5 First Place Team
2A	Boys	Medalist -1 Medal
2A	Boys	5 First Place Team

### District 5 Golf Guidelines

#### Matches:

Matches are played within the guidelines set down by each course and the professional at the course. Some courses allow a shotgun start and others require all golfers to tee off from the #1 tee. Some courses will let you play fivesomes and others will only allow foursomes. It is their call because the schools are their guests.

Matches are played with either 10 player teams or 8 player teams. Coaches number their players from top to bottom at the coach's discretion. Usually, the top 4 or 5 golfers will be designated as varsity and the last 4 or 5 will be designated as JV. Golfers are paired with golfers of other schools according to how they are numbered. Example: In a 4 team match the pairings would be: The #1 player from each school in a foursome and then the #2's in a foursome until all are paired.

The starting time for league matches is 3:30 pm. Invitational tournaments usually begin around 9:00 am. Medals are often awarded at large invitational tournaments. Some entry fees are also charged at them.

#### Scoring:

Scoring for a match is as follows: Five golfers compete for a school. The lowest 4 scores are combined to give the school team score. For example, the 5 scores for a school are: 88, 88, 90, 95, 100. The

highest score is eliminated and the team score for the match would be then combine total of the other 4 scores. Players do not keep their own scorecards. They trade on the 1<sup>st</sup> tee, and then they report their score on each hole after the hole is completed to the person holding their card. At the end of the match, the player must check his/her hole-by-hole score to ensure it is correct, and then sign his/her scorecard before turning it in to be counted. If a golfer signs an incorrect scorecard, they will be disqualified, and their score will not count.

If there are any ties in league play, it is considered a tie. If there are ties in district play, the tie is then played off hole by hole until there is a winner. If two teams tie, then the whole team plays. If individuals tie, then the individuals play until it is decided.

There are no handicaps involved in high school golf.

**Behavior:**

Players are encouraged to use proper golf etiquette and treat the course with respect. They are also encouraged to be honest in recording their scores. Examples: Repair ball marks on the greens and replace divots in the fairway.

**District Tournaments:**

At the district tournament schools compete with 5 players and count the 4 lowest scores. The district tournament is always played on an 18-hole course and USGA rules apply at all.

## MUSIC

### HOST/SITES FOR DISTRICT MUSIC EVENTS

<u>DATE</u>	<u>CLINIC</u>	<u>HONORS CONCERT</u>	<u>SOLO/ENSEMBLE</u>	<u>LARGE GROUP</u>
07/08	Marsh Valley	Rockland	Bear Lake	West Side
08/09	North Gem	Snake River	Grace	Aberdeen
09/10	Preston	Soda Springs	Malad	Am. Falls
10/11	Rockland	West Side	Marsh Valley	Bear Lake
11/12	Snake River	Aberdeen	North Gem	Grace
12/13	West Side	Bear Lake	Rockland	Malad
13/14	Aberdeen	Grace	Snake River	Marsh Valley
14/15	Bear Lake	Marsh Valley	West Side	Rockland
16/17	Grace	North Gem	Aberdeen	Snake River
17/18	Malad	Rockland	American Falls	Soda Springs

### YEARLY MUSIC DATES

The Fifth District Music dates are on the following yearly dates:

- \*Honors Choir and Band Concert- 1<sup>st</sup> Tuesday in November
- \*Winter Music Clinic– 3<sup>rd</sup> Tuesday in January
- \*Solo & Ensemble Festival – 3<sup>rd</sup> Tuesday in March
- \*Large Group Festival – 4<sup>th</sup> Tuesday in April

**No events involving the Fifth District are to be scheduled on District Music dates. This does not apply to those schools not participating in District Music. January 7, 2003**

**Winter Music Clinic**  
**(3rd Tuesday in January)**

The Winter Music Clinic is held the Third Tuesday in January. Different sessions are provided for the students to receive specialized instruction in various areas of their instrument or voice classification. A short concert is also held to expose the students to outstanding groups from around the area. All high school music students are invited to attend. Cost is \$11.00 a student.

**Manager's Duties**

Prepare and submit a budget to the district music president by September 20th. Include in the budget: clinician fees and mileage, piano tunings, clinician/directors luncheon, hospitality room, and \$100 manager' fee. A fee of \$25.00 per session will be paid to clinicians.

With input from district directors, develop a session listing of classes to be offered. Care should be taken to have sessions specific to the various instruments or voice classifications as well as general sessions for all students. Examples of general areas might be technology (i.e. computers, synthesizers, recording); General Sessions (i.e. clapping methods, reading sessions, reed selection for woodwind players); Specific sessions (i.e. tuning the flute, the male changing voice). There should be at least two sessions of each class. There should be time slots for four different sessions. These are only suggestions.

Provide rooms for all sessions and arrange for needed equipment such as pianos (tuned), music stands, chairs, percussion equipment, AV materials, maps of the area etc.

Arrange for at least one vocal and one instrumental ensemble to present a short, one-half hour recital as a role model for the students. This is usually scheduled after lunch.

Mail sign up forms to the schools 45 days prior the clinic with a deadline for their return 3 weeks prior to the clinic date. This form should include the session offerings for the students so that they can sign up for specific times. This will help in assigning rooms big enough for the larger sessions and will give the clinicians an idea of how many handouts they may need. With input from the district music directors, collect a clinic fee at a rate set at the fall delegate assembly meeting (currently set at \$11.00).

Make arrangements with at least one music dealer (i.e.. Chesbro, Heritage Music, etc.) to set up a display and to bring a selection of festival Solos which can be purchased at the clinic.

Arrange for a clinician/director luncheon/business meeting to be held the day of the clinic.

Arrange hot lunch for those students who need it.

A hospitality room, with light refreshments should be provided for the clinicians and directors.

Within one week of the conclusion of the festival a balance sheet of all bills paid and money collected should be forwarded to the district music president. The district music president will then have a check sent to the host school for the total amount. A \$100 manager's fee should be included. If two people share the responsibilities of manager, each should receive \$50.

Prepare, distribute and collect an exit evaluation form to each director with input to be collected from the students involved as to areas of success and areas needing improvement. These completed forms are to be submitted to the district music president with the balance sheet.

**Teacher's Duties**

Give any suggestion for clinic sessions or performers for the concert to the clinic manager at the meeting held at the beginning of each school year.

After receiving the schedule for the clinic sessions, return the schedule to the clinic manager as quickly as possible, and a student count for each session.

Collect the clinic fee from the students and bring one check for the total fees made out to the host school.

During the clinic help monitor your students and make sure they are attending the sessions. There should be no students in the halls during the sessions.

After the clinic return the evaluation form as quickly as possible to the clinic manager.

## **BAND AND CHOIR HONORS CONCERT**

(1<sup>st</sup> Tuesday in November)

The Band and Choir Honor's Concert is held the first Tuesday in November. Students are recommended by their respective directors. The Honor's Concert Manager selects the students from the director's recommendations. Students are selected for a Concert Band, Mixed Choir, and Treble Choir. Clinicians are hired to work with the students the day of the concert and a performance is held that evening. All students that are members of their school's performing groups are eligible. There is no fee is charged with the exception of schools that elect not to attend the Fall Music Clinic. Those who did not attend the Fall Music Clinic, but want to participate in the Honor's Concert will be charged the same fee (\$11.00 per person) as the Fall Clinic.

### **Honors Concert Managers Duties**

Prepare and submit a budget to the district music president by September 20th. Include in the budget: clinician fees and mileage, piano tunings, music, clinician/directors luncheon, hospitality room, and \$100 managers fee.

Make phone contact with the clinicians and obtain a verbal commitment for the dates needed. Follow up with a written contract (in the IHSAA handbook under forms) to be mailed to the judges, signed by them and returned 30 days prior to the honors clinic. Hire conductors for the Concert Band and the Mixed Choir. If funds are available, hire a conductor for the Women's Chorus. If funds are not available, arrange for the District V choral directors to work with this group. Clinicians are paid according to the sliding scale on the Adjudicators Official Contract. Because of the evening concert, the clinicians are paid for three sessions. Mileage is paid according to the current Fifth District rate..

Mail sign up forms to each school by September 1st. Band teachers will rank the students they are recommending for the Honor Band on one form. The best player will be ranked #1 down to the lowest ranked player. They should not recommend students that will be discipline problems or cannot handle the difficulty level of the music. Choral teachers will recommend vocalist in quartets for the mixed choir and trios for the women's chorus. The highest ranked quartet or trio will be first on the list and it will continue down to the last recommended student. Incomplete quartets and trios can be recommended if there are not enough students in the program to fill the slots. All sign up forms should be returned by November 15th. If a school submits students to be included in the honors groups, but the school did not attend the Fall Music Clinic, each student accepted from that school for the honor groups will pay an \$11 participation fee.

Work with the hired clinicians to pick appropriate music by September 15. Each school will provide their own choral music. The festival manager should provide each school with one copy of the choral music and all the necessary information for the school to order enough copies for their own students. **NO PHOTOCOPIED MUSIC WILL BE ALLOWED.** The festival manager will check with each band director to see if anyone owns copies of the needed band music. If there is not a copy in any of the member schools, the manager will order it, to be paid for by the Fifth District. Parts should be mailed to each school by December 1st.

The festival manager takes all of the recommend forms and assigns students to each group. Every effort should be made to include students from all member schools. The band should be about 120 members, the mixed choir 100-125 members and the treble chorus 80-100 members. All schools should be notified as to Festival Participants by December 1st.

Arrange for rehearsal rooms and needed equipment. The choirs will need risers, a tuned piano, and a music stand. They will also each need a competent pianist to accompany them. The band will need chairs, stands, a podium, and any required percussion equipment.

Arrange for lunch to be served to those students who need it. A clinician/director luncheon/business meeting is to be held the day of the concert with all clinicians and directors invited. A hospitality room, with light refreshments should be provided for the clinicians and directors.

After the students have arrived on the day of the concert, have some way of checking the choir students to ensure they are in the right group. There have occasionally been problems with treble choir members jumping ship into the mixed choir. Do not allow this. Have the individual directors proof the list of students actually attending for the printed program. Arrange for programs to be printed before the concert.

Within one week of the conclusion of the festival, a balance sheet of all bills paid and money collected should be forwarded to the district music president. The district music president will then have a check sent to the host school for the total amount. A \$100 manager's fee should be included. If two people share the responsibilities of manager, each should receive \$50.

Prepare, distribute and collect an exit evaluation from each director. Cover both areas of success and areas needing improvement. These completed forms are to be submitted to the district music president with the balance sheet.

### **Teacher's Duties:**

Sign up forms will be sent to each school by September 1st. Band teachers should rank the students they are recommending for the Honor Band on one form. The best player should be ranked #1 down to the lowest ranked player. Do not recommend students that will be discipline problems or that cannot handle the difficulty level of the music. Choral teachers should recommend vocalist in quartets for the mixed choir and trios for the women's chorus. The highest ranked quartet or trio will be first on the list and continue down to the last recommend student. Incomplete quartets and trios can be recommended if there are not enough students in your program to fill the slots. All sign up forms must be returned by October 15th. If your school submits students to be included in the honors groups, but your school did not attend the Fall Music Clinic, each student accepted for the honor groups will pay an \$11 participation fee.

Each school will provide their own choral music. The festival manager will provide each school with one copy of the choral music and all the necessary information for you to order enough copies for your own students. **NO PHOTOCOPIED MUSIC WILL BE ALLOWED.** The festival manager will check with each band director to see if anyone owns copies of the needed band music. If there is not a copy in any of the member schools, the manager will order it, to be paid for by the Fifth District. Parts will be mailed to each school by October 1st.

Spend time working on the music with the students that have been picked to attend. The Honors Concert is much more successful if the students know the music before they attend. It also gives the clinician more of an opportunity to teach musicianship if they don't have to teach notes.

After you have arrived on the day of the concert, check your choir students to ensure they are in the right group. There have occasionally been problems with treble choir members jumping ship into the mixed choir. Do not allow this. Proof read the list of students actually attending, for the printed program. After the concert, the festival manager will give you an evaluation form. Please fill it out and return it as quickly as possible at the conclusion of the concert.

## **SOLO AND ENSEMBLE FESTIVAL**

(3rd Tuesday in March)

The Solo & Ensemble Festival is held the Third Tuesday in March. Students that are members of their schools performing ensembles are eligible to perform in the Solo & Ensemble Festival. Students perform their solos and ensembles for adjudicators and are given a rating based on their performance. Students whose teachers are members of IMEA are eligible to enter the State Solo Festival by: 1) Performing a solo from the current [Idaho State Required List](#). 2) Receive a Superior Rating on that solo. 3) Be recommended by the adjudicator as being qualified to perform at the State Solo Festival and being one of the top two soloists in that category.

In the Fifth District, Show Choirs and Jazz Bands perform at the Solo & Ensemble Festival.

### **Solo & Ensemble Festival Managers Duties**

Obtain a copy of the [IHSAA handbook music section](#) and review the procedures regarding music festival, paying particular attention to the instructions to festival managers and instructions to adjudicators. Also, obtain a copy of the [State Solo Contest](#) rules from the district music president and make preparations to follow the guidelines.

Prepare and submit a budget to the district music president by September 20th. Include in the budget: clinician fees and mileage, piano tunings, clinician/directors luncheon, hospitality room, and \$100 managers fee.

Compile a list of possible adjudicators with the district music teachers input. Make phone contact with the adjudicators and obtain a verbal commitment for the dates needed. Follow up with a written contract ([downloadable on this web site](#)) to be mailed to the judges, signed by them and returned 30 days prior to the honors clinic. Hire three adjudicators for the instrumental solos and ensembles and three for the vocal entries. Adjudicators are paid according to the sliding scale on the Adjudicators Official Contract. Mileage is paid according to the current Fifth District rate.

Mail sign up forms to schools 45 days prior to festival with a deadline for return by 21 days prior to the festival date. Include a copy of the state solo entry form for state solo entries. Also include a reminder that original, (not photocopies) scores of each solo or ensemble is to be brought to the festival and given to the judge. These scores are to have the measures numbered. Remind the directors that state solo festival pieces must be taken from the current [Idaho State Required Solo list](#). If the solo is not on the current list, it will not be considered by the judge for the state festival. If entry forms for festival are not returned on time the school could be denied attendance. If that school is allowed to attend, they will take only those slots that are left.

Schedules are to be mailed to the schools 15 days prior to festival dates so that bus arrangements can be made. When scheduling, all like voices or instruments for State Solo entries must be judged by the same judge, for example, one judge will hear all of the soprano solos. This allows the judge to hear all of the entries in a category before making a recommendation. Check all of the state solo entries to ensure the solos are on the state required list and that vocalists are entered in the correct category for their solo. A soprano must sing a solo from the soprano list, not the mezzo-soprano list, etc. Vocalists may only enter in one vocal category, as stated in the state solo rules. Vocal solos and ensembles should be allowed eight minutes per entry. Instrumental solos and ensembles should be allowed ten minutes per entry.

Arrange for and provide needed equipment, including: music stands, choir risers, pianos (tuned), desks for the adjudicators, pencils, etc. Warm up room with pianos should be made available for students. Arrange a luncheon for the adjudicators to be held the day of the festival with all judges and directors invited. Arrange hot lunch for those students who need it.

Obtain the state solo nomination form from the district music president. Provide each of the judges adjudicating state solos with the nomination form. Instruct them to select the top two soloists in each category they adjudicate who receive a I (Superior) rating. They can list alternates in a prioritized manner.

These forms must be completed and signed by the judge prior to receiving the check for the days work. Completed nomination forms must be submitted to the district president at the conclusion of the festival so written invitations can be extended to the selected students. These results should not be disclosed until the invitations are sent by the district president.

Make arrangements for a typewriter, typist and personnel to man the office where adjudicators scores can be recorded. Post the ratings in a central location as soon as possible. A certificate should be filled out for each event with appropriate signatures and placed with the rating sheets for each school. Three classifications of certificates should be given: Superior, Excellent, and Good on three different colors of paper. Use a large envelope to keep the completed rating forms with certificates paper-clipped to them for the various schools. Use one envelope per school.

Provide door monitors to prevent entrance to and from performance areas while entries are performing. Two monitors should be used on each door, one on the inside and one on the outside. Within one week of the conclusion of the festival a balance sheet of all bills paid and money collected should be forwarded to the district music president. The district music president will then have a check sent to the host school for the total amount. A \$100 manager's fee should be included. If two people share the responsibilities of manager, each should receive \$50.

### **Teacher's Duties:**

All teachers entering students in the state solo festival must be a member of the IMEA. Obtain a copy of the [IHSAA handbook music section](#) and review the procedures regarding solos and ensembles. Also obtain a copy of the State Solo Contest rules from the district music president and make preparations to follow the guidelines.

Sign up forms will be mailed to your school 45 days prior to festival with a deadline for return 21 days prior to the festival date. It will include a copy of the state solo entry form for state solo entries. State solo festival pieces must be taken from the current [Idaho State Required Solo List](#). If the solo is not on the current list, it will not be considered by the judge for the state festival. If entry forms for festival are not returned on time, your school could be denied attendance. If you are allowed to attend, you must take only those slots that are left.

Jazz Bands and Show Choirs should perform at the Solo & Ensemble Festival, not the Large Group Festival.

Schedules are to be mailed to your school 15 days prior to festival dates so that you can make proper bus arrangements.

Provide original scores (no photocopies) of each solo or ensemble to be brought to the festival to give to the judge. These scores are to have the measures numbered. Failure to do this will result in a one grade reduction in the rating.

Help your students pick quality literature. Pop music and show tunes are not appropriate literature for Solo & Ensemble Festival.

Vocal solos and ensembles must be memorized. Vocal solos and ensembles will be allowed eight minutes per entry. Instrumental solos and ensembles will be allowed ten minutes per entry.

## **LARGE GROUP FESTIVAL**

(4th Tuesday in April)

The Large Group Festival is held the Fourth Tuesday in April. Each school may enter groups according to the IHSSA Handbook Rules. Starting in 2000 sight reading will be part of the Large Group Festival. Scores received for sight reading will not be averaged into the performance score.

In the Fifth District, Show Choirs and Jazz Bands perform at the Solo & Ensemble Festival.

### **Large Group Festival Managers Duties**

Obtain a copy of the [ISHAA state handbook music section](#) and review the procedures regarding music festivals, paying particular attention to the instructions to festival managers and instructions to adjudicators.

Prepare and submit a budget to the district music president by September 20th. Include in the budget: clinician fees and mileage, piano tunings, music, clinician/directors luncheon, hospitality room, and \$100 managers fee.

Compile a list of possible adjudicators with the district music teachers input. Make phone contact with the adjudicators and obtain a verbal commitment for the dates needed. Follow up with a written contract ([downloadable on this web site](#)) to be mailed to the judges, signed by them and returned 30 days prior to the honors clinic. Hire three adjudicators for the instrumental groups and three for the choirs. One of the adjudicators will serve as the sight reading judge. Adjudicators are paid according to the sliding scale on the Adjudicators Official Contract. Mileage is paid according to the current Fifth District rate.

Mail sign up forms to each school 45 days prior to the festival with a deadline for their return 21 days prior to the festival date. Each entry form should include the name of the organization, the director's name, the number of participating students, the classification they are performing under, and the title, composer/arranger, and publisher of the music being performed. If entry forms for festival are not in on time the school could be denied attendance. If that school is allowed to attend, they will take only those slots that are left. Each school will be allowed only one primary and one secondary group in band and choir categories. Check each schools entry for the required pieces and the classification.

Schedule each band for 30 minutes in the warm up area, 30 minutes in the performance area, and 30 minutes in the sight reading room. Each choral group should be scheduled with 20 minutes in the warm up area, 20 minutes in the performance area, and 20 minutes in the sight reading room. Schedules should be sent to each participating organization 15 days before the festival.

From the information provided by each director, prepare the ratings forms for each adjudicator. Rating sheets can be obtained from the district music president or on the [IMEA web site](#).

Arrange for necessary equipment. The choirs need enough risers for the largest group, a tuned piano, a music stand, and possibly a podium. The bands need stands, chairs, basic percussion equipment, a music stand for the conductor and a podium. The warm up areas and the performance areas should be in close proximity to each other. The sight reading rooms will need all of the appropriate equipment as well as an accompanist that will play for the sight reading choirs, if the director desires it.

Choose a composition for each grade level of music for the sight reading portion of the festival. Each group is given music to sight read that is one grade level lower than their declared classification. Their classification is based on the composition they perform from the required music lists. Provide the sight reading adjudicator with the [IHSAA rules for sight reading](#).

Provide door monitors to prevent entrance to and from performance areas while groups are performing. Two monitors should be used on each door. One on the inside and one on the outside.

A hospitality room, with light refreshments should be provided for the clinicians and directors. Arrange hot lunch for those students needing it.

Arrange for lunch for the adjudicators to be held the day of the concert with all adjudicators and directors invited.

Make arrangements for a typewriter, typist and personnel to man the office where the adjudicators scores can be totaled, averaged and a final rating given. A certificate should be filled out with the appropriate signatures and placed with the rating sheets for each group. Use three different colors of parchment for the certificates, one for Superior, one for Excellent and one for Good. A tally of the adjudicator's scores should be completed by the festival manager. This tally should include the three judges raw scores, ratings and the final rating (see the IHSAA book) The tally should be mailed to the district music president at the conclusion of the festival. A tally with the school names removed should also be sent to each director at the conclusion of the festival.

Within one week of the conclusion of the festival a balance sheet of all bills paid and money collected should be forwarded to the district music president. The district music president will then have a check sent to the host school for the total amount. A \$100 manager's fee should be included. If two people share the responsibilities of manager, each should receive \$50.

### **Teacher's Duties:**

Obtain a copy of the IHSAA state handbook music section and review the procedures regarding music festivals, paying particular attention to the instructions for Large Groups, and the required music section.

Sign up forms will be mailed to your school 45 days prior to the festival with a deadline for the return of them 21 days prior to the festival date. Each entry form should include the name of the organization, the directors name, the number of participating students, and the title, composer/arranger, and publisher of the music being performed. If entry forms for festival are not in on time, your groups could be denied attendance. If you are allowed to attend, you will have to take those slots that are left. Each school is allowed only one primary and one secondary group in the band and choir categories.

You must provide a commercial, consecutively numbered music score for each adjudicator. Failure to do so will result in a one grade reduction of the group. No Photocopies are allowed.

Large groups are required to perform from the required music list as stated in the State Rules. Pop music; show music and movie tunes are not acceptable festival literature. Bands should play three pieces of comparable difficulty. One of them should be a march. Each band is allowed 30 minutes. Choirs should perform a minimum of three selections with at least one of the selection to be performed A Capella. All choral selections must be memorized. Each choral group is allowed 20 minutes.

Review the guidelines in the [IHSAA state handbook for sight reading](#). It is most important that you prepare you students in a positive manner for the sight reading. This can be a great experience for them, but they need to be prepared for it.

# **SOCCER**

## **COMPETITIVE UNITS**

5A- Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in the 4A classification.

3A – Aberdeen, American Falls, Marsh Valley, and Snake River compete in the 3A classification.

## **AWARDS**

The Fifth District will award a District Championship Trophy to the 4A and 3A Champions. In 4A 20 First Place Medals are awarded. In 3A 18 First Place and 18 Second Place Medals are awarded.

## **SOCCER GUIDELINES**

### **Scheduling**

Eighteen games per season are allowed. Double check schedules to be sure games with opponent are when they are scheduled to happen. As a courtesy, schedules and rosters should be sent to all opponents

### **Dual matches**

Games should be scheduled early enough to be finished before darkness.

### **Tri-Game Exchanges**

These are easiest to play on Saturday. Considering time, travels, and daylight, allow farthest traveling team to finish first. Allow at least a half hour between games.

### **Officials**

Three certified officials assigned by the Fifth District Commissioner should officiate each match. Payment of officials is the responsibility of hosting team. Payment for the officials should be made before games. Host team provides the scorer table-stat.

### **Field Preparation**

Home team will have the field clearly marked with nets, corner flags and center cones in place. Check fields and have holes filled with dirt to make as level playing surface as possible. Fields should be adequately mowed and recently marked.

Home team will also provide benches, water and cups for both teams.

**\*\*Restroom or porta-potty should be close to the field of play!!!**

### **Media**

It is the responsibility of home team to contact appropriate media with results of match.

### **Roster**

A complete roster is required to be given to the referee at the start of each game.

### **District Tournament**

The tournament will be hosted on a rotation basis. See the tournament schedule for the host.

## **SOFTBALL**

### **COMPETITIVE UNITS**

5A - Highland competes in a unit devised by the IHSAA.

4A - Century, Pocatello, and Preston compete in 4A.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in 3A.

2A - Malad, Soda Springs, and West Side compete in 2A.

### **AWARDS**

The Fifth District Awards a First Place Trophy to the 4A, 3A and 2A Champion. In 4A 20 First Place Medals are awarded. In 3A and 2A 17 First Place and 17 Second Place Medals are awarded.

### **GUIDELINES**

#### **Scheduling**

The athletic directors schedule district conference games. A copy should be given to the coach for the next year soon after the completion of the season. Coaches and athletic directors should work together to schedule non-league games to fill a schedule.

#### **Game Times**

\*Before Daylight Savings 3:30

\*After Daylight Savings 4:00

#### **Varsity Games**

Seven innings will be played with the exception of the 15/10 run rule. A game shall end any time after the fifth inning when a team is 10 or more runs behind and has completed its turn at bat. A game shall also be terminated when a team is 15 or more runs behind after the third inning.

Exceptions: Double headers or when the Varsity and JV play after one another. The games will then be restricted to a one hour and forty-five minutes.

#### **JV Games**

If a varsity game, which is being played the same time as a JV game, finishes their 7 innings before the JV game is over, the JV game will complete the current inning and then be done.

Coaches of JV teams must decide mutually before the game if they want free substitution.

#### **Officials**

As coaches are asked to evaluate officials to make a working list for district tournament play, pay attention and make notes on the officials so that a reliable evaluation can be made.

Send a schedule of all your home games to the Softball Commissioner by the last week of February. This will allow time to schedule umpires.

### **FACILITY PREPARATIONS**

#### **Game Hosts**

1. Prepare the playing surface with safety in mind. Foul lines and out of play lines should be clearly visible.

2. Have restrooms available upon visiting team arrival.
3. Supply new game balls for all games.
4. Notify opposing teams by 12:00 p.m. on game day of cancellations due to weather conditions.

### **Visiting Teams**

1. Arrive on time so games may begin as scheduled. Teams should arrive a minimum of 30 minutes before game time to allow for proper warm up.
2. Do not warm up on the infield prior to the designated infield/outfield times.
3. Each team will be allowed 10 minutes for infield/outfield work prior to game time. Visiting team always take the infield first.

### **MEDIA**

It is the home team's responsibility to notify newspapers and television news stations of game results and statistics immediately following the game. Often a visiting team reports to special local newspapers. Even if the host team loses the media reports should be made.

## **SPEECH ARTS**

### **CLASSIFICATIONS**

#### **DEBATE**

Class A – 1150 and over

Class B- 1149 and under

#### **SPEECH ARTS**

Class A 800 and over

Class B 799 and under

Speech Arts uses the rules set by the IHSAA Rules and Regulations Manual.

**SPEECH ARTS DATES:** No events involving the Fifth District are to be scheduled on District Speech Arts dates. This does not apply to those schools not participating in District Speech Arts events.

### **RULES CLINIC**

Schools within the Fifth District will sponsor Speech Arts Judges Clinics. Each school participating in a particular Speech Arts discipline is required to have a representative at that discipline's clinic. If a school fails to host or have a representative at a clinic they will be fined \$50. Individuals teaching the clinic must have attended ISATA in the fall of that school year.

### **AWARDS**

The Fifth District awards First, Second, and Third Place Trophies at the speech festival and the drama festival. Debate awards medals for each individual category. Schools will be assessed in the fall assessment to pay for these awards.

Each student advancing to state competition will be given a certificate, which will be filled out by festival personnel.

## **DEBATE**

The 5<sup>th</sup> district will sponsor a District Debate Tournament if there is more than one school to compete. If not, that school will compete with the fourth or sixth District.

IHSAA Rules and Regulations Handbook-District Tournament Format-Rule 15:

If only one school enters the district debate tournament, then that district may combine with a neighboring district or if the school is Class B, it may debate with Class A schools. If a school is the only school in its district, it may combine with a neighboring district upon approval of the IHSAA board of directors if requested prior to November 1. Otherwise there will be a maximum of two policy teams and two Lincoln Douglas contestants eligible for state competition.

The district will compete in Lincoln Douglas and team debate.

Debate meets prior to the district tournament will be on an invitational basis.

## **DISTRICT FIVE DEBATE TOURNAMENT PROTOCOL**

### **MAY 2005**

The following protocol will be used by coaches and tournament managers at all District V Debate Tournaments:

#### **Pre-tournament Issues**

Coaches involved with the district tournament need to meet and determine date, location, number of rounds, and tournament schedule. All coaches involved should agree upon the plans and decisions made at the planning meeting

Host school sends out registration materials and schedules

Coaches submit seating with appropriate documentation including, but not limited to, win/loss records, years of experience, and NFL points.

Questions on seating will require a meeting of all coaches involved wherein defense will be offered for seating. Any further protests will be recorded with the Board of Control.

#### **Tournament Issues**

Any work done on the tournament will be done with all the coaches involved. Coaches not attending or not excused by their administrators will be fined a minimum of \$100.

All rounds will be organized in pairs with coaches working in twos – no exceptions.

Coding will be added to record cards in accordance with a blind draw rule.

At registration, coaches will draw for codes.

Judges will be assigned by two coaches, and there will be a rotation of coaches between rounds.

The tournament host will provide a list of rooms to be used at the tournament.

As ballots come into the tab room, they will be turned over until the final round begins. At this point all coaches will sit together and tabulate results.

All coaches must work in the tab room and not leave during the tournament. The only exception would be the tourney host.

Ideally, an objective person will collect and check ballots for mistakes.

Results will be announced at the conclusion of ballot tabulation. The tournament host will send the results to the state.

Any awards will be determined by coaches.

#### **Tournament Protests**

All questions are discussed at the time of the protest. For example, if a ‘one’ ranked team loses to a ‘four’ both coaches can confer and ask questions of the judges.

#### **Tournament Expenses**

Each school will be required to bring judges.

Three to five tournament judges will be hired by the host school to assure there will be enough.

Expenses for food, awards, judges, and supplies will be divided equally among participating schools. Money is due upon billing by the tournament host. Itemized expenses will be submitted with the billing.

The district tournament should be non-profit.

## **DRAMA**

The Fifth District Drama will be held the Saturday of the week before Thanksgiving. Schools hosting the festival will be rotated alphabetically according to participating schools.

### **FINANCES**

Total cost of the Drama Festival shall be divided by the number of entries to determine a unit amount. Then the unit amount will be multiplied by the number of entries per school to determine the cost per school.

### **JUDGES**

Use of certified judges is recommended when possible.

Guidelines in the IHSAA Rules and Regulations Manual will be followed in organization of the festival.

## **SPEECH**

The 5<sup>th</sup> District will sponsor a District Speech Festival following the guidelines in the IHSAA Rules and Regulations Manual. It will be hosted the second to the last Saturday in March.

Schools hosting the festival will be rotated alphabetically according to participating schools.

### **FINANCES**

Total cost of the Speech Festival shall be divided by the number of entries to determine a unit amount. The unit amount will then be multiplied by the number of entries per school to determine the cost per school.

### **JUDGES**

Use of certified judges is recommended when possible.

Schools can arrange invitational meets prior to the 5<sup>th</sup> District Festival. There are no league competitions.

## **TRACK**

### **COMPETITIVE UNITS**

5A - Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete in a unit devised by the IHSAA.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in 3A.

2A - Aberdeen, Malad, Soda Springs, and West Side compete in the 2A

1A - North Gem, Grace, Rockland and Sho Ban compete in the 1A.

### **AWARDS**

The Fifth District will award First Place Trophies to the 4A, 3A and 2A Team Champions in both the Girls and Boys divisions. Medals are as follows:

4A	Girls Track	30 First	4A	Boys Track	30 First
4A	Girls Track	30 Second	4A	Boys Track	30 Second
4A	Girls Track	14 Third	4A	Boys Track	14 Third
3A	Girls Track	30 First	3A	Boys Track	30 First
3A	Girls Track	30 Second	3A	Boys Track	30 Second
3A	Girls Track	14 Third	3A	Boys Track	14 Third
2A	Girls Track	30 First	2A	Boys Track	30 First
2A	Girls Track	30 Second	2A	Boys Track	30 Second
2A	Girls Track	14 Third	2A	Boys Track	14 Third

### **GUIDELINES**

#### **Scheduling**

1. The coach sets up a schedule for the next year and gives it to Athletic Director as soon as possible after current season is over.
2. Nine meets per year per individual, a maximum of 2 meets per week – The district meet does not count as one of the nine meets.
3. Meets in the Fifth District on school days may not start before 3:30pm
4. Schools wanting to host a track meet or start a new one should consult their Athletic Director to introduce and finalize the meet at the proper meeting.
5. Head coach must attend the Spring Rules Clinic.

#### **Meets – Hosting and Attending**

1. When hosting meet, inform schools of times, fees, type of meet, etc., at least 2 weeks in advance.
2. When attending another school’s meet, arrive in time to attend the coaches’ meeting. Plan on having a minimum of two coaches available to assist host school in administering the meet. Usually, one field event helper and one timer/picker are necessary.
3. If hosting a meet (list of helpers and equipment needed for most meets – districts will take more)
  - a. Two individuals on all field events

- b. If do not have F.A.T. system – need eight timers and as many pickers as scoring places for that meet (might need some extra stop watches)
  - c. Recorder at finish line and a runner of results to scorer
  - d. Two finish line holders (finish line)
  - e. Announcer (PA system)
  - f. Starter/assistant starter (guns, blanks, whistle or starters flag)
  - g. Meet scorer (computer, printer, and program of meet)
  - h. Meet director, games committee, referee, clerk of course, field judges, umpires, inspectors of implements, exchange judges, as needed for your individual meet.
- 4. Equipment for all field events, flags for exchange zones, etc. (as needed)
  - 5. Hurdle crew and Individual responsible for moving blocks from one running event to another as needed.

## **VOLLEYBALL**

### **COMPETITIVE UNITS**

5A - Highland competes in a unit devised by the IHSAA.

4A –Century, Pocatello, and Preston compete in 4A.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River compete in the 3A.

2A - Aberdeen, Malad, Soda Springs, and West Side compete in the 2A.

1A - North Gem, Grace, Sho Ban and Rockland will compete in a regional alignment with the Fourth and Sixth Districts.

### **OFFICIALS**

Home sites will assign the officials to the matches. If the home site does not assign them, the top ranked official will make the assignments.

### **TOURNAMENTS**

3A classification competes in a double elimination eight-team format with double elimination on the backside and single elimination on the front side. On the first night of the tournament the league winner plays the last place league finisher and the winner of that game gets a bye in the second round of the winner's bracket. Teams three and four play the second games of the tournament and the winner of that game plays the second place league finisher who received a bye in the first round. The tournament will be held at a neutral site.

2A – The Conference Champion will host the tourney at their home site. The tournament will be a true double elimination and be held over two days. The brackets will be seeded from the top to the bottom 1, 5, 2, 4, 3. The number 2 seed will have a bye in the first round.

1A compete in a regional alignment with the Fourth and Sixth Districts.

### **AWARDS**

The Fifth District will award a District Championship trophy to 4A, 3A and 2A. In 4A 18 First Place Medals are awarded. In 3A and 2A 15 First Place and 15 Second Place Medals are awarded.

### **GUIDELINES**

#### **Scheduling**

Sixteen playing dates are allowed, not including the district tournament. If a school schedules three tournaments, it will have only 12 playing days left, as the third tournament accounts for two dates instead of one. Eight playing dates can be tri matches. The other eight dates are duels. The tournaments may be taken out of the eight dates allowed for duels.

#### **Home/Away:**

The athletic directors for home/away league matches provide a rotating schedule. Most schools scheduling is completed during the winter months.

#### **Tri Matches:**

Each coach should determine the scheduling of tri matches with league opponents. However, it is correct protocol to reciprocate a tri match, if your opponent hosts you in a tri, you should host them in a tri. One of the underlying reasons is cost. Approximate cost for a tri officials-\$366.00. Approximate cost for a dual officials-\$122.00. This does not take into account the difference in line judges (4 for 9 matches compared to 2 for 3 and their cost if the host school pays them), school personnel needed, or time commitment.

## **OFFICIALS**

### **Home Match Officials**

Send the Volleyball Commissioner all home match information on the form. Upon receiving the season official's schedule from the commissioner, check each home match for correct date, time and number of officials. Make any necessary changes immediately to prevent being fined and to facilitate the commissioner's task. Give a copy of the official's assignment to your school secretary for payment information.

### **Ratings**

Make notations throughout the season as to the competency of officials. Speak to JV and freshman coaches to get their opinion, since you may not observe their officials. The rating coaches give the officials impacts which officials are chosen to officiate the district and state competition. That ranking is also a basis for scheduling Varsity matches the following year. Please take your time and rank them fairly. Not ranking an official will give them the lowest score.

### **Home Match Protocol**

#### **Dual Matches**

Times are tentative-one match follows 20 minutes after the completion of the prior match.

Freshmen 5:00

JV 6:15

Varsity 7:30

The pledge or the Star Spangled banner should be held before the varsity match followed by the announcement of each team's varsity starting lineup and coaches.

#### **Tri-Matches**

Start at 4:00 and follow this format

4:00	JV	Closest vs. Furthest	9 <sup>th</sup>	Home vs. Furthest
5:15	V	Home vs. *Furthest	9 <sup>th</sup>	Closest vs. Furthest
6:30	V	Closest vs. Furthest	JV	Home vs. Furthest
7:45	V	Home vs. Closest	9 <sup>th</sup>	Home vs. Closest
8:15			JV	Home vs. Closest

\*The team that is the league opponent will take precedence in playing first if there is less than a 15-minute difference in driving time. Posted times are tentative. In the interest of time, matches will begin no later than 20 minutes after the end of the preceding match. After each team has completed a full warm-up, they will be shortened to five minutes shared net hitting and 2 minutes serving.

All 9<sup>th</sup> grade matches will play rally scoring on the 3<sup>rd</sup> game.

Announcement of the varsity-starting lineup will be held before each varsity team's first match. Either the pledge or the Star Spangled banner will be held before the first varsity match.

### **Dressing Rooms**

A dressing room should be made available for visiting teams allowing the coach to talk privately with their teams. No valuables should be left in this room.

## **Officials**

Line judges/scorekeepers- each home team should provide line judges for all matches and the official scorekeepers for their own matches. Adults should be used for the Varsity match (18 or over).

Each line judge should be trained and at the court 15 minutes prior to the start of the match. Inform officials of any local ground rules or pre match activities 20 minutes before beginning of match.

Official's checks should be made out and delivered before the matches begin. Give the officials the match schedule. During tri matches and tournaments provide officials with refreshments.

## **Gym Preparation**

Courts/nets- swept, right height, correct markings

Towels-one towel available at each net

Benches or Chairs-minimum of 10 team chairs on each side behind the 10-foot line.

Team seating should be as far back from the court as possible.

## **Schedule and Roster**

Give each opposing school a schedule and roster before season play begins. Rosters are needed for programs and a schedule confirms the date and times played, decreasing the chances of a mix-up.

## **WRESTLING**

### **COMPETITIVE UNITS**

5A - Highland competes in a unit devised by the IHSAA.

4A – Century, Pocatello, and Preston compete a unit devised by the IHSAA.

3A - American Falls, Bear Lake, Marsh Valley, and Snake River.

2A - Aberdeen, Grace, Malad, Soda Springs, and West Side. \*In 1998 North Gem and Grace were granted a combined co-op during the regular season, but will compete as individual schools at the State Wrestling Tournament.

### **AWARDS**

The Fifth District will award a District Championship trophy to the 3A and 2A Champion.

Medals are as follows:

3A	13 FIRST
2A	13 FIRST
3A	13 SECOND
2A	13 SECOND
3A	13 THIRD
2A	13 THIRD

### **TOURNAMENTS**

1. Each classification will host a district tournament or state-qualifying tournament according to the guideline established by the IHSAA.
2. 3A – 2A Guidelines for District Tournaments
  1. All schools participating in the district tournament will be allowed to enter two wrestlers in each weight class.
  2. One wrestler will be designated as a Varsity wrestler and the other a Junior Varsity wrestler.
  3. The Varsity Wrestler will score points only for the Varsity team. The Junior Varsity wrestler will score points only for the Junior Varsity team.
  4. When two teammates meet in competition the winner receives advancement points and automatic pinpoints for his team. The loser receives no team points.
  5. The Varsity and Junior Varsity teams will score points separate of each other. At the end of the tournament, a first place trophy will be given to the first place varsity team.
  6. Junior Varsity wrestlers will be allowed to earn berths at the state tournament and score team points for his team.
3. Each classification will seed and run a district tournament. The tournament manager prior to the qualifying meet will schedule a seeding meeting.
4. The tournament fee schedule for tournament officials and workers at wrestling tournaments is included in this manual under District Tournament Fees.

### **GUIDELINES**

#### **Host school provides**

1. Officials for the duel as well as officials present at weigh in.
2. Adequate dressing facilities for visiting team

3. A tentative wrestling bout list including J.V., Varsity, and exhibition matches.
4. Each wrestler should be given one match if it is possible
5. Report events to newspapers and promote the event through various media sources.
6. Insure legal competition surface for each event with adequate cleaning supplies for dealing with blood, and other body fluids.

Visiting schools should

1. Control their crowd
2. Provide an administrator for the event
3. Leave a cleaned dressing facility
4. Leave a cleaned team seating area

## **APPENDIX**

### **DICK FLEISHMAN AWARD - FIFTH DISTRICT RECIPIENTS**

1986 – Tim Hayhurst  
1989 - Byron Toone  
1993 - Jim Chatterton  
1997 – Don Neves  
2003 – George Brown  
2010 – Joe Morris

### **WES LOWE MEMORIAL AWARD - FIFTH DISTRICT RECIPIENTS**

1992 - Ralph Bennett  
1995 - Peggy Peterson  
2009- Lyle Henderson

### **DUANE D. WOLFE MEMORIAL AWARD –FIFTH DISTRICT RECIPIENTS**

1996 – Ron Jones  
1998 – Howard Phillips

### **OFFICIAL OF THE YEAR**

2009 – Roger Kunz

## **DISTINGUISH SERVICE AWARD - FIFTH DISTRICT RECEIPIENTS**

1982	Ellis Williams
1982	Wayne Nielsen
1983	Gaylen Harris Con Bertin
1984	Karl Ferrin
1985	Ray Stephens
1986	Don Parkin Fred Aguirre
1987	Beryl Taylor Farris Edgley
1988	Delmar S. Derricott Tim Hayhurst
1989	Elsie Bastian Bill Fuger
1990	Sheldon Jones Keith Williams
1991	Cleve Morgan Jackie Beem
1992	Gerald Jolley Bob Brulotte
1993	Dave Treasure
1994	Ward Little
1995	Jerry Esplin
1996	Ren Edwards
1997	Reid Carlson
1998	Jim Chatterton
1999	Byron Shaw
2000	Rulon Winward
2001	Al Koch
2002	Lyle Henderson
2003	Larry Fillmore
2004	JoAn Dilweg
2005	Leon Rindlisbaker
2006	Roslyn Brimhall
2007	Bill Dean
2008	Don Cotant
2009	Launa Moser
2010	Irene Alder
2011	Coy Pratt

## HALL OF FAME - FIFTH DISTRICT INDUCTEES

1980	Homer Williams
1981	Onan Mecham
1982	John Evans
1986	Babe Caccia
1987	Spence Gardner
1987	Murray Satterfield
1989	Tim Hayhurst
1989	Ellwood "Rip" Gledhill
1990	Ellis L. Williams
1992	Geraldine Critchley
1993	Keith Williams
1995	Byron Toone
1996	Bob Brulotte
1998	Nolan Mecham
1999	Jerry Esplin
2000	Jim Chatterton
	Peggy Peterson
2002	Nancy Bealer
	Don Neves
2005	John McCarthy
2006	Kirk Dahlke
	Betty Jones
	Ron Kress
2009	Terry Jones

## **FOOTBALL/COMMISSIONER/CREW CHIEFS**

### **Commissioner Evaluation Process**

#### 1. Evaluation by the football commissioner

- a. Included in the evaluation will be the following items:
  - i. Test Score
  - ii. Attendance at meetings and training sessions
  - iii. Performance during the game
    1. Crew Chief, along with his game crew, will fill-out a general summary of the game after each game and send the report to the football commissioner. The game summary will cover:
      - a. Names of the crew and positions
      - b. Six areas of concern
        - i. Mechanics
        - ii. Rule interpretation
        - iii. Sportsmanship
        - iv. Strengths and weaknesses of the crew
        - v. Individual evaluation
        - vi. Trouble areas to work upon

By providing the football commissioner with this type of information, he will be able to design training sessions to address areas of concern; get to know each officials' abilities as a football official (better feedback on evaluations); and check on assignments of officials during the season.

### **Crew Chief Job Description**

1. Crew Chief will work under, and be responsible to, the Football Commissioner.
2. Crew Chief will assign officials to football games for grades 9-12 under the following guidelines:  
Varsity Competitions:
  - a. Assign the best officials available to the game.
  - b. Non-conference games: May assign a newer official to the game based upon evaluations of junior varsity and freshmen games.

If there are fewer than four games in a week, the Football Commissioner will make the assignments based upon rankings.

#### Junior Varsity & Freshmen Competitions:

- a. The number two official in the crew should work as the head official.
- b. The number three official in the crew may work as the head official.
- c. 4-man crew will be assigned with 2 veterans and 2 newer officials.
  - i. 4-man crew will be made up of a referee, umpire, line judge and linemen.
- d. \* Junior High games will have a 3-man crew with either the number two or three official on the crew being the head official with two newer officials.

\* The assignment of officials for any contest is at the discretion of the Football Commissioner and Crew Chief depending upon the number of games per week.

3. Notify the Football Commissioner in writing, of the officiating assignments made in the Fifth District.
4. Adjust official's assignments when illness, work or personality requires an adjustment.
5. Train officials and provide appropriate work sessions during the season:
  - a. Will hold at least one pre-season meeting with crew.
  - b. Will hold a mid-season meeting with crew.
  - c. Training meetings will be held as needed during the season. (Review Game Summary evaluations or as directed by Football Commissioner.)
6. Provide to the Football Commissioner at beginning of each week a Game Evaluation Summary covering working officials and areas of concern.
7. Provide an end of the season evaluation report to the Football Commissioner covering working officials and areas of concern.

### **Grievance Procedure for Officials**

1. Meet with the Commissioner of the sport to discuss the disciplinary action.
2. Appeal letter sent to the Fifth District Board of Control President.
3. Official Standing Committee will be formed to hear the appeal.
4. Official Standing Committee will present their findings to the Board of Control for the final decision.