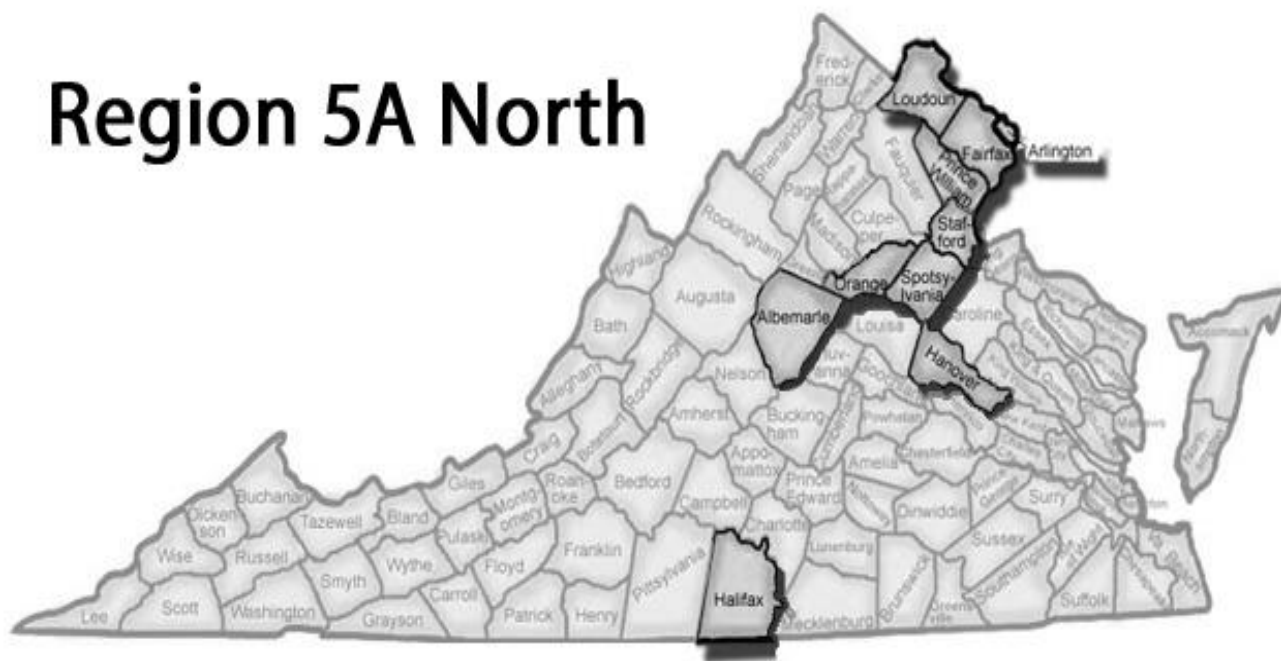


# Region 5A North



## MEMBER SCHOOLS

Conference 13	Conference 14	Conference 15	Conference 16
Thomas Edison Falls Church Thomas Jefferson S&T Robert E. Lee George C. Marshall Mount Vernon JEB Stuart Wakefield	Briar Woods Broad Run Freedom (South Riding) Potomac Falls Stone Bridge Tuscarora	Brooke Point Freedom (Woodbridge) Massaponax Mountain View North Stafford Potomac Senior	Albemarle Halifax Patrick Henry (Ashland) Orange



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# REGION 5A NORTH COUNCIL HANDBOOK

## PREFACE

Region 5A North is comprised of four conferences: Conference 13, Conference 14, Conference 15, and Conference 16. Within these four conferences are twenty-four member schools, which are located in Fairfax County, Arlington County, Loudoun County, Stafford County, Prince William County, Spotsylvania County, Albemarle County, Halifax County, Hanover County, and Orange County. This region is a part of the Virginia High School League organization and fulfills its role in support of League policy.

This handbook is an attempt on the part of Region 5A North schools to compile rules and regulations consistent with those of the Virginia High School League, which are needed for the administration of regional activities. Due to the continual turnover of regional officers, it is most essential that a consistent plan of action for the conducting of Regional Tournaments be developed.

There will be an annual review of this handbook to ensure that it is in agreement with the VHSL policies.

## MEMBER SCHOOLS

<b>Conference 13</b>	<b>Conference 14</b>	<b>Conference 15</b>	<b>Conference 16</b>
Thomas Edison Falls Church Thomas Jefferson S&T Robert E. Lee George C. Marshall Mount Vernon JEB Stuart Wakefield	Briar Woods Broad Run Freedom (South Riding) Potomac Falls Stone Bridge Tuscarora	Brooke Point Freedom (Woodbridge) Massaponax Mountain View North Stafford Potomac Senior	Albemarle Halifax Patrick Henry (Ashland) Orange

# **REGION 5A NORTH COUNCIL**

## **VIRGINIA HIGH SCHOOL LEAGUE**

### **REGIONAL COUNCIL ORGANIZATION (from VHSL Handbook)**

**Purpose** – A regional council shall be organized within each region to provide for the conduct of the league program within the region.

**Membership** – Each regional council shall be composed of all principals from Region 5A North, or their alternates. The region’s representative on the executive committee will be the regional council chairperson.

**Officers** – After the designation of delegates from each conference and at its last regular meeting of the school year, the regional council shall elect from its members for the succeeding term a regional chairperson, vice-chairperson, secretary, and treasurer. The four officers, in addition to serving the council, have duties similar to those of conference officers insofar as being responsible for interpreting, planning, and supervising the regional program, specifically those tournaments, meets, or festivals that may be necessary for qualifying representatives for state events. These duties, however, do not include the enforcement of League or Group Board policies, rules, and regulations. When disagreements or protests arise under these standards, they shall be reported to the Executive Secretary or referred to the appropriate committee for disposition. These officers shall be elected for a term of two years and the chairperson and secretary shall serve concurrent terms. The duty of the Executive Committee person shall be to report regularly to the regional council on the activities of the Executive Committee.

In case a regional office is vacated for any reason between the time a term begins and the time it expires, the vice-chairperson shall become acting chairperson if the office of chairperson becomes vacant, and the secretary shall become acting chairperson if both the offices of chairperson and vice-chairperson become vacant. If the offices of chairperson, vice-chairperson, and secretary become vacant, the treasurer shall become acting chairperson. In such cases, the temporary successions shall prevail only until the next meeting of the regional council, which shall then fill the vacancies for the remainder of the unexpired terms. In case there is a vacancy in a regional office at a time when action by the regional officers is necessary, the chairperson or acting chairperson shall appoint some other member of the regional council to serve temporarily, until the vacancy can be filled by election of the council. Only principals shall be eligible to hold office on regional councils.

**Duties** – The regional council shall determine with such appropriate resource people as it deems advisable for regional sponsored events for each school year; shall formulate and adopt, in conformity with and not in contradiction to League and Group Board policies and rules, such specific regulations as are deemed necessary or desirable in the conduct of the regional sponsored events; shall make recommendations to the Executive Committee for Group Board or Legislative Council action; and shall regulate regional-sponsored events. Not later than October 10, December 6, and March 28 of each school year, each regional secretary shall send to the League office a report giving the dates (if different from the League calendar) of all regional-sponsored events, the places where the events are to be held, and the names of the persons who should be contacted as directors or managers of the events. Each regional council shall forward a complete copy of its minutes to all regional schools, its division superintendents, and the Executive Director.

**Meetings** – The regional council shall meet on call of the regional chairperson in August, September, or October to establish the regional program for the year, and shall meet again not later than February to

review the program at midyear and to transact such other business as may properly come before it. The Council may meet at other times on call of the regional officers.

**Voting Procedures** – Each member of the regional council or his/her proxy shall be entitled to one vote. Voting by proxy is allowed; however, absentee voting shall be prohibited. A quorum shall consist of a majority of the total membership of the council.

**Finances** – The regional council shall defray the expenses of conducting the regional program through the council's portion of funds realized through the regional activities that are more than self-sustaining. Travel expenses, the VHSL percentage, and other related expenses should be paid by the regional treasurer. The regional council is authorized to distribute any designated surplus funds to the conferences comprising the region.

# **GENERAL RULES AND REGULATIONS APPLICABLE TO REGION 5A NORTH MEMBERS**

## **I. REGION 5A NORTH COUNCIL**

- A. The Region 5A North Council is comprised of the principals of all the Region 5A North Schools. The offices of the regional council include a regional chair, vice-chair, secretary, and treasurer. The duties of these four officers and the duties of the Executive Committee person, as well as the procedures for electing these officers are outlined in the Virginia High School League Handbook.
- B. When a principal is unable to attend, it is his/her responsibility to provide an alternate with a proxy from his/her school.
- C. Principals, Directors of Student Activities, and Athletic Directors of Region 5A North high schools are encouraged to attend council meetings.

## **II. PROCEDURES FOR CONDUCTING REGION 5A NORTH BUSINESS**

- A. Meetings – The Region 5A North chairperson may change the following meeting dates to avoid conflicts with holidays or other activities which would negatively impact on the attendance of the members. The Region 5A North Council shall meet throughout the school year:
- B. Voting Procedures – Each member of the regional council or his/her proxy shall be entitled to one vote. A quorum shall consist of a majority of the total membership of the council.  
Policy and Rules Clarification:
  - 1. VHSL (Rule 10-4-2). Votes for redistricting/reclassification require 2/3 of total membership in favor to forward to VHSL for approval
  - 2. A Quorum is majority of total membership of the council, 51%.
  - 3. To approve a new action/policy takes a majority in favor (51%+).
  - 4. To modify or change existing rules takes 2/3 (67%) approval.
  - 5. Region chairperson does vote, each member of the regional council or his/her proxy shall be entitled to one vote.
  - 6. Chairperson is responsible for the preparation and distribution of the agenda.
  - 7. Non-votes and abstentions do not factor into approval of a vote. If a quorum exists, the Region 5A North Council members present can vote to approve new or change old policies. Approval/passing is based on votes cast. Abstention and absent members do not factor into votes.
- C. Agenda – The regional council chairperson is responsible for the preparation and distribution of the agenda.
  - 1. Proposals to change existing regional policies must be submitted, in writing, to the regional chair-person.

### **III. ADMISSION POLICY**

- A. Admission prices for regional events: No pre-sale tickets (Except Football).
- |                   |   |
|-------------------|---|
| Football          | \$8.00  |
| Basketball        | \$7.00 Single                                       |
| Baseball/Softball | \$7.00  |
| Outdoor Track     | \$7.00  |
| Wrestling         | \$7.00 Friday, \$10.00 Saturday, \$15.00 2 Day Pass |
| Soccer            | \$7.00 Single                                       |
| Volleyball        | \$7.00  |
| Cross Country     | \$7.00  |
| Cheerleading      | \$7.00  |
| Swimming          | \$7.00  |
| Lacrosse          | \$7.00 Single                                       |
| Field Hockey      | \$7.00 Single                                       |
| Indoor Track      | \$7.00  |
| Gymnastics        | \$7.00  |

### **IV. ACCEPTED PASSES**

- A. The following passes will be honored at regional contests: Region 5A North Pass, VHSCA, NASSP, VASSP, VIAAA, VHSL, VSHSADA, Press Credentials, VHSL Principal's Pass, VHSL Assistant Principal's Pass, and NATA. The district pass and VHSL State Tournament pass will NOT be accepted. When a team is eliminated from the tournament, team members will be admitted with their coach. Senior citizens will be admitted free of charge.

### **V. FINANCIAL PLANNING AND ACCOUNTING**

- A. Financial records of the Region will be maintained for five years.
- B. Regional funds will be deposited in interest bearing accounts.
- C. Dual signatures are required for all checks.
- D. Financial reports completed by Regional Directors are due to the Regional Treasurer two weeks after the completion of the event. Late reports will be assessed a fine of \$100.00
- E. The Chairman of the Region will appoint on an annual basis an Audit Committee. The Committee will meet with the Regional Treasurer in August to review revenue versus expenditures for the completed fiscal year and to make recommendations for improved financial accountability.
- F. The treasurer shall receive a stipend of \$2,000.00 per school year.
- G. The coordinator of all the overall planning and coordinating of all sports, which includes buying and distributing medals and trophies, shall receive a stipend of \$1,000.00 per school year.
- H. Hospitality rooms may be provided by host school, but only the hospitality room for the wrestling tournament, outdoor track meet, indoor track meet, gymnastics meet, swim meet, cheerleading, forensics, academics, theater, and debate will be reimbursed by Region 5A North. Total reimbursement will be \$100 per day.
- I. There will be a regional director over each team sport. They will coordinate all financial information for each team sport and will be paid \$150 per sport.
- J. Each school will receive 20 passes to be used for admittance to all regional events.
- K. Each member school will be assessed \$1,000 to start the treasury for the region.
- L. Regional Handbook Revision—The regional chairman shall designate one athletic director from the region to be responsible for keeping the handbook current. This designee shall receive a \$250 stipend at the end of the spring season.

- M. Immediate Responsibilities for a Tournament Director
  - 1. The directors of the various regional tournaments and meets are responsible for the preparation of the VHSL Region Tournament contract. The contract shall be submitted to the Region treasurer prior to the tournament.
- N. Follow-up Responsibilities of a Tournament Director
  - 1. The director(s) of each regional event shall within two weeks of the conclusion of that scheduled event, collect all revenue, settle all accounts, complete the VHSL financial report (see Appendix B) and present a copy of that statement to each Regional Council member at the next scheduled monthly meeting.
  - 2. All proceeds (net) for the regional tournaments/meets above 65% will be placed in the Region 5A North Treasury. The remainder-35% is to be forwarded to the VHSL.
- O. Reimbursement to Host Schools
  - 1. There will be tournaments/meets where the expenses will exceed the income or there will be no income.
  - 2. In the aforementioned situations, the Regional Treasurer upon receipt of the final tournament/meet statement will reimburse.
- P. The balance in the Region treasury will be equally divided among the schools every two (2) years (each odd-numbered year after all bills for the year have been paid). The region council will establish a new balance as of July 1 with each school paying \$1,000.

**VI. TOURNAMENT PERSONNEL COSTS**

	<u>Site Director Fees</u>	<u>Trainer Fees</u>
Baseball	100.00 per game	75.00 per game
Basketball	100.00 per game	75.00 per game
Cheerleading	400.00	100.00
Cross Country	350.00	100.00
Debate	400.00	
Forensics	400.00	
Theater Festival	400.00	
Field Hockey	100.00 per game	75.00 per game
Football	300.00 per game	100.00 per game
Golf	250.00	
Gymnastics	450.00	100.00
Indoor Track	450.00	100.00
Lacrosse	100.00 per game	75.00 per game
Scholastic Bowl	400.00	
Soccer	100.00 per game	75.00 per game
Softball	100.00 per game	75.00 per game
Swimming	500.00	100.00
Singles/Doubles Tennis	200.00 per tournament	75.00 per match
Team Tennis	100.00	75.00 per match
Track-Outdoor	450.00	100.00
Volleyball	100.00	75.00
Wrestling	500.00	100.00 per Tourney
Regional Director	150.00 per team sport	
Ticket Taker	40.00 per game	
PA Announcer	40.00 per game	
Clock Operator	40.00 per game	
Security	Going Rate	
Custodial	Going Rate	



## **VII. TRAVEL REIMBURSEMENT RATES**

<u>Sport</u>	<u>Bus/Mini-Bus (reimbursed for trips &gt; 75 miles round trip)</u>
Football	\$4.00 per mile
Basketball	\$3.00 per miles
Baseball	\$2.00 per mile
Softball	\$2.00 per mile
Volleyball	\$2.00 per mile
Wrestling	\$1.00 per mile
Cross Country	\$1.00 per mile
Tennis	\$1.00 per mile
Golf	\$1.00 per mile
Soccer	\$2.00 per mile
Lacrosse	\$2.00 per mile
Outdoor Track	\$1.00 per mile
Indoor Track	\$1.00 per mile
Theater Festival	\$1.00 per mile
Debate	\$1.00 per mile
Forensic	\$1.00 per mile
Cheerleading	\$3.00 per mile
Scholastic Bowl	\$1.00 per mile
Swimming	\$1.00 per mile
Field Hockey	\$1.00 per mile
Gymnastics	\$1.00 per mile

Travel by car or van will be reimbursed at \$.50 per mile. If boys and girls travel to the same site, only one travel allotment is allocated. Broadcast Fees – None

## **VIII. CROWD/ FACILITY MANAGEMENT**

- A. Management Plans – Game/meet management responsibilities for facilities and personnel services shall be accomplished in a manner which will contribute to the utmost comfort, convenience, and safety of students, spectators, and players.
- B. Police Supervision (where appropriate)
  1. A meeting with the officer who will be in charge of the police detail should be scheduled prior to the Regional Tournament/Meet in order to review plans and requirements for crowd control.
  2. The public address announcer should make it perfectly clear before the contest that spectators not following established crowd control policies will be asked to leave the premises.
- C. Host Site Supervision
  1. The tournament/meet director will provide as much local adult supervision as necessary. These adults will normally be administrators, faculty members, and athletic booster club members of the host school.
  2. Some means of identification should be provided the aforementioned.
  3. The administrators and officials of the participating schools should be available to assist with crowd control involving their respective students. The principals or designee of the various participating schools should notify the tournament director as to their presence and where they can be located in an emergency.
  4. All gates should be properly marked and staffed.
- D. Ticket Booths
  1. Ticket booths should be easily recognizable and accessible, and staffed by adults.

2. There should be adequate lighting and police supervision in the area of the ticket booths.
  3. All booths should have a ticket price sign posted.
- E. Public Address System and Announcer
1. The public address system should be checked thoroughly prior to the game/meet to make certain that it is in proper working order. This check should take place at least one hour before the game/meet time in order to allow for repairs as necessary.
  2. It is recommended that the host sites have an adult as their public address announcer.
- F. Press Box
1. A plan should be developed in order to accommodate all necessary persons in the press box, and an adult supervisor to be responsible for press box security.
  2. With limited facilities, only authorized persons should be allowed in the press box. Provisions should be made for film crews, spotters, and radio personnel.
- G. Concession Stands
1. When it is feasible, concession stands should be provided.
  2. For outdoor events, where possible, concession stands should be provided on both the home and visitor sides of the field.
  3. Concession profits are kept by the host school.
- H. Dressing Rooms
1. The tournament director shall make provisions for both the home and visiting teams to be met upon arrival, directed to their dressing rooms, and assisted with any last minute request or needs.
  2. Security arrangements must be made to protect valuables, clothing, and equipment.
  3. All unauthorized persons must be kept out of the dressing room areas.
- I. Field Supervision
1. Police officers or site supervisors should be assigned to keep the field clear of unauthorized persons, and to protect the equipment in the areas of the team benches or dugouts.
  2. It is recommended that sideline passes be used to identify those persons not in uniform who are authorized to be on the field.
- J. Game Officials
1. Adequate dressing facilities are necessary to insure comfortable and safe preparation by the game officials.
    - a. These facilities should be located away from either team, and no one should be allowed to enter the area, even if they are using the coaches' dressing room.
    - b. The tournament director or his/her designee should meet the officials upon their arrival and direct them to their dressing room.
    - c. Be sure to notify the officials of any changes in the time schedule, such as extended half-time, etc.
  2. The game ball should be delivered to the officials prior to the start of the contest.
  3. Game Officials shall be assigned by the home team/high seed.
- K. Pre-Game and Half-Time Ceremonies
1. Arrangements must be made and coordinated in advance for any pre-game or half-time ceremonies through tournament director.
  2. The football tournament director or his/her designee should coordinate the pre-game and half-time activities by contacting the two participating band directors.
    - a. Bands are not allowed on the football playing field prior to ten minutes before the game unless the visiting coach is informed in advance.
    - b. If both the visiting and home bands are to perform at halftime, the normal halftime of fifteen minutes shall be extended to twenty minutes with notification to home and

visiting athletic directors, coaches, and game officials by the home athletic director. No halftime will exceed twenty minutes. Request to perform must be made by the visiting athletic director six days in advance.

- c. Band directors will work together to make provisions and arrangements for the visiting band. Band members, band directors, and aides will be admitted free if they arrive in a group and in uniform. There is a limit of one chaperone per ten band members.
3. If bands are allowed for indoor events, clear guidelines should be provided regarding times when they can and cannot play.
- L. Restroom Facilities – If restroom facilities are required, the tournament director is expected to make arrangements with a commercial portable outdoor toilet company.
- M. Programs—These, if produced, will be done so by host school at its expense, and host school will keep all proceeds.
- N. Cheerleaders—All uniformed varsity cheerleaders may participate at any regional contest, home or away.
- O. Noisemakers—Artificial noisemakers are not allowed at any indoor activity.
- P. Filming and Videotaping
  1. Competing Schools
    - a. A competing school desiring to videotape or film an athletic event in which that school competes may videotape the game with no permission.
  2. Non-competing schools
    - a. Non-competing schools or spectators may videotape from the regular spectator viewing area. No pressbox or preferential location shall be provided.
  3. Exchange of Videotapes
    - a. Region tournament football teams shall exchange a copy of their most recent two games. This videotape shall be of a quality to use for scouting purposes, such as the ability to identify players by jersey number.

## **IX. REGION TOURNAMENT DATES AND TOURNAMENT ROTATION**

- A. Only the regional council can make exceptions to tournament/meet guidelines.
- B. Regional tournament dates are published at the beginning of each school year. Adjustments of dates and/or times can be made by the respective tournament directors (in consultation with the Regional Council) as the result of extreme weather conditions, an act of God, unavailable facilities, and previously scheduled proms. Such changes shall be announced to each participating school.
- C. The site rotation for select tournaments is established in this handbook. If a conference is unable to serve their turn as host, any other conference may host. If other conferences cannot host, the assigned conference must provide a host. There will be no change in the remainder of the rotation and the volunteering conference will not lose their original spot in the rotation.

## **X. SELECTION OF ALL-REGION TEAMS**

- A. Individual Sports: Region 5A North will recognize the regional champions and those that place in the individual sports as being the all-region team. Individual sports following this model are: cross country, golf, gymnastics, wrestling, swim/dive, gymnastics, indoor and outdoor track and field, and tennis. The meeting will take place on the first Sunday following the last team sport that season. All sports will meet that day at the same location.
- B. Team Sports
  1. All-Region teams will be consistent with the All-State team selections.
  2. The conference chairpersons will be responsible for selecting coaches to represent their respective sports.

- a. Two coaches from each conference will attend the All-Region meeting in the following sports: baseball, basketball, field hockey, football, boys and girls lacrosse, boys and girls soccer, softball, and volleyball.
3. Only players who were named 1<sup>st</sup> Team All-Conference are eligible for All-Region Honors. Only Conference MVP winners are eligible for the Region MVP award. 1<sup>st</sup> and 2<sup>nd</sup> Team award winners will receive a certificate.

## 5A NORTH REGION: BASEBALL

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team bracketed tournament per handbook tournament bracket section. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. The highest seed from each conference will get a first round bye. The higher seed will be the home/host school. If same seeded teams meet in tournament (1 vs. 1, 2 vs. 2, etc...), higher seed will be top of bracket. Tournament champion and runner-up advance to state tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: BASKETBALL

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team bracketed tournament per handbook tournament bracket section. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. The highest seed from each conference will get a first round bye. The higher seed will be the home/host school. If same seeded teams meet in tournament (1 vs. 1, 2 vs. 2, etc...), higher seed will be top of bracket. Tournament champion and runner-up advance to state tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: CHEERLEADING

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting competition and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team competition. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. Conference 13 #4 will always compete first. The #3 conference teams will perform following the Conference 13 #4 team. The #2 conference teams will perform following the #3 conference teams. The #1 conference teams will perform following the #2 conference teams. The host conference 's #1 team will always compete last. The conference order within the #3, #2, and #1 groupings will follow the Region 5A Rotation appendix with the host conference's team performing last within each grouping and last year's host conference's team performing first within each grouping. Top four teams advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	N/A.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: CROSS COUNTRY

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting competition and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get 4 team representatives & 15 individuals (inclusive), conference 14 will get 3 team representatives & 15 individuals (inclusive), conference 15 will get 3 team representatives & 15 individuals (inclusive), and conference 16 will get 2 team representatives & 15 individuals (inclusive). Top 4 teams and top 10 individuals exclusive advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Not available.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	N/A.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.



## 5A NORTH REGION: FIELD HOCKEY

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Tournament format will follow the VHSL model.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: FOOTBALL

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Sixteen team bracketed tournament. The seeding will be based on the VHSL point system for football. The higher seed will be the home/host school. The director will seed the tournament based on the VHSL point system and identify all the schools, dates, sites, and times of the games. The first three weeks will consist of the first round (16), the quarter-finals (8), and the semi-finals (4). The remaining 2 teams will play the first round of the state tournament at the higher seed site. The winner of that game will determine the region champion and move on to the state final game versus the 5A South Champion.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: GOLF

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting tournament and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get 4 team representatives & 5 individuals (exclusive), conference 14 will get 3 team representatives & 4 individuals (exclusive), conference 15 will get 3 team representatives & 4 individuals (exclusive), and conference 16 will get 2 team representatives & 3 individuals (exclusive). Top 2 teams and top 6 (exclusive) individuals advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: GYMNASTICS

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting tournament and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Tournament format will follow the VHSL model. Two teams from each conference advance to the region tournament. Two teams advance from the region tournament to the A-5A Combined State Tournament. Qualifiers for the region meet include the top five individuals from each conference in each event, inclusive of all-around, and the top 3 individual all-around finalists from each conference.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: LACROSSE

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting tournament and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Tournament will follow the VHSL model. Two teams from each of the four zones (Commonwealth, Dulles, National, Potomac) qualify for the 8-team region tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: SOCCER

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team bracketed tournament per handbook tournament bracket section. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. The highest seed from each conference will get a first round bye. The higher seed will be the home/host school. If same seeded teams meet in tournament (1 vs. 1, 2 vs. 2, etc...), higher seed will be top of bracket. Tournament champion and runner-up advance to state tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: SOFTBALL

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team bracketed tournament per handbook tournament bracket section. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. The highest seed from each conference will get a first round bye. The higher seed will be the home/host school. If same seeded teams meet in tournament (1 vs. 1, 2 vs. 2, etc...), higher seed will be top of bracket. Tournament champion and runner-up advance to state tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: SWIM & DIVE

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting entries and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get 5 individual representatives & 5 relays, conference 14 will get 4 individual representatives & 4 relays, conference 15 will get 4 individual representatives & 4 relays, and conference 16 will get 3 individual representatives & 3 relays. Top 6 individuals and top 3 relays advance to state competition. State qualifying times will also advance competitors into the region championship.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.



## 5A NORTH REGION: TENNIS

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	All conferences championship team and runner-up, conference singles champions and runner-up, and doubles champion and runner-up qualify. Seeding based on per handbook bracket. Top 2 teams, top 2 singles, and 2 top doubles advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: TRACK (INDOOR)

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting entries and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get top 5 individual representatives, conference 15 will get top 4 individual representatives, and conference 16 will get top 3 individual representatives. State qualifying times will advance a competitor to the region championship. Top 6 individuals advance to state competition. Top 3 relay times from each conference advance to the region championship.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: TRACK & FIELD (OUTDOOR)

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting entries and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get top 5 individual representatives & top 3 relays, conference 14 will get top 4 individual representatives & top 3 relays, conference 15 will get top 4 individual representatives & top 3 relays, and conference 16 will get top 3 individual representatives & top 3 relays. State qualifying times will advance a competitor to the region championship. Top 8 per event advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: VOLLEYBALL

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the games as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	It will be a 12 team bracketed tournament per handbook tournament bracket section. Conference 13 will get 4 representatives, conference 14 will get 3, conference 15 will get 3, and conference 16 will get 2. The highest seed from each conference will get a first round bye. The higher seed will be the home/host school. If same seeded teams meet in tournament (1 vs. 1, 2 vs. 2, etc...), higher seed will be top of bracket. Tournament champion and runner-up advance to state tournament.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## 5A NORTH REGION: WRESTLING

Director:	As assigned by the region council. He/She is required to send tournament packet to all region schools three weeks prior to start of tournament outlining all tournament information. Collect entry forms and update tournament info to VHSL and participating schools. The director will be responsible for setting brackets and identify all the schools, dates, sites, and times of the competition as early as possible. He/She is responsible for financial reports to regional treasurer.
Site Director:	Host school AD.
Date/Time:	Set by regional council per VHSL calendar deadline week (may have to be adjusted based on officials availability and potential travel time of visiting school).
Format:	Conference 13 will get top 5 representatives per weight class, conference 14 will get top 4 representatives per weight class, conference 15 will get top 4 representatives per weight class, and conference 16 will get top 3 representatives per weight class. Top 4 individuals representatives per weight class advance to state competition.
Postponement Date:	Set by Director in coordination with the site director and visiting school. Suspended games will follow VHSL Handbook Rule 56-6-2.
Officials:	Set by Director in coordination with site director from the approved VHSL list.
Entry Forms:	Must be submitted to tournament director prior to competition.
Expenses:	Per handbook financial structure.
Admissions:	Per handbook financial structure.
Pass Policy:	VHSL recognized passes only, to include 5A North pass.
Programs:	The host school will provide the programs. All revenue will go to the host school.
Spectator Seating:	Seating should be designated by the site directors.
Dressing Rooms:	Site director should clearly specify and indicate on map of school.
Game Personnel:	The site director will engage all supportive personnel.
Public Address:	Each school is to furnish to the announcer the starting line-up.
Balls:	Provided by the host school. Must be NFHS approved.
Awards:	Per handbook awards section.
Concessions:	The site director will be responsible for all concessions. All receipts will go to the organization that operates the concessions; unless otherwise arranged by the site director.

## **SCHOLASTIC BOWL COMPETITION**

**I. SCHOLASTIC BOWL COMPETITION IS CONSIDERED A WINTER VHSL ACTIVITY.**  
Regional competitions are held on a designated single, all-day Saturday in late January or early February. Scheduling of the event must be done in conjunction with area media taping of the television show “It’s Academic” in order to prevent conflicts.

**II. REGIONAL TOURNAMENT PROCEDURES:**

The Regional tournament is modeled after the VHSL competition in which the eight teams (top two teams from each of four conferences) participate in a double- elimination format. The Regional Champion and the Runner- up then advance to the VHSL State competition.

## **DEBATE TOURNAMENT**

**I. PROCEDURES TO REACH REGIONAL TOURNAMENT**

A. Selection Process – Each conference will be represented by the indicated place winners in the following categories:

1. Switch-side (Classic) – top three
2. Switch-side (Contemporary) – top three
3. Policy – top three
4. Lincoln-Douglas – top four

B. Competition Rules – competition rules (found in VHSL Handbook) in each of the four debate categories are the same for the Regional Tournaments.

C. VHSL Forms – Conference directors are responsible for ascertaining that only certified teams will be present at the Regional Tournament. The coaches of the participating debaters are to submit their debaters’ names on the proper VHSL forms and submit them to the Regional Tournament Director as soon as possible.

D. Special Instructions

1. In case certified debaters cannot participate, the conference director is then responsible for notifying the replacement teams (third place in conference) from his/her Conference to assure a full round of debating throughout the entire Regional Tournament.
2. Conference directors are specifically requested to check each team or debater two days prior to the start of the Regional Tournament in order to provide sufficient time for arranging for replacement teams. Contact with the DSA or coach is considered sufficient contact.
3. Replacement teams or debaters must follow VHSL guidelines.

**II. TOURNAMENT DIRECTOR RESPONSIBILITIES**

A. Proposed Budgets – The proposed budget for the Regional Debate Tournament must be presented to and approved by the Regional Council prior to the opening of the season. The tournament director should use proper forms (see Appendix )

B. Trophies, Judges, and Announcements – the tournament director should contact the Regional Trophy Chairman, contact the judges to be hired, and mail announcements to all coaches. The announcement shall include, but not be limited to, the name, site and dates for the Regional debates.

C. Information Meeting – On the day of the meet, the coaches of the participating teams/debaters will meet with the tournament director for final instructions and signing required judging forms for Classic Debate Judging Criteria and Behavior of Judges.

### III. LOGISTICAL REQUIREMENTS/TIME SCHEDULE/SPECIAL ARRANGEMENTS FOR DEBATE TOURNAMENT

- A. Meet Site Within Host School Building – Prior to the meet, the tournament director has the responsibility for organizing judging assignments, determining room availabilities in the school with activities director or planning awards assembly following tournament.
- B. Dates of the Regional Debate Tournament will usually be held last week in March.
- C. Special Rules for Contests
  1. In the Regional Tournament for classic straight side team debate, each affirmative team will meet each negative team once.
  2. If a round robin format is used, each switch-side team will debate each remaining switch-side team once.
  3. If a round robin format is used, each Lincoln-Douglas debater will debate each remaining debater. If a bracket system is used, each district will have one person in each of the 4 brackets as follows:

1 <sup>st</sup> 5A North 13	1 <sup>st</sup> 5A North 16	1 <sup>st</sup> 5A North 15	1 <sup>st</sup> 5A North 14
2 <sup>nd</sup> 5A North 14	2 <sup>nd</sup> 5A North 13	2 <sup>nd</sup> 5A North 16	2 <sup>nd</sup> 5A North 15
3 <sup>rd</sup> 5A North 15	3 <sup>rd</sup> 5A North 14	3 <sup>rd</sup> 5A North 13	3 <sup>rd</sup> 5A North 16
4 <sup>th</sup> 5A North 16	4 <sup>th</sup> 5A North 15	4 <sup>th</sup> 5A North 14	4 <sup>th</sup> 5A North 13

The top eight debaters as determined by total wins/losses will be seeded by total speaker points. The final bracket will be determined 1. vs 8, 2 vs. 7, 3 vs. 6, 4 vs. 5. A three judge panel will determine the winner of each round. The four winners advance to the State Finals.

- 4. Final determination of the two winning regional switch-side teams, the two winning classic affirmative teams and the two winning regional classic negative teams will be determined by total wins and losses in the tournament.
  - 5. Ties in team switch-side and straight-side debate will be broken first by the use of speaker points and second by the use of total team rankings. Ties for Lincoln-Douglas debates will be broken by first head to head competition, second by total speaker points, third by dropping high and low speaker points.
- E. Admission – No admission charge is made for this event.

### IV. EXPENSES/PERSONNEL REQUIRED TO OPERATE TOURNAMENT

See tournament personnel costs.

### V. CERTIFYING WINNER AND SWEEPSTAKES

- A. Place winners in each category will be determined according to VHSL rules.
- B. The six winning teams and four Lincoln-Douglas debaters will be certified to represent Region5A North at the VHSL State Debate Tournament.
- A. Third place teams and a fifth place LD debater will also be certified in each division in case of illness or the inability of one of the certified teams/debaters to participate in the State Tournament.
- B. Substitutions-No substitutions will be made beyond the 3<sup>rd</sup> place debate team or 5<sup>th</sup> place LD debate.
- C. Team champions will be determined by giving points for winners as follows: 1<sup>st</sup>=7 pts 2<sup>nd</sup>= 5pts, 3<sup>rd</sup>= 3pts, 4<sup>th</sup> = 1pt. Ties are broken by determining the team with the greater number of 1<sup>st</sup> place winners. The winner will be announced at the awards tournament. The Conference

winner will receive the traveling Conference trophy. The regional winner will receive patches for each member of the team.

## **VI. AWARDS** (See awards appendix)

## **VII. FOLLOW-UP RESPONSIBILITIES OF TOURNAMENT DIRECTOR**

- A. Following the meet, the tournament director has the responsibility of completing the state entry blanks listing the regional winners in first and second place for all team categories. Regional Championship team will be listed. The first, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Lincoln Douglas debaters, and the callup teams (3<sup>rd</sup> place) or call up LD debater (5<sup>th</sup>). This should be mailed or faxed to the VHSL office in Charlottesville promptly.
- B. The tournament director shall within two weeks of the conclusion of the Regional Debate Tournament settle all accounts, complete the VHSL statement (see Appendix ), and present copies of that statement to each Regional Council member at the next scheduled monthly meeting.
- C. One week before the state debates, the Regional Director will contact each winning school to ensure participation in the state tournament. Appropriate substitutions will be made.

## **FORENSICS TOURNAMENT**

### **I. PROCEDURES TO REACH REGIONAL TOURNAMENT**

- A. Selection Process: Each conference will be represented by their first, second and third place winners in the following categories:
  1. Extemporaneous Speaking
  2. Humorous Dramatic
  3. Original Oratory
  4. Impromptu
  5. Story Telling
  6. Prose Interpretation
  7. Poetry Interpretation
  8. Serious Dramatic Duo
  9. Humorous Dramatic Duo
  10. Serious Dramatic
- B. Competition Rules – Competition rules (found in the VHSL Handbook) in each of the speaking categories are the same for the Regional Tournaments.
- C. VHSL Forms – Coaches of the participating contestants are to submit their qualified speakers' names on the proper VHSL forms and mail/fax them to the regional tournament director as soon after the district meet as possible.

### **II. INITIAL TOURNAMENT DIRECTOR RESPONSIBILITIES**

- A. Proposed Budgets – The proposed budget for the Regional Forensics Tournament must be presented to and approved by the Region Council prior to the opening of the season. The tournament director should use the proper forms (see Appendix).
- B. Trophies, Judges and Announcements – The regional director should contact the regional trophy chairman, contact the judges to be hired, and mail announcements of the tournament to all coaches.
- C. Materials for Tournament:
  1. The regional director should receive the packet of materials from the VHSL, which includes rules for running the meet, certificates for all categories and medals for first place, second place and third place.



2. A postcard should also be included which the regional chairman should send immediately confirming receipt of the materials.

D. Information Meeting – On the day of the meet, arrangements should be made for the coaches to meet in one room for refreshments while the tournament director meets with judges to review rules for evaluating contestants and distributing judging materials.

### **III. LOGISTICAL REQUIREMENTS/TIME SCHEDULE/SPECIAL RULES FOR FORENSIC TOURNAMENT**

- A. Meet Site within Host School Building – Prior to the meet, the regional tournament director has the responsibility for organizing judging assignments, determining room availability in the school, coordinating use of the school after hours with activities director, and planning awards assembly following tournament.
- B. Dates of Tournament – The Regional Forensics Tournament is held within the guidelines set by the VHSL. All regional schools should be notified one month before the tournament date.
- C. Special Rules for Contests
  1. The judges should be instructed to give no oral critiques and to return results to the tournament director as soon as possible after the round.
  2. Extemporaneous and Impromptu topics should be received from the state office at least one week prior to the regional tournament. Topics must be prepared in advance for the contestants to draw before the thirty-minute preparation time allowed.
- D. Admission – No admission charge is made for this event.

### **IV. EXPENSES AND PERSONNEL REQUIRED TO OPERATE TOURNAMENT**

See tournament personnel costs.

### **V. PROCEDURES TO DETERMINE CHAMPIONSHIP**

- A. Place winners in each category will be determined.
- B. First, second and third place regional winners in each category will advance to state competition. 4<sup>th</sup> place finishers will be the alternate in the event that any of the top 3 are unable to attend. In this event, #4 comes in as #3 and everyone moves up.
- C. A team champion and runner-up shall be determined.

### **VI. AWARDS (See awards appendix)**

### **VII. FOLLOW-UP RESPONSIBILITIES OF TOURNAMENT DIRECTOR**

- A. Following the meet, the tournament director has the responsibility of completing the state entry blank listing regional winners in first and second place for all categories. This should be mailed to the VHSL office in Charlottesville promptly to register the Northern Regional winners for the state meet.
- B. The tournament director shall within two weeks of the conclusion of the Regional Forensics Tournament settle all accounts, complete the VHSL statement (see Appendix) and present copies of that statement to each Regional Council member at the next scheduled monthly meeting.

## ONE-ACT COMPETITION

### I. PROCEDURES TO REACH REGIONAL COMPETITION

- A. **Selection Process** – Schools whose productions receive first and second place awards in their Conference competition will advance to the regional competition. Schools may not change plays between rounds. Only one entry per school permitted.
- B. **Eligibility of Participants** – Representatives and member schools are required to observe and comply with all League rules and regulations set forth in Sections 26-33 with the exception of those that make specific reference to athletics. All members of the cast and crew must meet eligibility requirements.
- C. **Program** – The League’s dramatic art program consists of a series of theater competitions conducted on district, regional, and state levels within groups. Each participating school selects a play in accordance with the regulations and suggestions given in Sections 100 and 101, and enters it in the appropriate district competition. Schools receiving first and second place awards in the conference competition will advance to the regional.
- D. **State Competition** – A state theatre competition for all groups shall be held annually on dates specified on the Activities Calendar (inside front cover of the HANDBOOK). In the Region, only those schools receiving first and second place awards in the regional competition shall be eligible to perform in the state competition.
- E. **Competition Rules** – Competition rules (found in VHSL Handbook) for the Theatre (Drama) Competitions are clearly stated for Regional Competitions. Certain specific rules and regulations should be noted and they include:
  - 1. **Selection of Script** – Any script, including musical theatre, children’s theatre, and mime may be selected and used in the theatre competition provided (a) it does not exceed 35 minutes in playing time, (b) it has not been presented at a VHSL district, regional, or state competition by the same producing school during the last two years, and (c) the school has secured the necessary permission to perform the selection, including payment of royalty, if any, from the author or publisher. If a school uses a cutting from a full-length script, it may not be a scene from a full-length production the school has performed or will perform during the current school year.
  - 2. **Eligibility of Participants** – Representatives and member schools are required to observe and comply with all League rules and regulations set forth in Sections 26-33 with the exception of those that make specific reference to athletics. All members of the cast and crew must meet eligibility requirements.
- F. **VHSL Forms** – Participating schools are to submit their qualified actors and the selected play on the proper VHSL forms to the Regional Drama Competition Director by their requested deadline.

### II. SELECTION OF REGIONAL DIRECTOR AND CRITIC JUDGES

- A. **Director** – The Director or Assistant Director of Student Activities of the host school is the Regional Director who coordinates the drama competition
- B. **Assistant Directors** – The method for choosing assistant directors will be left to the discretion of the Director.
- C. **Critic Judges**
  - 1. Qualified theatre personnel are recommended by the VHSL. Recommendations may be gathered from the Regional Directors.
  - 2. Three or four critic judges are selected. (When four judges are selected, the low scores will be thrown out and only three judges scores will be calculated.) Every effort should be made to obtain judges that have not judged district competition in the Northern Region.

Also, judges should not have personal relationship with any director in the Regional competition.

### **III. INITIAL TOURNAMENT DIRECTOR RESPONSIBILITIES**

- A. **Proposed Budgets** – The proposed budget for the Regional Drama Competition must be presented to and approved by the Regional Council prior to the opening of the season. The Regional Competition Director should use the proper forms (see Appendix ).
- B. **Materials for Competition**
  - 1. The Regional Competition Director should receive the competition kit (which includes all necessary instructions, critics' rating forms, and supplies) from the VHSL.
  - 2. The aforementioned materials are to be distributed by the Competition Director to all participating schools and the critic judges.
  - 3. The Competition Director should forward a postcard to the VHSL confirming receipt of the materials.

### **IV. LOGISTICAL REQUIREMENTS/TIME SCHEDULE/SPECIAL RULES FOR ONE ACT COMPETITION**

- A. **Meet Site Responsibilities** – The host school is responsible for scheduling the participants, making arrangements for the judges' quarters, registration, ushering, and providing light/sound technicians (student).
- B. **Dates of Competition** – The Regional Drama Competition is a one day event usually conducted during the latter part of February.
- C. **Admission and Audience** – Participants will not be charged to watch the other schools.

### **V. EXPENSES AND PERSONNEL REQUIRED TO OPERATE THE DRAMA COMPETITION** (See sample attachment)

### **VI. FOLLOW-UP RESPONSIBILITIES OF COMPETITION DIRECTOR**

- A. Following the competition, the director has the responsibility for completing the state entry blank. This should be mailed immediately to the VHSL office. This action registers the schools for participation in the state competition.
- B. The competition director shall **within two weeks** of the conclusion of the Regional Drama Competition settle all accounts, complete the VHSL financial statement (see Appendix ) and present copies of that statement to each Regional Council member at the next scheduled monthly meeting.

### Appendix A—Region 5A North Directory

<b>Conference 13</b>			<b>Email</b>	<b>Work Phone</b>	<b>Cell Phone</b>
Thomas Edison	Principal DSA	Pam Brumfield Berk Stoy	pebrumfield@fcps.edu EBStoy@fcps.edu	703-924-8000 703-924-8090	703-346-4105
Falls Church	Principal DSA	Mike Yohe Jeanne Kelly	mayohe@fcps.edu jeanne.kelly@fcps.edu	703-207-4000 703-207-4023	703-975-2038 703-401-5762
Thomas Jefferson S&T	Principal DSA	Evan Glazer Rusty Hodges	evan.glazer@fcps.edu brhodges@fcps.edu	703-750-8300 703-750-8333	
Robert E. Lee	Principal DSA	Abe Jeffers Lori Barb	abe.jeffers@fcps.edu lori.barb@fcps.edu	703-924-8300 703-924-8352	
George C. Marshall	Principal DSA	Jay Pearson Joe Swarm	jay.pearson@fcps.edu joe.swarm@fcps.edu	703-714-5400 703-714-5409	703-203-0676
Mount Vernon	Principal DSA	Nardos King Bob Maxey	nardos.king@fcps.edu robert.maxey@fcps.edu	703-619-3100 603-619-3141	
JEB Stuart	Principal DSA	Prosperanta Calhoun Brian Garvey	Prosperenata.calhoun@fcps.edu BDGarvey@fcps.edu	703-824-3900 703-824-3961	571-294-9537
Wakefield	Principal DSA	Christian Willmore Noel Deskins	chris.willmore@apsva.us noel.deskins@apsva.us	703-228-6700 703-228-6733	571-220-7979
<b>Conference 14</b>					
Briar Woods	Principal AD	Ed Starzenski Jerry Carter	edward.starzenski@lcps.org jerry.carter@lcps.org	703-957-4400 703-957-4408	703-717-8207
Broad Run	Principal AD	Doug Anderson Jack Kirby	doug.anderson@lcps.org jack.kirby@lcps.org	571-434-2300 571-434-2310	571-246-5650
Freedom (South Riding)	Principal AD	Doug Fulton Matt Oblas	douglas.fulton@lcps.org matt.oblas@lcps.org	703-957-4306 703-957-4308	703-606-8448 703-727-7592
Potomac Falls	Principal AD	Elizabeth Noto Mike Sipe	elizabeth.noto@lcps.org michael.sipe@lcps.org	571-434-3200 571-434-3210	540-539-6938
Stone Bridge	Principal AD	Jim Person Dave Hembach	james.person@lcps.org dave.hembach@lcps.org	571-252-2200 571-252-2210	571-233-5292 571-246-5688
Tuscarora	Principal AD	Pam Paul-Jacobs Derek Farrey	pamela.jacobs@lcps.org derek.farrey@lcps.org	571-252-1900 571-252-1910	703-431-3602 703-431-4763
<b>Conference 15</b>					
Brooke Point	Principal AD	Scott McClellan Roger Pierce	smcclellan@staffordschools.net piercerw@staffordschools.net	540-658-6080 540-658-6093	540-903-7753 540-538-7756
Freedom (Woodbridge)	Principal AD	Inez Bryant Bobbi DeWitt	dewittbs@pwcs.edu	703-583-1405 703-583-1562	
Massaponax	Principal AD	Joseph Pisani Stan Clements	jpisani@spotsylvania.k12.va.us jclements@spotsylvania.k12.va.us	540-710-0419 540-710-0419	631-838-2107 540-840-6516
Mountain View	Principal AD	Jim Stemple Greg Margheim	jstemple@staffordschools.net margheimga@staffordschools.net	540-658-6840 540-658-6840	540-840-6516
North Stafford	Principal AD	Thomas Nichols Ben Stutler	tnichols@staffordschools.net stutlerbw@staffordschools.net	540-658-6150 540-658-1234	540-295-6722 540-287-4294
Potomac Senior	Principal AD	Mike Wright Bill Stearns	wrightma@pwcs.edu stearnbl@pwcs.edu	703-441-4200 703-44104264	571-238-9167
<b>Conference 16</b>					
Albemarle	Principal AD	Jay Thomas Deb Tyson	jthomas@k12albemarle.org dtyson@k12albemarle.org	434-975-9300 434-975-4308	434-981-9901
Halifax	Principal AD	Albert Randolph Allen Lawter	arandolph@halifax.k12.va.us alawter@halifax.k12.va.us	434-572-4977 434-575-2011	434-470-0440 434-470-2632
Patrick Henry (Ashland)	Principal AD	Wanda Bibb Matt Crowder	wbibb@hanover.k12.va.us mcrowder@hanover.k12.va.us	804-365-8000 804-365-8055	804-370-3481 804-221-7219
Orange	Principal AD	Doug Duncan Marc Cole	dduncan@ocss-va.org mcole@ocss-va.org	540-661-4300 540-661-4284	540-272-4911 540-829-3020



## Appendix B—Region Tournament Contract

### VIRGINIA HIGH SCHOOL LEAGUE, INC. REGION TOURNAMENT CONTRACT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Virginia High School League, Inc. \_\_\_\_\_ Region, herein referred to as VHSL, and \_\_\_\_\_ herein referred to as the host.

Wherein VHSL conducts, as part of its business, region tournaments for various athletic and academic events, and the host desires to conduct said event for VHSL, now, therefore, in consideration of the following mutual covenants and agreements contained herein, the parties agree as follows:

#### **1. FACILITIES**

The host agrees to provide the facilities for the tournament. The facilities shall be the \_\_\_\_\_ unless otherwise approved 60 (sixty) days in advance of the tournament in writing by VHSL. Such facilities are to be used exclusively for the VHSL event for the tournament dates. No sharing of the site with other events may take place during the VHSL event.

#### **2. MANAGEMENT**

Except as provided in this paragraph for officials, the host shall provide, manage and supervise all personnel necessary to properly conduct the tournament, including without limitation, tournament director, ticket sellers and takers, concession workers, event monitors, statisticians, time-clock operators, and timers, who are not officials, security personnel, rescue squads, and custodial workers.

The host is responsible for compliance with all laws and regulations regarding payment for the labor and/or services of individuals and organizations arranged by the host as a part of its management responsibilities set forth in this paragraph, including without limitation compliance with IRS regulations regarding income tax and FICA withholdings, the issuance of required tax reports, and any other Federal, State and local laws or regulations.

The VHSL is responsible for obtaining the officials for the contest. Officials will be independently contracted by VHSL. The host organization will have no duties or responsibilities for the officials who enforce the rules and regulations of the competition.

#### **3. PAYMENT**

For hosting the tournament, VHSL agrees to pay the host \$ \_\_\_\_\_ (the Payment). Within 10 (ten) business days following the tournament's completion, host shall deliver to VHSL revenue from the tournament including all ticket sales, gate receipts, broadcast and telecast fees, video sales, and VHSL produced program sales. Within 5 (five) business days of VHSL's receipt of the revenue, VHSL shall make the Payment to host.

#### **4. ADMISSION, COPYRIGHT, BROADCAST, AND RULES OF PLAY**

In hosting the tournament as provided herein, the host hereby agrees to abide by all VHSL regulations and rate schedules regarding admission, broadcasting, telecasting, video taping, program sales, and any other functions that are regulated by VHSL policies and guidelines. The host may not modify or establish event attendance, copyright or broadcast fees, or rules of play for the participants.

#### **5. PROMOTION**

The VHSL reserves the right to require the host to terminate or to enjoin any advertising or announcements relating to the tournament hosted that have not been approved in advance in writing by VHSL. Advertising and publicity shall be in style and content suitable for viewing or hearing by a family audience including minor children. All advertising and publicity announcements must specify that the event is a VHSL event and that the VHSL owns the copyright and broadcast rights to the tournament.

**6. COMPLIANCE**

The host will exercise due care not to conduct or permit any activities at the tournament that are in violation of Federal, State, or local laws. The host will be responsible for compliance with all statutes and ordinances relating to public assembly and public events. The host shall also take measures to ensure that activities and conduct of attendees are appropriate for seeing or hearing by a family audience with minor children.

**7. LIABILITY**

The host will indemnify and hold the VHSL harmless from any claims, actions, suits or demands, for damages to the host, site owner, tournament participants, and attendees' person and/or property arising from the tournament. VHSL has catastrophic insurance coverage for student participants in events with a significant deductible, and general liability insurance for its own acts or omissions. Host shall be responsible for insurance coverage for its own acts, omissions, or liability of any kind.

**8. ASSIGNMENT**

This agreement can not be assigned to any other party without the prior written consent of the VHSL.

**9. TERMINATION**

This Agreement may be terminated by either party upon sixty (60) days notice prior to the event. The host shall have to right to cure a defect in the performance of its duties specified in this Agreement upon notification of defect by VHSL. Such cure shall be completed within seven (7) days of notice of the defect by VHSL, or this contract may be voided by the VHSL at its option, and VHSL shall thereafter be relieved of any obligation for payment under this agreement and may arrange another tournament host.

**10. OTHER**

This contract constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, commitments, offers, contracts, and writings of any nature. Any amendments or changes to this contract shall be in writing signed by both parties.

The undersigned hereby warrants that they are authorized to enter into this agreement to host VHSL's \_\_\_\_\_ Region Tournament.

Name of Event

**VIRGINIA HIGH SCHOOL LEAGUE, INC.** \_\_\_\_\_ **REGION**

**By:** \_\_\_\_\_  
Authorized Signature Title Date

**HOST ORGANIZATION:** \_\_\_\_\_  
Name of Host Organization

**By:** \_\_\_\_\_  
Authorized Signature Title Date



## Appendix D—Region Team Travel Reimbursement Report

It is Region 5A North policy that all activities will be reimbursed for round trip mileage only according to the following schedule (only round trips of 50 miles or greater qualify for reimbursement):

Football	\$4.00/mile	Basketball	\$3.00/mile
Baseball	\$2.00/mile	Softball	\$2.00/mile
Volleyball	\$2.00/mile	Lacrosse	\$2.00/mile
Field Hockey	\$1.00/mile	Cross Country	\$1.00/mile
Tennis	\$1.00/mile	Golf	\$1.00/mile
Outdoor Track	\$1.00/mile	Indoor Track	\$1.00/mile
Theater	\$1.00/mile	Debate	\$1.00/mile
Forensic	\$1.00/mile	Soccer	\$2.00/mile
Scholastic Bowl	\$1.00/mile	Cheerleading	\$3.00/mile
Swimming	\$1.00/mile	Gymnastics	\$1.00/mile

**No. of bona fide students**

1 – 4  
5 – 8

**No. of Cars**

1  
2

\*\*Travel by car/van will be reimbursed at \$.50 per mile

The information below should be completed by the tournament director and filed with the tournament financial report. A separate form should be completed for each day of a multi-day event. Additional forms may be used in necessary.

Host School \_\_\_\_\_

Name of Regional Event \_\_\_\_\_

(Check One) Qtr. Finals \_\_\_\_\_ Semifinals \_\_\_\_\_ Finals \_\_\_\_\_

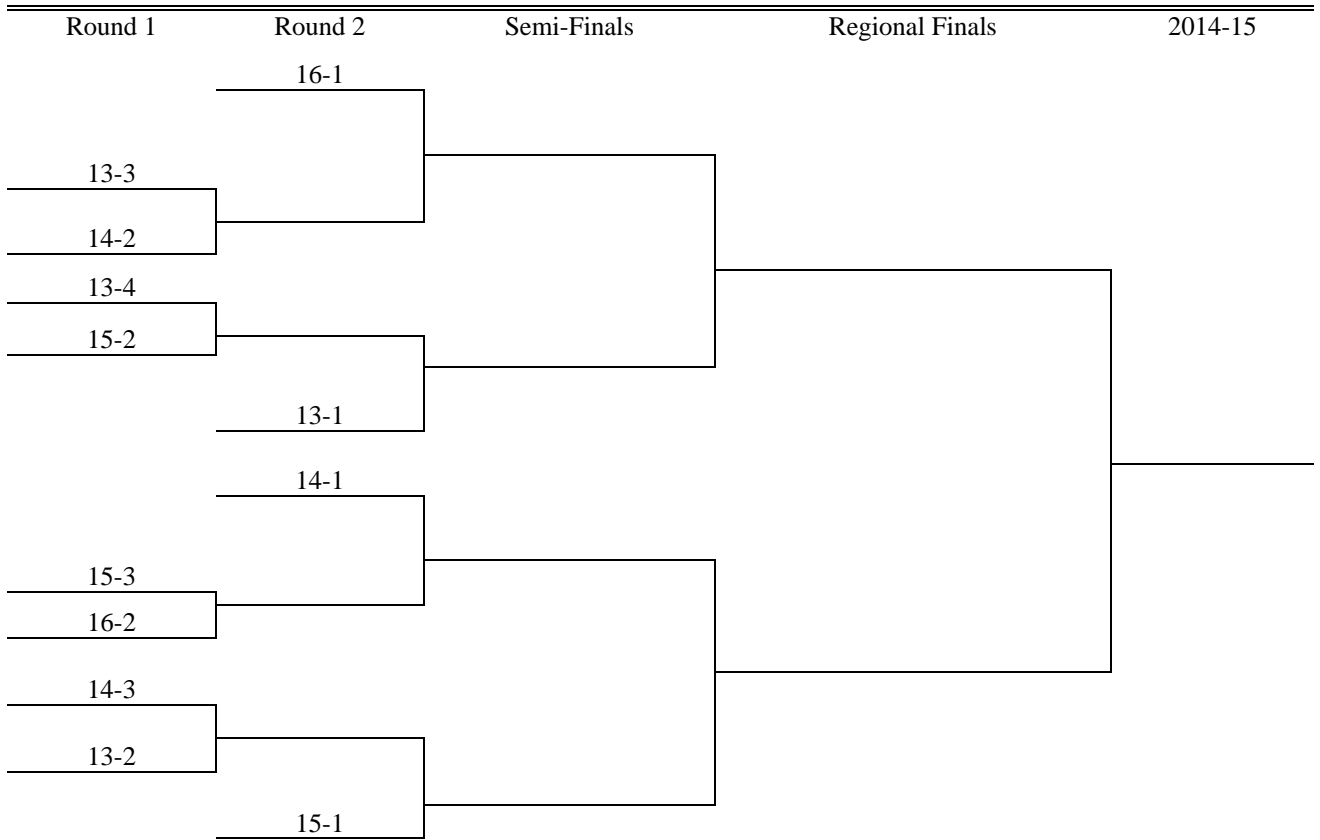
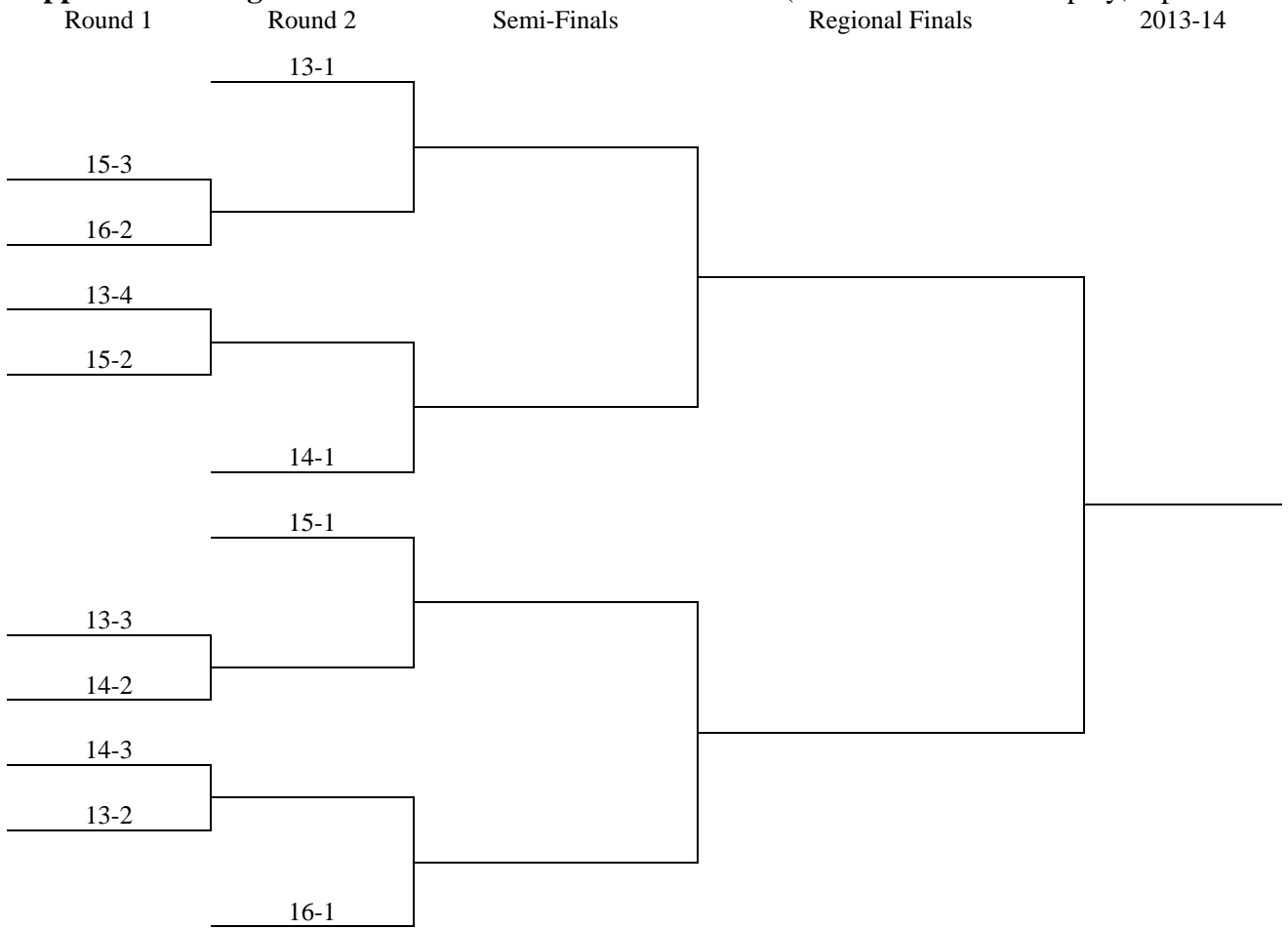
Site \_\_\_\_\_ Tournament Director \_\_\_\_\_

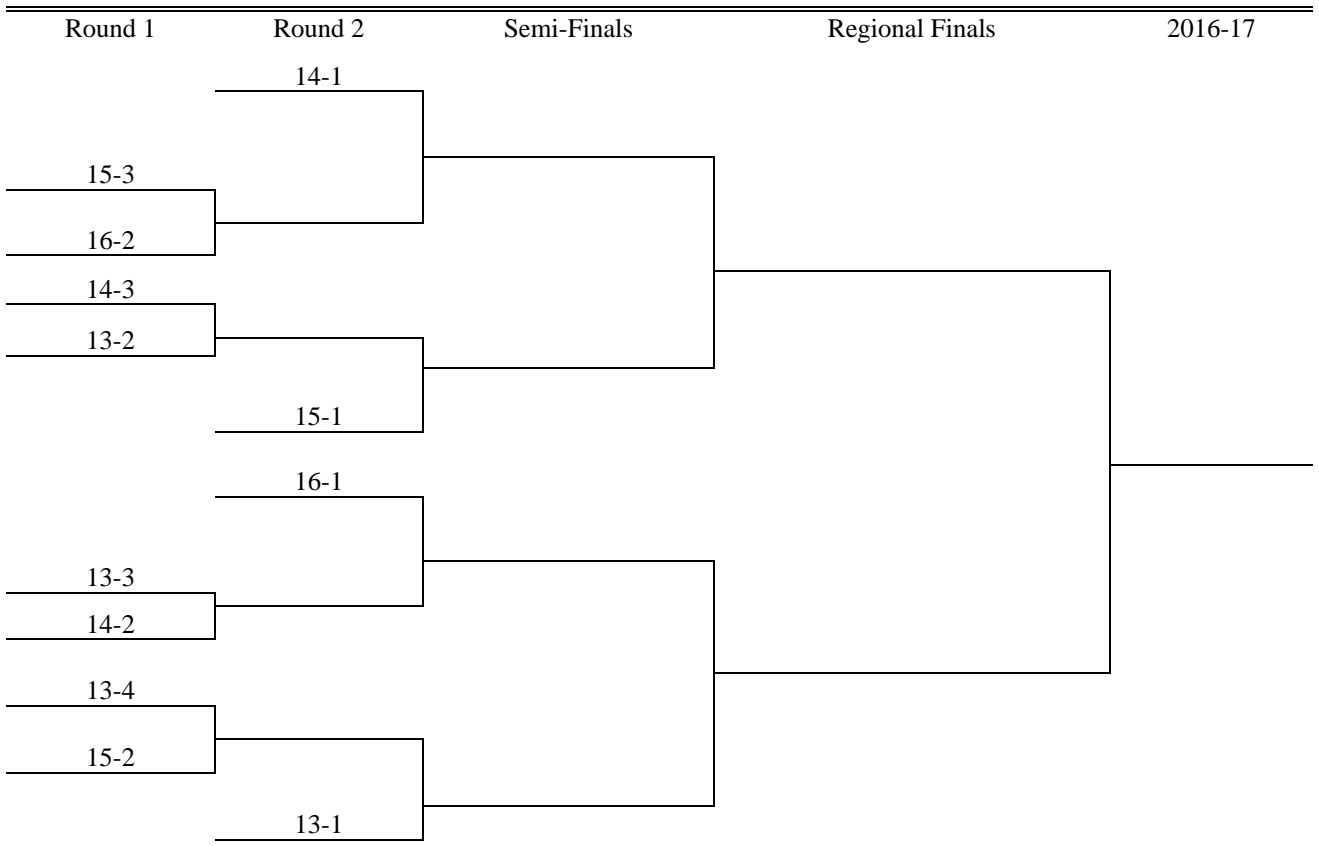
Date of Event \_\_\_\_\_

Participating School	Round Trip	Rate	Travel Reimbursement
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____



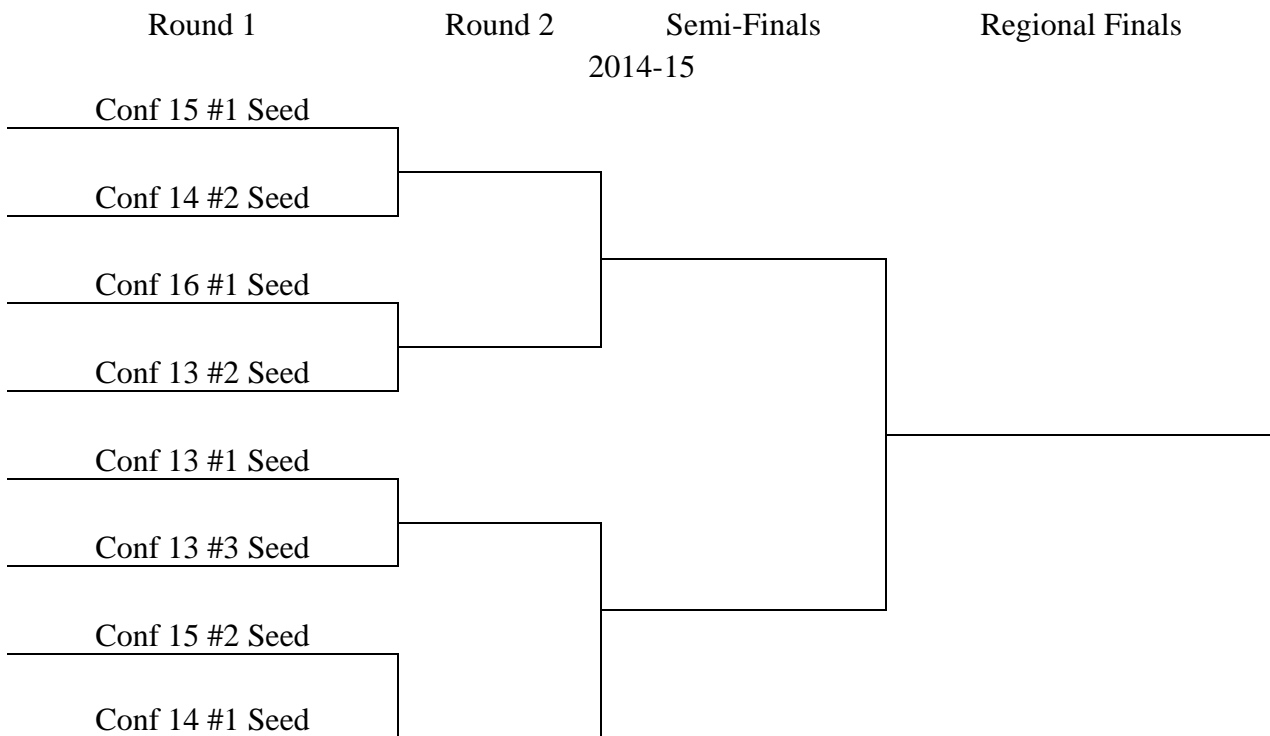
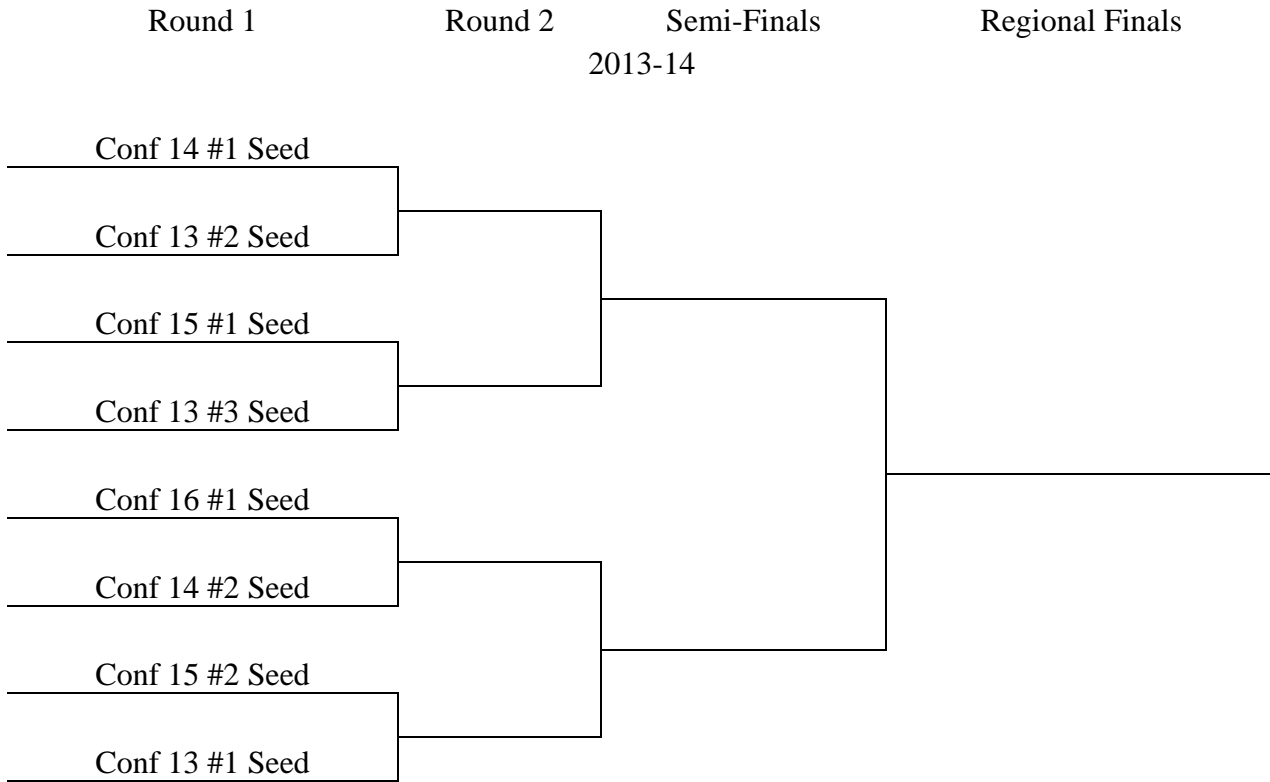
**Appendix E—Region 5A 12 Team Tournament Brackets (If same seeded teams play, top team hosts)**





## Appendix F—Region 5A 8 Team Field Hockey Tournament Brackets

(If same seeded teams play, top team hosts)



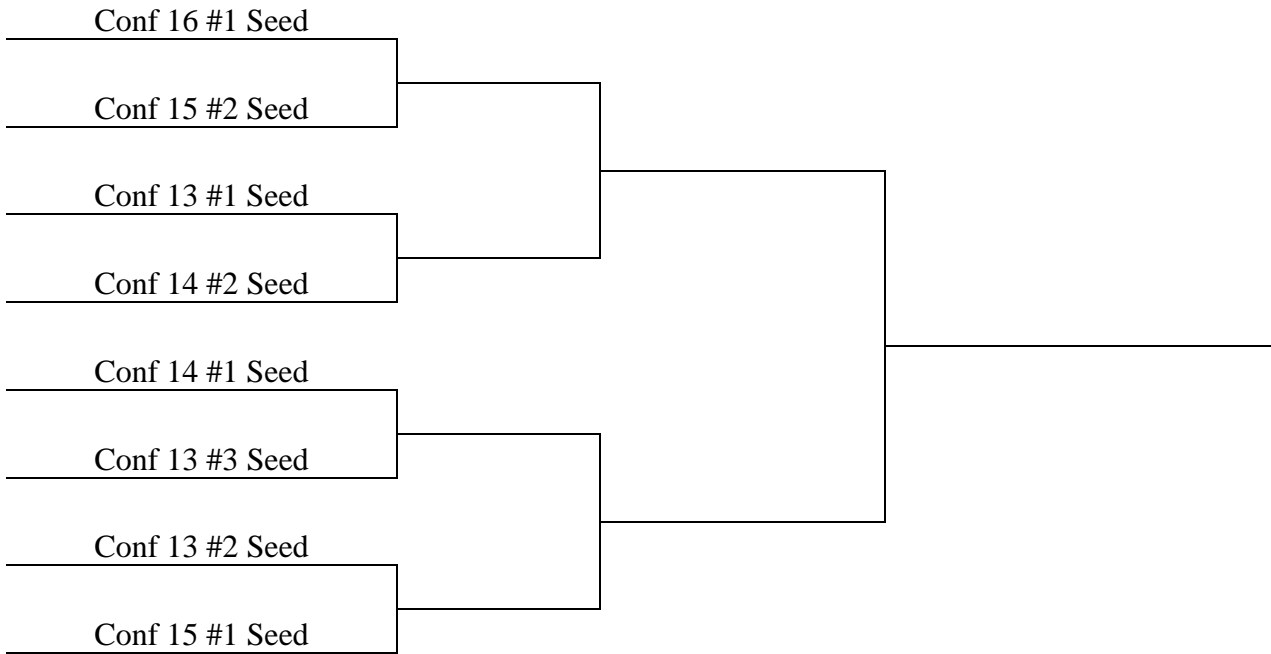
Round 1

Round 2

Semi-Finals

Regional Finals

2015-2016



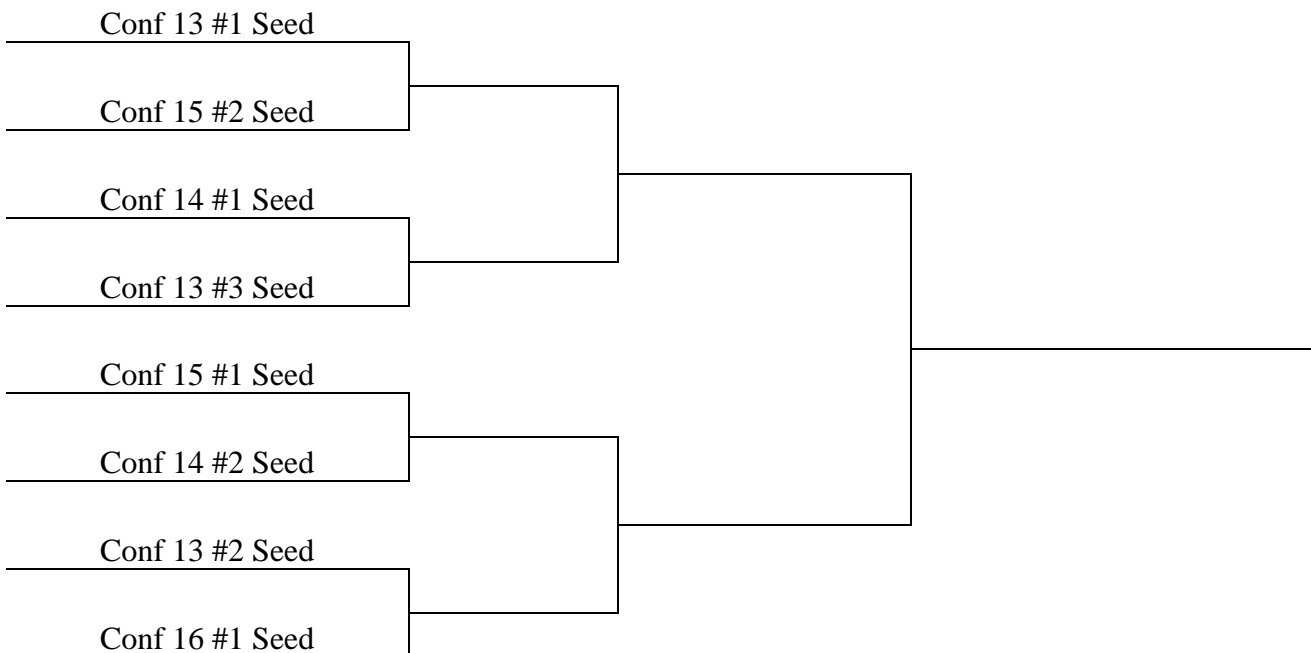
Round 1

Round 2

Semi-Finals

Regional Finals

2016-2017



**Appendix G—Region 5A: 16 TEAM FOOTBALL BRACKET**

Week 1

Week 2

Semi-Finals

Regional Finals



## Appendix H: REGION 5A: CHEER ROTATION

**2013**

Team	Auxiliary Gym	Main Gym
Conference 13-4		
Conference 15-3		
Conference 14-3		
Conference 13-3		
Conference 16-2		
Conference 15-2		
Conference 14-2		
Conference 13-2		
Conference 16-1		
Conference 15-1		
Conference 14-1		
Conference 13-1		

**2014**

Team	Auxiliary Gym	Main Gym
Conference 13-4		
Conference 13-3		
Conference 15-3		
Conference 14-3		
Conference 13-2		
Conference 16-2		
Conference 15-2		
Conference 14-2		
Conference 13-1		
Conference 16-1		
Conference 15-1		
Conference 14-1		

**2015**

Team	Auxiliary Gym	Main Gym
Conference 13-4		
Conference 14-3		
Conference 13-3		
Conference 15-3		
Conference 14-2		
Conference 13-2		
Conference 16-2		
Conference 15-2		
Conference 14-1		
Conference 13-1		
Conference 16-1		
Conference 15-1		

**2016**

Team	Auxiliary Gym	Main Gym
Conference 13-4		
Conference 15-3		
Conference 14-3		
Conference 13-3		
Conference 15-2		
Conference 14-2		
Conference 13-2		
Conference 16-2		
Conference 15-1		
Conference 14-1		
Conference 13-1		
Conference 16-1		

## Appendix I—Region 5A 16 Team Wrestling Tournament Brackets

### WRESTLING TOURNAMENT FORMAT

#### 2013-2014

<u>106-132</u>	<u>138-160</u>	<u>170-285</u>
16-1 VS 14-4	13-1 VS 15-4	13-1 vs 14-4
15-3 VS 14-2	14-2 VS 13-3	15-2 vs 16-3
14-3 VS 15-2	14-3 VS 16-2	16-2 vs 15-3
13-1 VS 15-4	15-1 VS 13-5	14-1 vs 13-4
15-1 VS 13-5	14-1 VS 13-4	15-1 vs 13-5
13-2 VS 16-3	15-2 VS 16-3	13-2 vs 14-3
13-3 VS 16-2	15-3 VS 13-2	14-2 vs 13-3
14-1 VS 13-4	16-1 VS 14-4	16-1 vs 15-4

#### 2014-2015

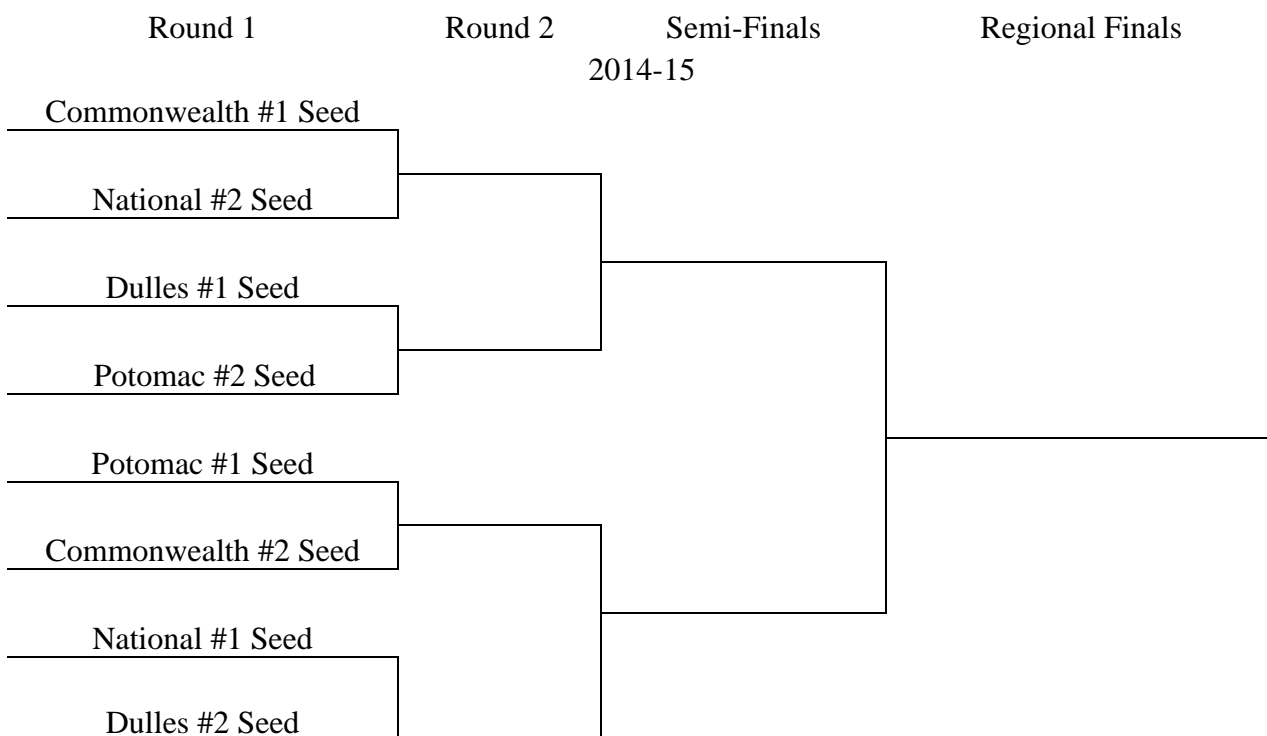
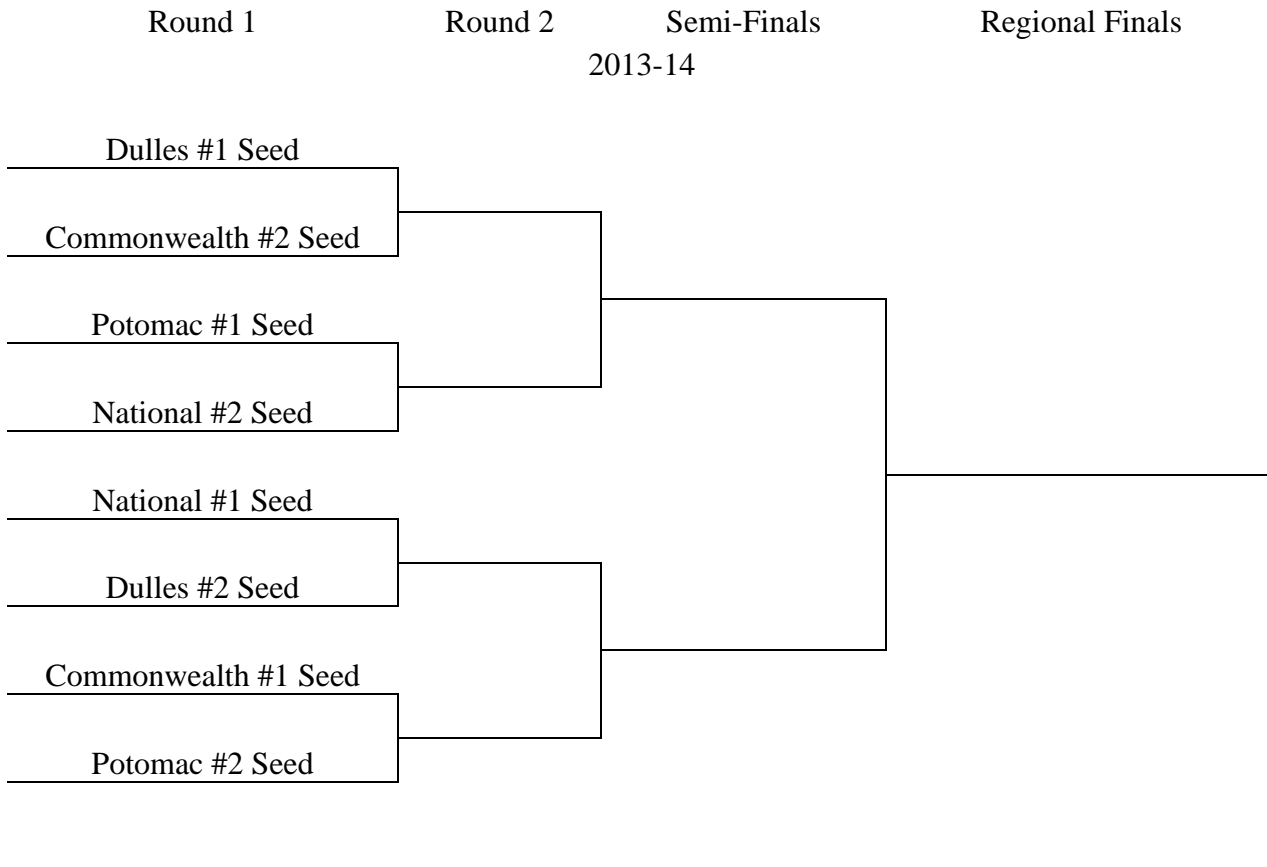
<u>106-132</u>	<u>138-160</u>	<u>170-285</u>
15-1 VS 13-5	13-1 vs 14-4	13-1 VS 15-4
16-3 VS 13-2	15-2 vs 16-3	14-2 VS 13-3
16-2 VS 15-3	16-2 vs 15-3	14-3 VS 16-2
14-1 VS 13-4	14-1 vs 13-4	15-1 VS 13-5
16-1 VS 14-4	15-1 vs 13-5	14-1 VS 13-4
14-3 VS 15-2	13-2 vs 14-3	15-2 VS 16-3
14-2 VS 13-3	14-2 vs 13-3	15-3 VS 13-2
13-1 VS 15-4	16-1 vs 15-4	16-1 VS 14-4

#### 2015-2016

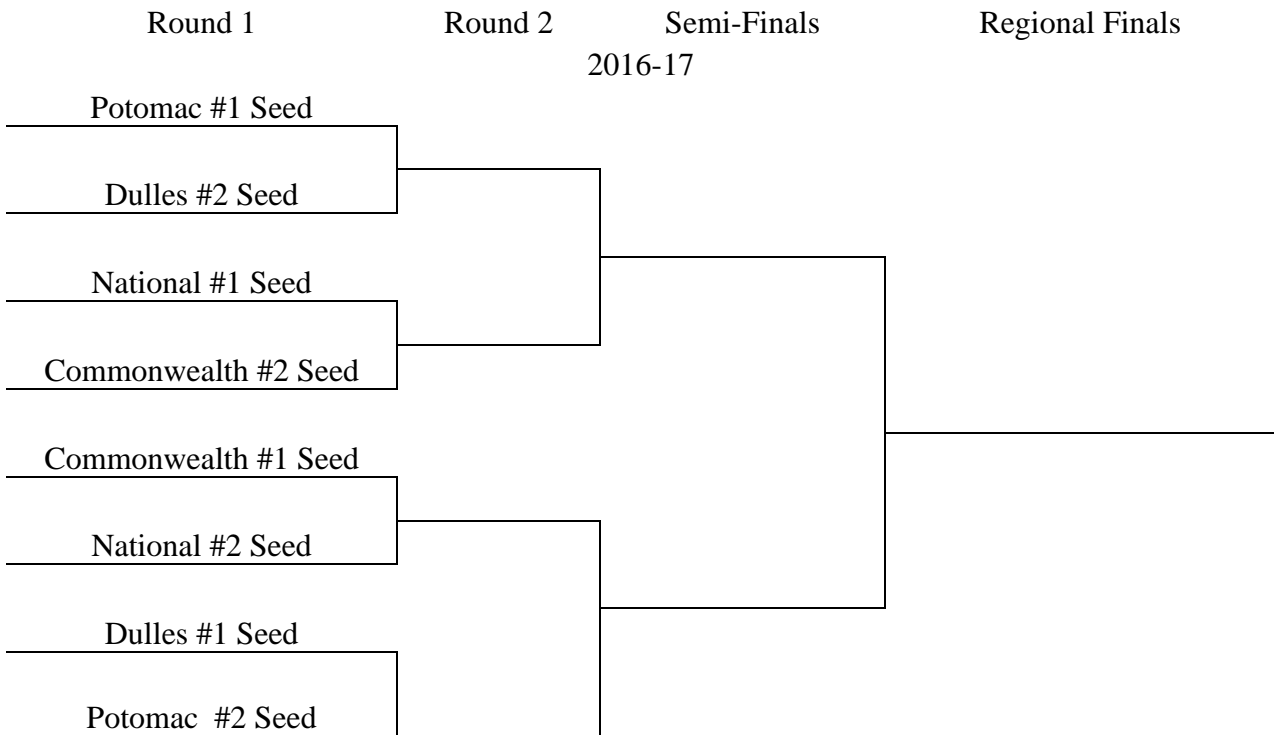
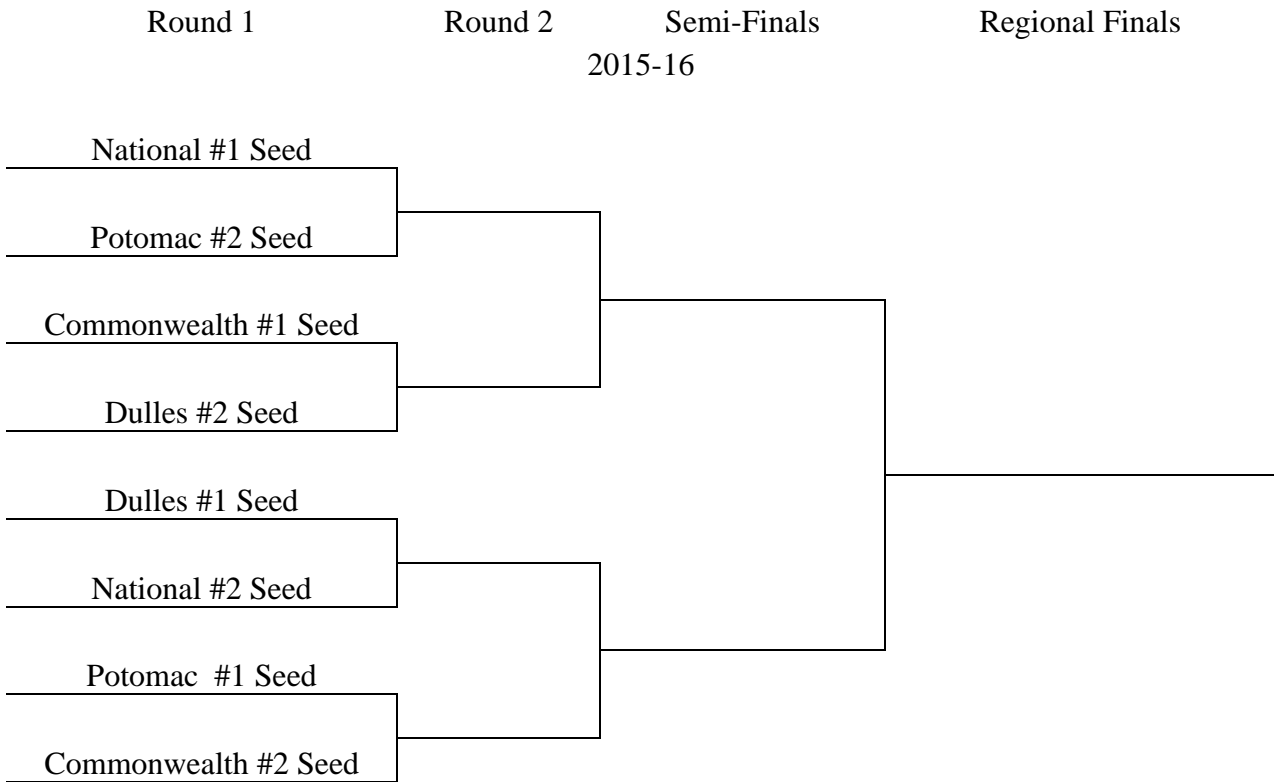
<u>106-132</u>	<u>138-160</u>	<u>170-285</u>
13-1 VS 15-4	15-1 VS 13-5	13-1 vs 14-4
14-2 VS 13-3	16-3 VS 13-2	15-2 vs 16-3
14-3 VS 16-2	16-2 VS 15-3	16-2 vs 15-3
15-1 VS 13-5	14-1 VS 13-4	14-1 vs 13-4
14-1 VS 13-4	16-1 VS 14-4	15-1 vs 13-5
15-2 VS 16-3	14-3 VS 15-2	13-2 vs 14-3
15-3 VS 13-2	14-2 VS 13-3	14-2 vs 13-3
16-1 VS 14-4	13-1 VS 15-4	16-1 vs 15-4

## Appendix J—North Zone 8 Team Lacrosse Tournament Brackets

(If same seeded teams play, top team hosts)

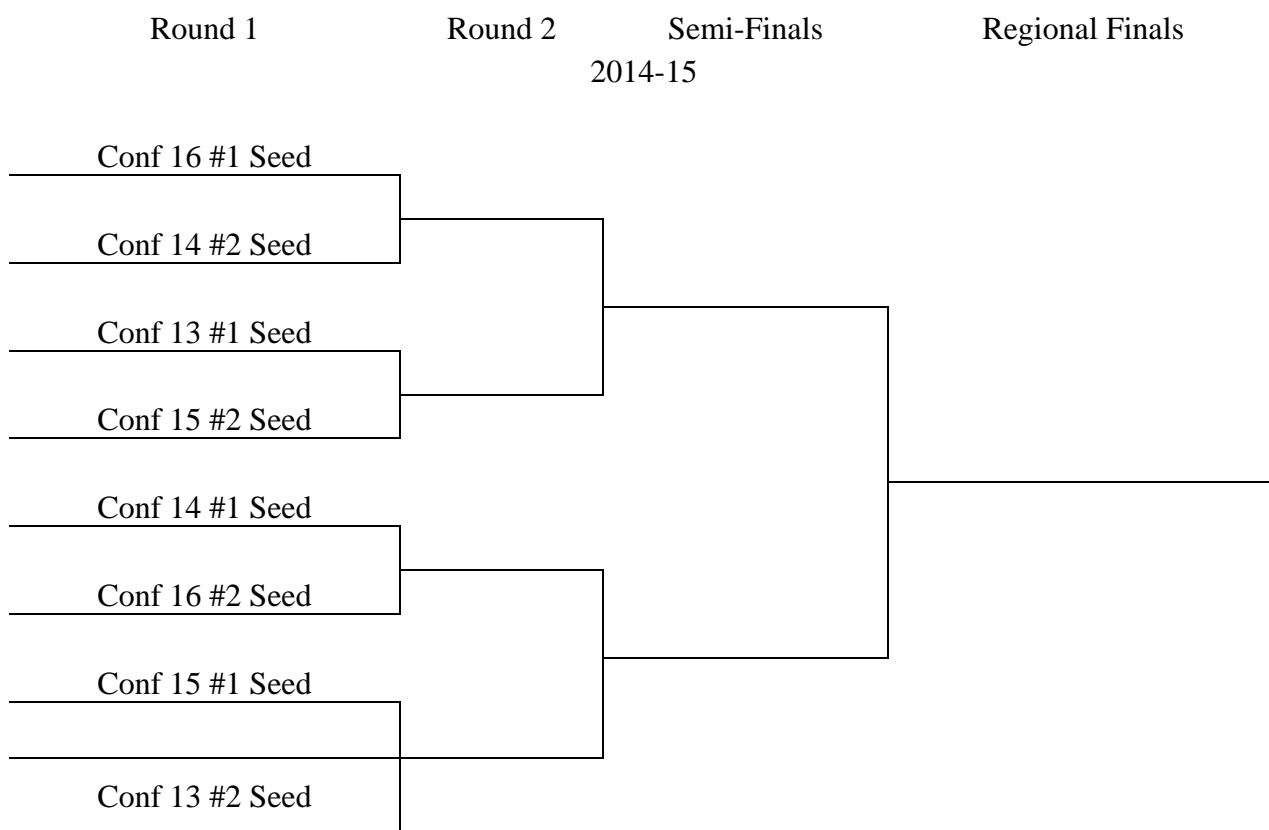






## Appendix K—Region 5A 8 Team Tennis Tournament Brackets

(if same-seeded teams play, the top hosts the bottom)





**Appendix L—Region 5A  
5A NORTH REGION QUALIFIERS**

SPORT	TEAMS	CONF 13		CONF14		CONF 15		CONF 16	
		TEAMS	QUAL	TEAMS	QUAL	TEAMS	QUAL	TEAMS	QUAL
Baseball	12	8	4	6	3	6	3	4	2
Basketball	12	8	4	6	3	6	3	4	2
Cheerleading	12	8	4	6	3	6	3	4	2
Cross Country	12	8	4 teams 15 ind	6	3 teams 15 ind	6	3 teams 15 ind	4	2 teams 15 ind
Field Hockey**	8	8	4			4	2	3	2
Football	16	8	VHSL Rating	6	VHSL Rating	6	VHSL Rating	4	VHSL Rating
Golf	12	8	4 teams 5 ind	6	3 teams 4 ind	6	3 teams 4 ind	4	2 teams 3 ind
Gymnastics**	8	7	2 3 AA/5Ind	6	2 3 AA/5Ind	5	2 3 AA/5Ind	2	2 0 AA/0Ind
Lacrosse**	10	8	2	6	2	6	2	Dulles-6	2
Soccer	12	8	4	6	3	6	3	4	2
Softball	12	8	4	6	3	6	3	4	2
Swim/Dive	N/A	8	5 ind 5 relays	6	4 ind 4 relays	6	4 ind 4 relays	4	3 ind 3 relays
Tennis	8	8	2	6	2	6	2	4	2
Indoor Track	N/A	8	5 ind 3 relays	0		6	4 ind 3 relays	4	3 ind 3 relays
Outdoor Track	N/A	8	5 ind 3 relays	6	4 ind 3 relays	6	4 ind 3 relays	4	3 ind 3 relays
Volleyball	12	8	4	6	3	6	3	4	2
Wrestling	N/A	8	5 ind per wt clas	6	4 ind per wt clas	6	4 ind per wt clas	4	3 ind per wt clas

\*\*Field Hockey, Gymnastics, and Lacrosse will follow the VHSL model.

### Appendix M—Region 5A ROTATION

SPORT	2013-14			2014-15			2015-16			2016-17		
	CONF	SCHOOL	DATE	CONF	SCHOOL	DATE	CONF	SCHOOL	DATE	CONF	SCHOOL	DATE
Cheer	13	Mount Vernon	11/2	14			15			16		
X Country	14	FHS/THS Oatlands	11/6	15			16			13		
Golf	15	Potomac Sr. Forest Green	10/1 Rain 10/3	16			13			14		
Gymnastics**	16	Harrisonburg	2/15?	13			14			15		
Track (in)	13	GMU (Wakefield)	2/15	14			15			16		
Swim & Dive	14	Frdm Cntr (Freedom)	2/7,8	15			16			13		
Wrestling	15	North Stafford	2/14- 2/15	16			13			14		
Track (out)	16	UVA	5/23	13			14			15		
Ind. Tennis	13	Albemarle UVA	6/4,5	14			15			16		
Theater	14	Briar Woods	2/15	15			16			13		
Academic	15	Massaponax	2/1	16			13			14		
Forensics	16	Albemarle	3/1	13			14			15		
Debate	13	TJHSST @ Westfield	4/5	14			15			16		
F. Hockey**	14	Mountain View	11/4, 6,7	15			16			13		
Football	15	Freedom-PW	11/15, 22, 30	16			13			14		
Volleyball	16	Halifax	11/9,12, 14,16	13			14			15		
B Basketball	13	JEB Stuart	2/24, 25, 27, 3/1	14			15			16		
G Basketball	14	Potomac Falls	2/24, 25, 27, 3/1	15			16			13		
Baseball	15	Brooke Point	5/30, 6/2, 4, 6	16			13			14		
B Lacrosse**	16	Robert E. Lee	5/29, 6/3, 5	13			14			15		
G Lacrosse**	13	Marshall	5/29, 6/3, 5	14			15			16		
B Soccer	14	Stone Bridge	5/30, 6/2, 4, 6	15			16			13		
G Soccer	15	Mountain View	5/30, 6/2, 4, 6	16			13			14		
Softball	16	Patrick Henry	5/30, 6/2, 4, 6	13			14			15		
B Team Ten	13	Falls Church	5/27, 29, 6/2	14			15			16		
G Team Ten	14	Freedom (SR)	5/27, 29, 6/2	15			16			13		

\*\*Field Hockey, Gymnastics, and Lacrosse will follow the VHSL model. Host schools may vary within the VHSL model.

## Appendix N: REGION 5A—NORTH TOURNAMENT AWARDS

### **BOYS' FALL SPORTS:**

Football	2 trophies 70 medals	Championship & Runner-up 70 Championship
Cross Country	2 trophies 30 medals	Championship & Runner-up 1 <sup>st</sup> thru 15 <sup>th</sup> place 15 Championship
Golf	2 trophies 15 medals	Championship & Runner-up 1 <sup>st</sup> thru 5 <sup>th</sup> place 10 Championship medals

### **GIRLS' FALL SPORTS**

Cross Country	2 trophies 30 medals	Championship & Runner-up 1 <sup>st</sup> thru 15 <sup>th</sup> place 15 Championship
Field Hockey	2 trophies 25 medals	Championship & Runner-up 25 Championship
Volleyball	2 trophies 25 medals	Championship & Runner-up 25 – 1 <sup>st</sup> place
Cheerleading	2 trophies 25 medals	Championship & Runner-up 25 Championship

### **BOYS' WINTER SPORTS:**

Basketball	2 trophies 25 medals	Championship & Runner-up 25 Championship
Wrestling	2 trophies 56 medals	Championship & Runner-up 14 1 <sup>st</sup> place (each weight class) 14 2 <sup>nd</sup> place (each weight class) 14 3 <sup>rd</sup> place (each weight class) 14 4 <sup>th</sup> place (each weight class)
Indoor Track	2 trophies 144 medals	Championship & Runner-up 1 <sup>st</sup> thru 3 <sup>rd</sup> place in each event (24)
Swim/Dive	2 trophies 126 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> in each event (20) 1 <sup>st</sup> thru 6 <sup>th</sup> for Dive

### **GIRLS' WINTER SPORTS:**

Basketball	2 trophies 25 medals	Championship & Runner-up 25 Championship
Gymnastics	2 trophies 55 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> place in each event (4) 1 <sup>st</sup> thru 6 <sup>th</sup> All-Around Gymnast 25 Championship
Indoor Track	2 trophies 144 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> place in each event (24)
Swim/Dive	2 trophies 126 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> in each event (20) 1 <sup>st</sup> thru 6 <sup>th</sup> for Dive

## **BOYS' SPRING SPORTS:**

Baseball	2 trophies 25 medals	Championship & Runner-up 25 Championship
Outdoor Track	2 trophies 144 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> place in 18 events 1 <sup>st</sup> thru 3 <sup>rd</sup> in 12 events
Lacrosse	2 trophies 40 medals	Championship & Runner-up 40 Championship
Tennis	2 trophies 24 medals	Championship & Runner-up 1 <sup>st</sup> and 2 <sup>nd</sup> place singles, 1 <sup>st</sup> and 2 <sup>nd</sup> place doubles 18 Championship for winning team
Soccer	2 trophies 25 medals	Championship & Runner-up 25 Championship

## **GIRLS' SPRING SPORTS**

Lacrosse	2 trophies 40 medals	Championship & Runner-up 40 Championship
Outdoor Track	2 trophies 144 medals	Championship & Runner-up 1 <sup>st</sup> thru 6 <sup>th</sup> place in 18 events 1 <sup>st</sup> thru 3 <sup>rd</sup> in 12 events
Tennis	2 trophies 24 medals	Championship & Runner-up 1 <sup>st</sup> and 2 <sup>nd</sup> place singles 1 <sup>st</sup> and 2 <sup>nd</sup> place doubles 18 Championship for winning team
Softball	2 trophies 25 medals	Championship & Runner-up 25 Championship
Soccer	2 trophies  25 medals	Championship & Runner-up  25 Championship

## **Non-Athletic Events**

### **DEBATE AWARDS:**

4 trophies      Championship: Lincoln-Douglas  
                          Championship: Affirmative  
                          Championship: Negative  
                          Championship: Switch-Side

52 medals

	Gold	Silver	Bronze	4 <sup>th</sup>
Contemporary Debate	2	2	2	2
Contemporary Speaker	1	1	1	1
Classic Debate	2	2	2	2
Classic Speaker	1	1	1	1
Lincoln-Douglass Debate	1	1	2	
Lincoln-Douglass Speaker	1	1	2	
Student Congress (District)	1	1	1	3
Student Congress (Regional)	1	1	1	9
Outstanding Senator – one each chamber – voted on by peers	2	2		

### **FORENSIC AWARDS:**

2 trophies

Championship & Runner-up

	Gold	Silver	Bronze	4 <sup>th</sup>
Foreign Extemporaneous Speaking	1	1	1	1
Original Oratory	1	1	1	1
Prose Interpretations	1	1	1	1
Serious Dramatic Interpretation	1	1	1	1
Duo Interpretation	2	2	2	2
Domestic Extemporaneous Speaking	1	1	1	1
Storytelling	1	1	1	1
Poetry Interpretation	1	1	1	1
Humorous Dramatic Interpretation	1	1	1	1
Impromptu Speaking	1	1	1	1

### **THEATRE FESTIVAL**

One – Act Play

2 trophies

Championship & Runner-up

27 medals

1 – Outstanding Actor  
 1 – Outstanding Actress  
 25 Championship

### **ACADEMICS**

2 trophies

Championship & Runner-up

10 medals

10 Championship



**Appendix O**  
**REGION 5A—NORTH FALL CHAMPIONS**

<u>YEAR</u>	<u>COMPETITION CHEER</u>	<u>BOYS' CROSS COUNTRY</u>	<u>GIRLS' CROSS COUNTRY</u>	<u>GOLF</u>	<u>FIELD HOCKEY</u>	<u>FOOTBALL</u>	<u>VOLLEYBALL</u>
2013	Stone Bridge	Stone Bridge	Tuscarora	Briar Woods	Mountain View	Briar Woods	Stone Bridge
2014							

**REGION 5A—NORTH WINTER CHAMPIONS**

<u>YEAR</u>	<u>BOYS' BASKETBALL</u>	<u>GIRLS BASKETBALL</u>	<u>GYMNASTICS</u>	<u>GIRLS INDOOR TRACK</u>	<u>BOYS INDOOR TRACK</u>	<u>BOYS SWIM/DIVE</u>	<u>GIRLS SWIM/DIVE</u>	<u>WRESTLING</u>
2013			Freedom (South Riding)			Thomas Jefferson S&T	Albemarle	Mountain View
2014								

**REGION 5A—NORTH SPRING CHAMPIONS**

<u>YEAR</u>	<u>BASEBALL</u>	<u>BOYS LACROSSE</u>	<u>GIRLS LACROSSE</u>	<u>SOFTBALL</u>	<u>BOYS SOCCER</u>	<u>GIRLS SOCCER</u>	<u>BOYS TENNIS</u>	<u>GIRLS TENNIS</u>	<u>BOYS TRACK</u>	<u>GIRLS TRACK</u>
2013										
2014										

**REGION 5A—NORTH NON-ATHLETIC CHAMPIONS**

<u>YEAR</u>	<u>ACADEMICS</u>	<u>DEBATE</u>	<u>FORENSICS</u>	<u>DRAMA</u>
2013				
2014				

**Appendix P**  
**ROBERTS RULES OF ORDER**

**An agenda according to Robert's (RONR(10th ed.),p.342-351)**

- I. **Reading and approval of the minutes.**  
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
- II. **Reports of Officers, Boards, Standing Committees.**  
(This includes correspondence, treasurer's report, etc. Treasure's report is never adopted or voted upon unless it has been audited. )
- III. **Reports of Special Committees.**  
(Each report could conclude with a motion which the assembly must address.)
- IV. **Special Orders.**  
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
- V. **Unfinished Business and General Orders.**  
(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section.)
- VI. **New Business.**  
(It is at this time that announcements, educational programs, and speakers are introduced.)
- VII. **Adjournment.**  
(A motion to adjourn may be made at any time of the meeting.)

**Every motion requires 6 steps. The shoulds and shouldn'ts are as follows: (RONR(10th ed.),p.31-54)**

**STEP 1. A member stands up, is recognized, and makes a motion;**

*Common Mistake: Members do not stand up, do not wait to be recognized, and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below!*

**STEP 2. Another member seconds the motion;**

*Common Mistake: The person seconding the motion dives into the merits of the motion.*

**STEP 3. Chair Restates the Motion:**

The presiding officer may help a verbose person rephrase the motion.

**STEP 4. Discuss the Motion:**

Some motions may not be debated because the debate would defeat the purpose of the motion - *Recess, Orders of the Day, Lay on the Table, Limit or Close Debate, Division of the Assembly, Division of the Question.*

**STEP 5. Presiding officer asks for the affirmative votes & then the negative votes;**

*Common Mistake: The presiding officer states 'All in favor' and fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); or the negative vote is never requested or counted!*

**STEP 6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.**

**Common Mistake:** *Presiding officer fails to pronounce the result of the voting! No one is instructed to take action. Commonly, dead silence follows because the presiding officer is lost and stares at the assembly*

### **Four Motions that are always Out of Order**

**A Main Motion reflects the will of the members of the organization! However, the following 4 motions are never in order, even if adopted by a unanimous vote:**

1. Motions which **conflict with laws** (federal, state, or local), or with bylaws, constitution, or rules of the organization;
2. Motions which present something **already rejected** during the same session, or conflict with a motion already adopted. (See Robert's sections on *Rescind*, *Reconsider*, and *Amend Something Already Adopted*);
3. Motions which conflict with or present substantially the **same question** as one which has been temporarily disposed of (meaning, *Postponed*, *Laid on Table*, *Referred to Committee*, or *Being Reconsidered*);
4. Motions which propose actions **beyond the scope** of the organization's bylaws. (However, a 2/3 vote may allow this kind of motion).

### **Five Ways to Modify a Motion**

**Motions are rarely perfect for everyone. Modifications are inevitable.**

1. **Between the time that a motion is made and before the chair states the motion**, any member may informally offer modifying suggestions to the maker of the motion. The maker may accept or reject that member's recommendations.
2. **After the chair has stated the motion**, the maker of the motion may *request unanimous consent* from the members to modify the motion. Remember that at this time, the motion belongs to the assembly and not the original maker.
3. **By means of the subsidiary motion to Amend**, any member may propose changes to the motion, before the motion is voted upon. These proposed changes must be seconded and may be amended and/or debated.
4. **If a motion requires further study**, the members may vote to *Refer the Main Motion to a Committee*. When the committee returns the motion to the assembly, the committee normally **proposes** amendments for the assembly to vote upon.
5. **Sometimes the motion is so complex** that the only way to do it justice is for a member to urge its rejection and offer to propose a simpler version as a *Substitute Motion*. Upon defeat of the complex motion, anyone may propose the *Substitute Motion*.

### **Three Ways to Amend a Motion**

**As a matter of survival, the most common motion a club member needs to know completely is the *Motion to Amend* a Pending Motion.**

The difficult part is remembering that the more urgent [motions can not be amended](#) - *Adjourn*, *Question of Privilege*, *Orders of the Day*, *Lay on/Take from the Table*, *Previous Question*, *Point of Order*, *Appeal*, *Parliamentary Inquiry*, *Suspend the Rules*, and *Reconsider*.

During the Debate step of a Pending Motion, one may move to Amend the Pending Motion. All one needs to remember is that there are really **only 3 basic processes of amendments**:

**Let's Amend this Sample Motion:** "I move that we buy a new sign."

1. **You can Move to Amend by *Inserting* words or paragraphs.**  
*I move to Amend by Inserting the phrase "not to exceed \$50 dollars" at the end of the motion.*
2. **You can Move to Amend by *Striking out* (not deleting) words or paragraphs.**  
*I move to Amend by striking out the word "new".*
3. **You can Move to Amend by *Striking out and Inserting* words or paragraphs.** One can even Amend by *Substituting* (Striking out and Inserting) entire paragraphs or the complete motion.  
*I move to Amend by Striking out the word "sign" and Inserting the word "billboard".*

**You can also Amend the Amendment, before it is voted upon:**

But you can only Amend the Inserted or Struck out **words**. You can not Amend a separate part of the Main Motion not covered by the Amendment that is currently being discussed!  
After the current Amendment is voted upon, you can Amend the Motion again and Amend this new Amendment

### **Unamendable Motions**

**The power to amend any motion leads to a quick compromise which pleases most of the members. Notice that amending the following motion makes no sense.**

In all of the motions listed in this section, the members either allow something to occur or they do not allow it. A member is either granted a request or is not. Normally, there is no half way position; there is no modification. (Notice that among the common motions, if you can not debate them, then you probably can not amend them either!).

1. Adjourn.
2. Call for the Orders of the Day.
3. Call for the Division of the Assembly.
4. Lay on the Table/Take from the Table.
5. Dispense with Reading of the Minutes.
6. Objection to the Consideration of the Question.
7. Postpone Indefinitely.
8. Previous Question (Close Debate).
9. Parliamentary Inquiry.
10. Point of Information.
11. Point of Order.
12. Raise a Question of Privilege.
13. Suspend the Rules.
14. Appeal from the Decision of the Chair.
15. Reconsider a Motion.

### **Undebatable Motions**

**You can make some motions which no one can speak against, mostly because sometimes the right to debate does not make sense!** (Notice that among the common motions, if you can not debate them, you probably can not amend them either!).

**Some motions perform a time sensitive task where a discussion would be counter productive.**

1. Call for the Orders of the Day.
2. Call for the Division of the Assembly.
3. Lay on the Table/Take from the Table.
4. Division of a Question.
5. Suspend the Rules.
6. Reconsider a Motion (most).
7. Dispense with Reading of the Minutes.

**Some motions intend to prevent further debate. Discussing the motion defeats the purpose of the motion.**

8. Adjourn.
9. Objection to the Consideration of the Question.
10. Previous Question (Close Debate).
11. Limit or Extend Limits of Debate.
12. Recess.

**Some motions intend to perform simple tasks which require immediate attention.**

13. Parliamentary Inquiry.
14. Point of Information.
15. Point of Order.
16. Raise a Question of Privilege.
17. Appeal from the Decision of the Chair (most).

### **2/3 Vote vs Majority Vote**

**The basic requirement for approval of an action is a majority vote. However, the following situations require a 2/3 STAND UP vote for approval. Notice that all of these motions rob the individual of his rights. As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary:**

1. **Modify an Adopted Rule of Order or Agenda:**
  - a. *Amend or Rescind the Constitutions, Bylaws, or Agenda;*
  - b. *Amend or Rescind Something Already Adopted;*
  - c. *Suspend the Orders of the Day;*
  - d. *Refuse to Proceed to the Orders of the Day;*
  - e. *Take up a Question Out of its Order.*
2. **Prevent the Introduction of a Question for Consideration:**
3. **Modify the Extend of Debate:**
  - a. *Limit or Extend Limits of Debate;*
  - b. *Call for the Previous Question.*
4. **Close Nominations:**
5. **Repeal an Assignment:**
  - a. *Take Away Membership or Office;*
  - b. *Discharge a Committee.*
6. **Make a Motion a Special Order:**

The presiding officer should take a rising vote in those motions where a 2/3 vote is required.

## A Motion Can Be Adopted; Yet Still Not Be Final

**For every means of disposing of a motion, there is a means of returning the motion to the assembly,** (with certain slight limitations)! You would think that once a motion is adopted (or is voted down), the question of the motion would be settled. To someone armed with Parliamentary Procedure knowledge, it does not mean any such thing!

**For example ...**

1. **Move To Lay on the Table:** Anyone can Take from the Table, once the immediate urgency has been dealt with.
2. **Move To Refer to a Committee:** Anyone can move to discharge the committee with previous notice. The motion could again return to the assembly.
3. **Move to Rescind (annul or repeal):** Anyone regardless of how he voted and without time limitations (but with previous notice) may move to annul a motion already adopted.
4. **Move to Amend Something Previously Adopted:** Even after the assembly long debated and heatedly amended a controversial motion, anyone with previous notice can later move to amend it some more. This is the strange case of amending a motion that is not pending.
5. **Move to Postpone Indefinitely:** Any motion which is killed may be reintroduced (as a new motion) in a subsequent session of the assembly.
6. **Move to Reconsider the Vote on... :** If a member votes on the prevailing side, he may Move to Reconsider the Vote at that same meeting. The result is that he will paralyze the majority's will by suspending all action which could have resulted from the adopted motion.

## Rescind

(often called Repeal or Annul)

**You always have the right to annul or amend something already adopted.**

Quite often it is obvious that a great deal of preparation and support has been quietly organized before a motion is presented to the members. The motion is adopted before you even understand the true purpose and potential consequences of the motion. Fortunately there are no time limitations to annul or amend any motion.

**There are no arbitrary restrictions, just a couple of logical ones:**

1. If on the day a motion was passed, someone moved to **reconsider the vote** on that motion, you can neither Rescind nor Amend that motion, until after the Motion to Reconsider has been resolved.
2. If the motion you wish to Rescind has been **executed in an irreversible manner**, you can not Rescind it. However, any reversible portion can be amended. A simple way to look at this is, if no one outside the meeting knows about the motion, the motion can probably be undone. If a part of the motion has not been executed, you can probably amend the unexecuted portion of the motion.
3. If a motion results in a contract and the other **party has been informed** of the vote, you can not Rescind the motion.
4. If the motion acts upon a resignation, or results in an election/expulsion, and the **person involved is officially notified** of the voting, you can not Rescind the motion. Fortunately, Robert's textbook allows for a reinstatement procedure and disciplinary removal of a person from office.

5. In order to Rescind a motion, it takes at least a 2/3 vote unless the membership has received a **Previous Notice**. (See the [Votes Required to Adopt a Motion by a 2/3 Vote Table](#)).

When a motion is adopted before you can prepare a means of defeating it, all you need is a 2/3 vote, and you can nullify or amend the offensive motion