

2023



FOOTBALL

MANUAL

DATES TO REMEMBER [\(TOC\)](#)

<u> </u> First allowable practice	August 7
<u> </u> Deadline to withdraw from season/postseason for classification purposes. 12:00 PM	August 17
<u> </u> Deadline for Online Rules Review and Coaches Rules Test	August 18
<u> </u> Pre-Season Jamboree may be conducted after your team has <u>completed nine (9) days</u> of conditioning practice	Varied
<u> </u> Class/District Assignments Released	August 25
<u> </u> First allowable contest (By-Law 3.9.1 Conditioning requirements must be met prior)	August 25
<u> </u> Heat/Hydration Timeout Window Closes	September 15
<u> </u> Post Season Entries OPENED	September 18
<u> </u> Officials' Post Season Application Deadline	September 30
<u> </u> Coaches' Postseason Officials' Recommendations Window	Sep 31 – Oct 11
<u> </u> District Games – Locations TBD (See Section 5.D.1)	
Class 1 Play-In & Classes 2-6, 8-man 1 st Round	Oct 28 – 29
Class 1 1 st Round & Classes 2-6, 8-man District Semifinals	Nov 4 – 5
Class 1 District Semifinals & Classes 2-6, 8-man District Championships	Nov 11 – 12
Class 1 District Championships	Nov 18 – 19
<u> </u> State Series – Locations TBD (See Section 5.D.2&3)	
Classes 2-6, 8-man Quarterfinals	Nov 18 – 19
All Classes Semifinals	Nov 25 – 26
<u> </u> Show-Me Bowl – <u>Faurot Field, University of Missouri</u>	
All Classes	Nov 30-Dec 2

Dates throughout the remainder of the manual are based on the MSHSAA Standard Calendar.

They will be stated with a day of the week and the Standard Calendar week. This Calendar can be found on the inside front cover of the Official Handbook or in a MSHSAA 3-Year Calendar

Future postseason schedules may also be found at the back of the Official Handbook which may be located at www.mshsaa.org

Dates, times and locations are subject to change under the authority of the Board of Directors.

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*****Revised July 2023*****

DISTRICT ASSIGNMENTS & STATE TOURNAMENT BRACKETS
ARE POSTED ON THE MSHSAA WEBSITE (www.mshsaa.org)

ADVISORY COMMITTEE [\(TOC\)](#)

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches/directors within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport/activity-specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors..

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Terms expire July 1 of the year noted
***serving out partial term, eligible for reappointment**

RULES INTERPRETERS

The interpreters have been selected for their knowledge of the rules and willingness to provide their advice to officials, adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of each sport/activity is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of sport/activity-specific rules. These individuals do not interpret any MSHSAA By-Laws or Board Policies nor do they review video of calls.

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PURPOSE AND PHILOSOPHY [\(TOC\)](#)

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is their primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that competitors, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- E. **SUPERVISION OF COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches, and fans. Coaches are required to supervise their competitors. A coaches' respect for others and school property is necessary in order to instill this respect in competitors. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

A school also should inform its competitors, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and competitors. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to ensure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: ESSENTIAL RESOURCES [\(TOC\)](#)

The information listed/linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP). The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

Source Locations:

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))
- J. SANCTIONING (HB-By-Law 3.18)
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))

SECTION 2: REGULAR SEASON [\(TOC\)](#)

- A. REGULAR SEASON GAMES:** Teams will schedule Weeks 1 through 9. Results from qualified (varsity, non-exhibition) games will be used to calculate points earned for district seeding purposes. Please see Section 4.C for seeding process.
- B. IN-SEASON JAMBOREE (By-Law 3.16.8)**
- 1. Applicable to Sub-Varsity ONLY**
 - 2. Any amount of play counts against contest limitations and quarter limits**
 - 3. Two schools may elect to join together and play an abbreviated game (less than 4 quarters)**
 - 4. Three schools may get together where one school plays 2 quarters versus each of the other two schools.**
 - 5. Schools may mutually agree to utilize all, part or none of the kicking game during an in-season jamboree.**
 - 6. If more than two quarters are to be played by any one team, a regulation half-time must be taken after the 2nd quarter.**
 - 7. Registered officials must be used.**
 - 8. THERE IS NO ALLOWANCE TO USE THE PRESEASON JAMBOREE FORMAT**
- C. QUARTER LIMITS – INDIVIDUAL PLAYER LIMITATIONS (By-Law 3.23.1)**
- Daily:** No player may play in more than four quarters on one calendar date.
 - Weekly:** No player may play in more than six quarters in a football week. Note: For the purposes of tracking player quarters, a football week is defined as beginning on a Thursday and ending on the following Wednesday.
 - Season:** No player may play in a total number of quarters for the season that exceeds six times the number of games played by the higher team on which the student plays.
 - Kicking Downs:** Participation in kicking downs only (downs in which one team initially lines up in either a scrimmage kick or a free kick formation as per NFHS Rules) during a game would count as a maximum of one quarter of participation.
 - Other Downs:** Participation in downs **other than kicking downs** would count as one quarter of participation for each quarter the player participates up to a maximum of four quarters per game **and six quarters in a football week.**
 - Tracking:** Each school shall be responsible for keeping a record of the participation of players of both teams utilizing the MSHSAA standardized "Football Player Participation Form."
- D. GAME MANAGEMENT:** For Security reasons and fan support, teams and their fans should be located on the same side of the field. (This is required for postseason games, district semi-finals through semifinals).
- Warm-up:** Warm-up prior to game time shall be limited to a maximum of 75 minutes.
 - Time Schedule:** A sample time schedule would be as follows for pregame activities:

6:39 PM	Spirit Routines (both schools should have equal time)
6:49 PM	National Anthem
6:51 PM	Player Introductions
6:57 PM	Coin Toss – All games. The head coach and captain(s) shall attend the actual or simulated coin toss at the three-minute mark. This does not preclude having an early toss.
 - Half-time:** Half-time intermission shall be limited to a maximum of 20 minutes plus the 3-minute warm-up prior to the start of the second half. By mutual agreement, the two participating schools may reduce the halftime period to 15 minutes and must notify officials prior to the pregame meeting.
 - Bands, P/A Systems, Pre-recorded Music, Sound Effects:**
 - The performing and playing of music and use of sound effects are important to the football experience making for an exciting environment for all participants.
 - It is important those in charge of overseeing these activities maintain proper sportsmanship and follow rules when these activities are permitted
 - These activities are permitted:
 - before the game begins;
 - during time-outs, except injury time-outs;
 - during the contest, up until the Center touches the ball or the Kicker strikes the ball on a free kick;
 - between quarters;
 - at halftime of the contest;
 - at the end of the contest
 - If any of these activities continue outside of the designated times listed above, can be considered an 'unfair act' under NFHS Football Rule 9-9-1 and could result in a 15-yard penalty being assessed to the head football coach of the offending school for unsportsmanlike conduct.

5. **Bands:** The participation of bands at a school football contest is an exciting aspect of the event. The band contributes to the event by increasing the level of excitement to the contest. In order to maintain a proper perspective and to insure equity in competition for the participating teams, certain guidelines indicating when to play must be followed. Band directors are reminded that as a courtesy to the teams and sideline cheerleaders, the performances by the band should be limited to a certain schedule. The guidelines listed below include an appropriate piling schedule for the band. **It is suggested that the band director work closely with the cheer coach and administration to create a schedule so everyone can support the team.**
 - a. See Section 2.C.4.c for performing allowances.
 - b. When bands want to warm-up prior to half-time, directors should arrange this so that it is done in an area that is not a distraction to the contest. **NOTE:** No whistles may be used while the game is in progress.
 - c. Halftime is 20 minutes in length unless the participating schools mutually agree to a 15-minute half. The band may take the field as soon as the teams have cleared the field. The band should be off the field when there is 3 minutes remaining on the clock. The football teams should not enter the field until the band is finished and off the field.
 - d. Because the band acts as a spirit group, members should always act in a positive manner and must not do anything to distract or negatively affect the opposing team. It is the director's responsibility to prevent his/her band from playing at inappropriate times, playing inappropriate music, or taunting the opposing team and/or contest officials. The band must display courtesy and respect toward the players, cheerleaders, and fans. To do anything else is not only a distraction from the contest but also reflects negatively on the band, the director, and the school. Support your school and team in a positive manner.
6. **Team Box:** Only coaches, players, managers, statisticians, and team physicians will be permitted on the field. Team introduction run-throughs or break-away banners (team personnel and sideline cheerleaders) are allowed in regular season play.
7. **Vandalism:** Schools will be held responsible for seeing that NO DAMAGE to property, tearing down of goal posts, etc., is done by their students or fans. Students engaging in vandalism will be considered ineligible. School administrators are to be present, both home and away, and responsible for supervising and controlling coaches, players, cheerleaders, band members, other student groups, and all of their fans. Administrators are to take steps to prevent vandalism, violence, and other acts of unsportsmanlike conduct.
8. **Noisemakers:** During the contest noisemakers are to be used only during the pre-game, half-time, post-game, the time between quarters, time-outs (except injury time-outs), and between plays (stopping prior to the referee's whistle for "ready for play").
9. **Locker Rooms:** Schools are reminded that all precautions should be taken to provide secure locker rooms. All participating schools should caution players about bringing items that are not needed, and coaches should have someone collect and be responsible for any personal items. Cell phones shall not be used in the locker rooms.
10. **Pre-game Actions:** Pre-game taunting and desecration of team logos on the field is prohibited, and officials shall penalize the team demonstrating such behavior as unsportsmanlike conduct assessed to the head coach.
11. **Sideline Personnel:** It is required that ball persons and all other sideline personnel (statisticians, water persons, etc.) be at least in 7th grade (for safety reasons) during district and state tournament games. This is recommended for all other games as well.
12. **Tie Games:** ALL varsity high school games (regular season and playoff contests) that end in a tie at the end of regulation play shall follow a "25-yard Overtime Procedure" to determine a winner. The procedure, as outlined in the NFHS Rules Book, will be followed with the following exceptions:
 - a. The ball will be placed on the 25-yard line instead of the 10-yard line.
 - b. First and tens may be obtained to maintain possession. Once the line-to-gain has not been achieved, the ball will be turned over to the defense.

Note: Games contested below the senior high school varsity level (Junior Varsity and Freshman) that end in a tie at the end of regulation play may utilize one (1) overtime period to break the tie. If a tie remains at the end of the overtime period, the contest will remain a tie. Combined 8th and 9th grade contests that end in a tie will remain a tie.
13. **Forfeited Games:** Are defined as those games scheduled and never contested, games started but not concluded because one team refuses to complete the contest **or when a team uses an ineligible player.**
 - a. See Section 4.C regarding the application of the point system for forfeits.
 - b. If a game is forfeited before it starts:
 - i. The team receiving the forfeit may seek a new opponent for the week and no points will be awarded to either team. The game should be marked as an exhibition.
 - ii. The team giving the forfeit shall not be permitted to seek a new game.
14. **40/25-Second Clock:** When available, 40/25-second clocks may be used in all football contests using the following guidelines:
 - a. Clocks are to be installed at both ends of the field. They are to be in full view from all angles of play and be located a safe distance from the playing area. They must be outside of the 2-yard restricted area, and it is recommended that they be padded if they are inside of 5 yards.
 - b. A competent adult operator is to be trained to operate the 40/25-second clocks only. Experience in football officiating (possibly a past or current football official) would be desirable.
 - c. Visiting teams should be notified in advance of their arrival at the site, of your intentions to use the on field 40/25-second clocks.

15. **Point Differential:** Point differential applies to all football contests. By state adoption, MSHSAA has approved the following plan for all football playing schools for all levels: After the first half, any time the score differential reaches 35 points or more in either 11-man or 8-man contests, the following changes (and only these changes) will be made. Anytime the differential is below the 35-point threshold; regulation clock operation will be in place. **The clock will be stopped when:**
- a. An official's time-out is called, except:
 - i. when a first down is declared;
 - ii. following a change of team possession; or
 - iii. to dry or change the game ball.
 - b. A charged time-out is called
 - c. At the end of a period
 - d. A score occurs

Note: The clock will continue to run in all other situations.

Note: The use of this rule does not preclude the use of Rule 3-1-3 which reads: "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."

E. GAME PERSONNEL AND STAFF:

1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
2. Adequate security shall be provided for game officials.
3. Make necessary arrangements for marking field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker. All football contests shall be played with NFHS hash marks.
4. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).

- E. GAME UNIFORMS:** In accord with NFHS Rules: "Jerseys of opposing teams must be of contrasting colors." The home or host team shall wear jerseys dark in color and the visiting team shall wear jerseys that are white. See NFHS Football Rule 1-5-1 for greater details of legal uniforms/jerseys. The visiting team is responsible for avoidance of similarity of colors, but if there is a doubt the referee may request the home team to change. A jersey may only contain a school's nickname, school logo, school name and/or player name within the body and/or on the shoulders per NFHS rule 1-5-1(b-2)(b-3). Jerseys failing to meet the required rule will result in unsportsmanlike conduct charged to the head coach. ***An exemption letter from the state association shall be required for any jersey/uniform that does not comply with uniform rules.***

- F. GAME BALLS:** Only approved composition-covered football, in accord with NFHS Rules, may be used.

G. FILM and VIDEO:

1. Participating schools shall exchange films for each game of the playoffs.
2. Each school may request from the opposing school any two (2) contest films/tapes (including regular season, district, sectional, quarterfinal, and semifinal contests).
3. If the receiving school deems the film/tape received as "poor-quality," the providing school will contact a third school and indicate permission for release of the game requested.
4. Timely arrangements by both schools shall be made to expedite the exchange prior to the next playoff contest.
5. If a team does not film/tape its regular season contests, the coach shall make arrangements with a previous opponent to provide a game film/tape.
6. A school or a school representative may videotape/film a regular season or playoff contest in which the school team is participating.
7. A school or a school representative may videotape/film a regular season or playoff contest of other school teams without the prior consent of the host management and all schools participating in the contests. However, it is recommended that the school that is to be video-taped be notified as a courtesy.

H. OFFICIALS:

1. The home team will contract all game officials. All game officials must be registered and in good standing with the MSHSAA per bylaw 6.1.
2. Decisions at the game site are final.

I. USE OF COMMUNICATION DEVICES:

1. **Coach to Player:** Electronic communication devices used to communicate with a player, except during an outside 9-yard mark conference (7-yard mark in 8-man), including electronic signage to signal plays or information from the sideline are illegal equipment per NFHS Rule 1-5-3(c, 2).
2. **Coach to Coach:** Electronic communication devices including but not limited to audio recorder, Local Area Network phones and/or headsets, mobile phones, still photograph(s), film, analog or digital video(s) and/or internet depictions may be used by coaches and non-players.

J. HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS – SEE SECTION 1.F for REFERENCE

Note: Games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption, unless the teams mutually agree to terminate the game with existing score, or as otherwise provided by state association adoption. (NFHS Rule 3-1-4)

K. PROTEST PROCEDURE – SEE SECTION 1.H FOR REFERENCE

- L. SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request specific accommodations or to use special equipment. The following items are required before accommodation requests can be reviewed and considered:
1. A written request from the school, describing the competitor's special needs and the specific accommodations being requested. The letter should include the rule references of applicable NFHS Rules that would be violated without the accommodation.
 2. A letter from the parent(s) or guardian confirming the need for an accommodation and approving the accommodation request.
 3. A letter from the student's doctor or applicable caregiver describing the medical circumstance or special need, and confirming the need for an accommodation.
 4. Photographs of 1) the special equipment, and 2) the student wearing the special equipment, if applicable.
 5. Written approval from the MSHSAA office is required prior to any competition. The letter of approval from MSHSAA must be presented to officials before any accommodations may be used.
 - a. **Please allow ONE WEEK for requests to be reviewed prior to the first competition.**
 - b. MSHSAA will consider requests if:
 - i. the sport is not fundamentally altered by the accommodation,
 - ii. the accommodation does not create a risk to either the athlete or others, and
 - iii. the accommodation does not place opponents at a disadvantage.
 6. Subsequent Requests: For students with a prior approved accommodation and if no changes involving the accommodation have occurred; a written request from the school to have the accommodation to be renewed may suffice. Changes to NFHS Rules or MSHSAA Policies may require additional documentation for a full review.
- M. POSTSEASON STATISTICS:** All Show-Me Bowl teams will be required to submit accurate varsity season statistics for all players placed on their championship roster. Please reference Appendix A for the sport-specific statistics required.

SECTION 3: POSTSEASON CRITERIA [\(TOC\)](#)

A. SCHOOLS/INDIVIDUALS

1. Postseason is for member senior high schools only
2. Schools must register for the post season by the annual deadline
3. A school must have competed in the minimum number of contests (5) as outlined in Diagram 3.29.6
4. An individual must have represented their school in interscholastic competition in that sport during the current season.

B. OFFICIALS

1. Only MSHSAA registered officials (not on probation) shall be contracted for post season contests.
2. Only those MSHSAA registered crews who have completed and verified a post season application shall be eligible to work post season contests.
3. Beginning with week 10 of the season all crews will be assigned by the MSHSAA staff.
4. Pay
 - a. Week 10: Host school pays using the MSHSAA Zone Chart
 - b. Weeks 11 and on: MSHSAA pays directly

C. SITE/FIELD QUALIFICATIONS

1. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
2. Site Criteria
 - a. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation
 - b. A Medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at www.mshsaa.org. The Medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org
 - c. Secure location for contest officials to be sequestered from teams and spectators.
 - d. Ability to take admission for all contests.
 - e. Recommended Minimum District Seating Capacity:
8-man → 375 Class 1 → 500 Class 2 → 650 Class 3 → 800 Class 4 → 950 Class 5 → 1100 Class 6 → 1250
 - f. Seating capacity shall be adequate to accommodate anticipated attendance.
 - g. Adequate off-street parking available for the seating capacity of the facility – required.
 - h. Adequate concessions available for spectators – required.

SECTION 4: POSTSEASON ENTRY PROCEDURES [\(TOC\)](#)

A. POSTSEASON ENTRY: All teams registered for the postseason shall be placed on a district bracket based upon their seed points compared to the seed points earned by other teams in the district.

B. OFFICIALS RECOMMENDATIONS → Deadline Wednesday of Week #15

MSHSAA takes the officials recommendation/non-recommendation process seriously. With the elimination of the ratings system; each varsity head coach will be required to submit a minimum of 5 crew recommendations after official's postseason application window has closed and the posted deadline. Recommendations may be dismissed, if a coach has manipulated the process.

C. DISTRICT SEEDING PROCEDURE:

1. Earning Points:

a. Points for Game Result

Win/Receiving Forfeit	Loss	Overtime Loss	Forfeiting
20	10	15	5

b. Points for Playing Up (11-Man)

i. 10 points per class played up (i.e. Class 1 plays a Class 3, 20 points earned)

ii. No penalty for playing down

iii. No play up points will be awarded to either team when a contest is forfeited **prior to the start or a team refusing to complete the contest.**

iv. **Play up points will be awarded when a forfeit occurs due to the use of an ineligible player.**

c. Points for Strength of Schedule

i. Sum of the win/loss points of all opponents' games less your point contribution to the sum.

ii. Count of all opponents' games less your games against opponents.

iii. Example (Your record 5-4)

Team	Wins	Losses	Win Points	Loss Points	Total Points
A	5	4	5 X 20 = 100	4 X 10 = 40	140
B	7	2	7 X 20 = 140	2 X 10 = 20	160
C	3	6	3 X 20 = 60	6 X 10 = 60	120
D	4	5	4 X 20 = 80	5 X 10 = 50	130
E	7	2	7 X 20 = 140	2 X 10 = 20	160
F	3	6	3 X 20 = 60	6 X 10 = 60	120
G	2	7	2 X 20 = 40	7 X 10 = 70	110
H	1	8	1 X 20 = 20	8 X 10 = 80	100
Opp. Games	81		Sum of Points		1040
Your Games	9		Your contribution (4x20+5x10)		130
Total Games	72		SoS Points		910

d. Points for Score Differential: Points are accumulated by the difference between your score and opponent's score in each game. Positive points in a win and negative points in a loss. Maximum points: +13 or -13

2. Calculating Points:

a. Sum of Win/Loss points divided by number of games

b. Sum of Play-Up points divided by number of games

c. Strength of Schedule points divided by Total Games

d. Sum of Score Differential points divided by number of games

e. Add the calculations from a-d to determine seed points

3. Seeding

a. Each teams' seed points are calculated

b. Teams are seeded from highest to lowest by highest point total to lowest in comparing district team seed points.

c. Example

Team Name	Record	Points	Seed
Valle Catholic	8-1	52.17	1
Thayer	7-2	47.83	2
Hayti	6-3	40.42	3
Chaffee	4-5	33.69	4
Portageville	3-6	33.47	5
Cabool	2-7	30.75	6
Cleveland NJROTC	1-8	30.35	7
St. Vincent	2-7	28.50	8

4. Applying the Automatic Switch: If two teams have played head-to-head and their seeds are consecutive they will be switched if the lower seed has beaten the higher seed (for example, the #2 seed beats the #1 seed head to head; they will be switched). Once a switch has been made, that team is protected from being switched again (for example, the #1 seed cannot be switched with the #3 seed in example above). This process will start from the higher seed and work down through each seeded position.

D. POINT SYSTEM TRACKING/UPDATES: The point system will be tracked weekly on the MSHSAA website, and schools can follow their progress as the season unfolds. Out-of-State schools will be tracked by the MSHSAA office and entered into the system by Monday morning at noon, Tuesday at noon following a Holiday.

SECTION 5: CHAMPIONSHIP SERIES [\(TOC\)](#)

- A. POSTSEASON BROADCASTS:** MSHSAA holds exclusive ALL-PLATFORM DISTRIBUTION rights for AUDIO, DATA and VIDEO for all postseason contests or festivals (beginning with district level through state) in all activities. Any transmission or production of any portion of these events, without the consent of MSHSAA is prohibited. Events are defined as the competition or performance. This includes, but not limited to, using programs such as Facebook Live or YouTube.
- B. Classifications (Friday of Week #8)**
- 1. Schools will be divided into classes as determined by classification procedures outlined in Board Policy.**
 - 2. Tournament Format**
 - a. 8-Man**
 - i. If the registrations are 40 or below, the class will be divided into 4 districts.**
 - 1) Any play-in games will be contested in Week 10 of the Football Calendar.**
 - 2) The four district champions will advance to the State Series**
 - 3) The State Series will consist of 2 rounds. There will be 2 semifinal contests, and a championship game.**
 - ii. If the registrations exceed 40 teams, the class will be divided into 8 districts**
 - 1) The eight winners will advance to the State Series**
 - 2) The State Series will consist of 3 rounds. There will be 4 quarterfinal contests, 2 semifinal contests, and a championship game.**
 - b. Class 1**
 - i. If the registrations are 40 or below, the class will be divided into 4 districts.**
 - 1) Any play-in games will be contested in Week 10 of the Football Calendar.**
 - 2) The four district champions will advance to the State Series**
 - 3) The State Series will consist of 2 rounds. There will be 2 semifinal contests, and a championship game.**
 - ii. If the registrations exceed 40 teams, the class will be divided into 8 districts**
 - 1) The eight winners will advance to the State Series**
 - 2) The State Series will consist of 3 rounds. There will be 4 quarterfinal contests, 2 semifinal contests, and a championship game.**
 - c. Classes 2 - 6**
 - i. Each class will be divided into 8 districts and the winners of the districts will advance to the State Series.**
 - ii. The State Series will consist of 3 rounds. There will be 4 quarterfinal contests, 2 semifinal contests, and a championship game.**

- C. DIGITAL TICKETS:** Hometown Ticketing is the official partner for digital ticketing.
1. Districts: Use of digital ticketing will be a **host school option**
 2. Quarterfinals & Semifinals: Use of digital ticketing will be REQUIRED. No paper ticketing will be available.
 3. Contact: digitaltickets@mshsaa.org

D. POSTSEASON SCHEDULE:

1. Game Times:
 - a. Friday – 7:00 PM
 - b. Saturday – 1:00 PM
 - c. MSHSAA Staff may approve alternative game times by mutual request of schools no earlier than 3:00 PM on Fridays and no later than 2:00 PM on Saturday.**
2. Game Days:
 - a. District Games: (Weeks 10-12) – Games will be played on Friday unless:
 - the common expected one-way travel is three (3) or more hours, the game will be played Saturday, unless the participating schools agree to play on Friday;
 - the field is unlit; the game will then be played on Saturday;
 - two teams share a field; the higher seed will play on Friday and the lower on Saturday;
 - the two teams mutually agree to play on Saturday prior to the bracket information being due; or
 - a threat of weather is present which will impact the quality of the game and safety of competitors and the two teams request and MSHSAA Staff approves a Thursday game**
 - b. Quarterfinals & Semifinals: (Weeks 13-14) – Games will be played on Saturday unless:
 - the two teams mutually agree to play on Friday prior to the bracket information being due.
 - c. Show-Me Bowl

Class	Date	Time
8-Man	<u>Thursday of Week #22</u>	7:00 PM
Class 3		11:00 AM
Class 1	<u>Friday of Week #22</u>	3:00 PM
Class 5		7:00 PM
Class 4		11:00 AM
Class 2	<u>Saturday of Week #22</u>	3:00 PM
Class 6		7:00 PM

E. HOSTING CRITERIA:

1. **District Games:** The better seeded team shall host unless their facility is determined to be inadequate.
2. **Quarterfinals (8-Man & Classes 2 – 6)**
 - a. The team who has hosted the fewer number of games through district play will be the host. Total includes:
 - i. Forfeits which occur after district seeds have been finalized.
 - ii. Games a team was supposed to host but did not due to inadequate facilities.
 - iii. *DOES NOT INCLUDE BYES.*
 - b. If both teams have hosted the same number of games; the host will be the team who did not host a district championship.
 - c. If both teams have either or neither hosted a district championship, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom in even-numbered years.
3. **Semifinals**
 - a. **Class 1**
 - i. The team who has hosted the fewer number of games through district play will be the host. Total includes:
 - 1) Forfeits which occur after district seeds have been finalized.
 - 2) Games a team was supposed to host but did not due to inadequate facilities.
 - 3) *DOES NOT INCLUDE BYES.*
 - ii. If both teams have hosted the same number of games; the host will be the team who did not host a district championship.
 - iii. If both teams have either or neither hosted a district championship, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom in even-numbered years.
 - b. **8-Man & Classes 2 – 6**
 - i. The team who has hosted the fewer number of games throughout the postseason will be the host. Total includes:
 - 1) Forfeits which occur after district seeds have been finalized.
 - 2) Games a team was supposed to host but did not due to inadequate facilities.
 - 3) *DOES NOT INCLUDE BYES.*
 - ii. If both teams have hosted the same number of games; the host will be the team who did not host a quarterfinal.
 - iii. If both teams have either or neither hosted a quarterfinal, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom in even-numbered years.

F. **REQUIRED FACILITY GUIDELINES FOR HOSTING FOOTBALL PLAYOFF GAMES (Districts – Semifinals)**

- **Medical Emergency Plan in place as outlined on the Sports Medicine page of www.mshsaa.org**

G. **RECOMMENDED FACILITY GUIDELINES FOR HOSTING FOOTBALL PLAYOFF GAMES (Quarterfinal and Semifinal Contests):**

The minimum standards listed below are to be used as guidelines in determining the adequacy of available facilities for a member school to host a quarterfinal or semifinal playoff game. These guidelines are deemed necessary in order to equitably administer the event.

1. Separate dressing rooms for each team. Each dressing room should contain showers, toilets, and wash basins. If dressing rooms are not adequate, additional classroom space shall be made available.
2. Adequate restrooms for public use. In addition, use portable facilities if necessary. The number utilized would be dictated by the size of the anticipated crowd.
3. Adequate, unobstructed space outside of and around the perimeter of the playing field (Rule book recommends 15 feet or more).
4. Bleachers with strong understructure (recommend masonry or steel) with footboards and properly maintained for both visitor and home fans.
5. Recommended Seating Capacity:
8-man → 750 Class 1 → 1000 Class 2 → 1300 Class 3 → 1600 Class 4 → 1900 Class 5 → 2200 Class 6 → 2500
6. Press box with 50 square feet of floor space. Equal press box facilities and space shall be provided to coaches of both participating teams. If this cannot be done, then coaches from neither school should use the press box facilities.
7. Public Address System.
8. Automatic field clock, visible to officials, players, and spectators.
9. Specified and supervised parking areas.
10. Adequate security and protection for players, spectators, game officials, workers, etc.
11. Field phones shall be provided for both teams or if they are not available, the "visiting" team shall be advised of this well in advance of the game.
12. If spectator bleachers are available on only one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance.
13. Fireworks/Cannons: The use of any explosive device is prohibited within the vicinity of any contest that may pose a possible hazard to spectators or participants.
14. Souvenir Sales: The sale of Souvenirs/T-shirts is prohibited without prior approval of the MSHSAA.
15. Programs: The Board of Directors has approved a recommendation made by the Football Advisory Committee to exclude from the financial report any charge for the printing of programs or rosters. The cost of such printing should be recouped through sales.
16. Raffles: You are reminded of the Board of Director's policy prohibiting any type of raffle or game of chance at MSHSAA activities. Specifically, the auctioning or raffling of an MSHSAA provided football is not permitted.

Note: Each playing site will be judged on an individual basis in accordance with the minimum criteria. The MSHSAA reserves the right to approve playoff game sites and require a change of sites when deemed necessary.

H. AUTHORITY OF CONTEST MANAGER:

1. General Guidelines: It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. The following guidelines are limited to the authority of a contest manager as it relates to whether or not:
 - a. A contest shall begin after all participants have arrived.
 - b. A contest should continue after it has started.
 - c. In both cases, the manager will be concerned only with playing conditions; i.e., weather, facilities, equipment, and/or crowd control.
 - d. Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest.
 - e. The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control.
 - f. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.
 - g. If, because of conduct, the contest is to be rescheduled on a different day, the MSHSAA Office should be involved in that decision.
 - h. If the contest is to be resumed, be certain you make note of all pertinent details. For example, in a football game, yard line, down, yards-to-go, time, unsportsmanlike penalties, etc. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.
2. Coach as Manager: All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of contest manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to take action as a contest manager as provided above
3. Reporting System: When a contest is not allowed to start after teams have arrived or is interrupted because of poor conduct on the part of spectators, contestants, and/or coaches, a letter of explanation must be sent to the MSHSAA office by the contest manager and the contest officials providing:
 - a. Details regarding the incident.
 - b. Plans, if any, for rescheduling or resuming the contest.

I. CONTEST PREPARATION/ADMINISTRATION: Each game will be administered by a local manager. Their duties shall include:

1. Providing participating schools with any information not included in this manual.
2. Making necessary arrangements for press and radio. (Note policies for radio and television at the end of this manual.)
3. Engaging statisticians and designating one as official scorer.
4. Arranging for a competent timer and scoreboard operator.
5. Making arrangements for managing of concessions (profit to go to host school).
6. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).
7. Provide a safe environment with adequate supervision.
8. Securing ticket sellers and ticket takers. No tickets are provided by the MSHSAA up to the finals.
9. Assigning seating and dressing rooms to teams and game officials in advance.
10. Note: Schools hosting playoff games should make sure that equal facilities and conveniences be provided to the competing schools. The "home" schools should share all convenience and support facilities and understand that this is not their home game. It is a MSHSAA State Playoffs contest and no "home field" advantage is intended.
11. Making arrangements necessary for any half-time activities by school bands. Contact participating schools to determine whether or not their bands will perform at half-time.
12. Provide for the playing of the Star-Spangled Banner prior to kickoff.
13. Assisting teams in making any necessary housing arrangements. (Each school will be responsible for its own housing arrangements, but may want the help of the manager.)
14. Arranging for game programs. Host schools may provide game programs; however, expenses for the printing and distribution is not an allowable expense. Profit, if any, will be retained by the host school.
15. Filing a financial report with the MSHSAA Office within five days. Any manager's fee shall be paid from the host's share. It is not an allowable expense.
16. Team Benches: If spectator bleachers are available on one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance for district through semifinal contests. For security reasons and fan support, teams and their fans should be located on the same side of the field (this is required for district semi-final games through state semifinal games).

J. GAME MANAGEMENT STAFF:

1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
2. Adequate security shall be provided for game officials.
3. Make necessary arrangements for marking the field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker.
4. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).

K. DISTRICT CHAMPIONSHIP GAME BALLS: DO NOT PURCHASE GAME BALLS. The local game manager will be shipped two official top-grade leather footballs for the contest. Each team is to be given one of the game balls following the game. Managers should instruct the officials concerning this matter. If a participating team desires to use an approved composition-covered football in accord with NFHS Rules, it may do so; but the school must provide two balls of their own for the game. The Wilson F1300 GST is the official ball.

L. POSTSEASON BANDS/PERFORMANCES:

1. During the Game: Schools must follow the information in Section 2.C.4 of this manual regarding when they may play.
2. Halftime
 - a. *Option 1 - One Band Performing:* The band performance shall be limited to a **maximum of 12 minutes** at half-time **including marching onto the field, performing, and marching off the field.** The band director shall consult the game manager concerning arrangement for half-time and pre-game activities. **A schools' dance team may perform during the 12 minutes allotted the school.**
 - b. *Option 2 - Two Bands Performing:* Each band performance shall be limited to a **maximum of 7 minutes** at half-time **including marching onto the field, performing, and marching off the field.** The band director shall consult the game manager concerning arrangements for half-time and pre-game activities. **A school's dance team may perform during the 7 minutes allotted each school.**

NOTE: Contact should be made with the host school if a pep band is coming to perform at any MSHSAA playoff game. This will avoid confusion and performance issues at the site.

M. AWARDS:

1. Team awards will be sent to each district championship manager to be awarded at the game.
2. Each district champion and district runner-up winner will receive a plaque.
3. Teams defeated in the semifinal game will receive their semifinalist trophy in the mail.
4. Trophies and medals will be awarded to the state champion and state runner-up teams in each class at the Show-Me Bowl.

N. PASSES/PASS LISTS:

1. In the district, quarterfinal, and semifinal games, pass lists shall be provided to the manager by the participating schools.
 - a. Pass Lists Shall Include:
 - i. School Administration on duty
 - ii. Team personnel not arriving with the team
 - iii. Cheer/Dance Coaches
 - b. Pass Lists Shall NOT Include:
 - i. Players, coaches, or managers arriving with the team.
 - ii. Cheerleaders in uniform.
 - iii. Band members and band directors in uniform from the participating schools who are going to march.
2. Scouts
 - i. Must be in possession of letter from their administration otherwise they must pay admission
 - ii. Shall be permitted to film
3. Press
 - i. Missouri Sportswriters and Sportscasters Membership Cards will be honored through semifinal contests.
 - ii. Other press passes shall be honored only if the bearer has proper identification from the newspaper, radio station, or television station and the bearer of the pass is actually covering the event.
4. MSHSAA Board of Directors' passes are to be honored.
5. Managers shall not issue any passes except to their school administrators and the workers at the game. If additional passes are desired by the host school, they may be purchased from their share of the net receipts.
6. No passes are to be provided for high school or college coaches.

O. FINANCIAL INFORMATION:

1. Admission Charges: for all Spectators ages 6 and above (Students and Adults)

Week 10 Games:	Host sets price
All other District Games:	\$6.00
Quarterfinals:	\$8.00
Semifinals:	\$8.00
Championships (per day):	\$10.00
2. Week 10 Games:
 - a. *Gate Receipts:* Host schools are expected to collect admission from all spectators ages 6 and over at all games.
 - b. *Host School Expenses:* Host schools shall deduct from gate receipts those expenses reasonable and common.
 - c. *Officials Pay:* Host schools are obligated to pay the appropriate amount from the MSHSAA Zone Chart.
 - d. *Net Profit.* The net profit shall be calculated by subtracting the Host School Expenses and Officials Pay from the Gate Receipts.
 - e. *Profit Share:* Host Schools shall remit to visiting schools 40% of the Net Profit and retain 60% for themselves.

3. All other Postseason Games:

- a. *Gate Receipts:* Host schools are expected to collect admission from all spectators ages 6 and over at all games.
 - Failure to collect gate may, at minimum, result in participating schools paying the cost of officials a proration of the Host School Stipend and elimination of any Profit Share.
- b. *Host School/Manager Stipend:* Each district will be granted a stipend for hosting the game. The host school stipend is to be used to pay local expenses (gate keepers, scorers, athletic trainers, etc.). If volunteers are used and less than the total stipend is spent, the school will keep the remaining balance of the stipend to use at their discretion. There is no Manager's Stipend.

<u>Round</u>	<u>8-Man Manager</u>	<u>8-Man Host</u>	<u>11-Man Manager</u>	<u>11-Man Host</u>
Each District Game	\$100	\$400	\$100	\$650
State Quarterfinal	\$100	\$650	\$100	\$900
State Semifinal	\$100	\$650	\$100	\$900

- c. *Officials Pay:* MSHSAA will pay all officials directly.
- d. *Net Profit:* The net profit shall be calculated by subtracting the Host School Stipend, Manager Stipend, Officials Pay from Gate Receipts.
- e. *Profit Share:* The host school shall receive 20% of the Net Profit.

f. *Attendance Bonuses:*

<u>2000 – 3000</u>	<u>3001 – 4000</u>	<u>4001 – 5000</u>	<u>5001 – 6000</u>
\$500	\$1000	\$1500	\$2000

- g. **Financial Reports: The Event Settlement is to be completed on the host manager's MSHSAA account under the Football Manager Link. The settlement should be completed as soon as possible.**

4. Other Financial Items:

- a. **Program Concessions:** The printing of a program is encouraged and represents an additional income opportunity for the host site. Costs of producing a program are not an allowable tournament expense. However, any income from program sales or local advertising stays entirely with the host school.
- b. **Food Concessions:** Receipts from concessions will go to the host school and will not be included in the financial report. Concessions expenses are not an allowable expense.

APPENDIX A [\(TOC\)](#)

PROGRAM INFORMATION AND STATISTICS

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

In addition to the appropriate roster and schedule information, the following statistical information will be requested for football teams advancing to the Show-Me Bowl:

- A. Rushing: Include up to four players, team totals and opponent totals**
 - a. Attempts: Rushing Attempts for the season to date
 - b. Yards: Rushing yards for the season to date
 - c. Avg. per Carry: Total yards divided by attempts
 - d. Rushing TD: Touchdowns scored by run only
 - e. Yards per Game: Rushing yards divided by games played for that player
- B. Passing: Include up to two players, team totals and opponent totals**
 - a. Att: Passing attempts to date
 - b. Comp: Pass completions to date
 - c. Yards: Passing yards to date
 - d. TD Passes: Touchdowns thrown
 - e. Interceptions: Interceptions thrown
- C. Receiving: Include up to four players, team totals and opponent totals**
 - a. Rec: Passes caught to date
 - b. Yards: Total reception yards to date
 - c. Avg. Per Rec: Total yardage divided by receptions
 - d. Receiving TD: Pass receptions for touchdowns
 - e. Yards per Game: Total yardage divided by games played for that player
 - f. Note: Team receptions must equal the team total for pass completions; team TD
 - g. receptions must equal team TD passes thrown
- D. Defense: Include up to six players**
 - a. Total Tackles: Includes solo tackles and assisted tackles
 - b. Sacks: Only tackles for loss on passing plays
 - c. Tackles for Loss
 - d. Interceptions
 - e. Fumbles Forced
 - f. Fumbles Recovered
- E. Punting: Include up to two players**
 - a. Punts
 - b. Yards: Yardage from line of scrimmage to point where punt was caught or downed
 - c. Punt average: Yards divided by punts
- F. Kicking: Include up to four players**
 - a. PAT: Point after kicks converted
 - b. PAT Att: Attempts at PAT kicks
 - c. FG: Field goals converted
 - d. FG Att: Field goals attempted
 - e. Long FG: Yardage of longest successful FG kick
- G. Scoring: Include up to four players**
 - a. TD: Touchdowns scored
 - b. PAT Kick: Points after kicked successfully
 - c. PAT 2 pt: Two-point conversions scored
 - d. FG: Field goals converted
 - e. Total Pts: Total number of points scored by individual (TD=6, PAT= 1, etc.)
- H. Punting: Include up to two players**
 - a. Punts
 - b. Yards: Yardage from line of scrimmage to point where punt was caught or downed
 - c. Punt average: Yards divided by punts
- I. Kicking: Include up to four players**
 - a. PAT: Point after kicks converted
 - b. PAT Att: Attempts at PAT kicks
 - c. FG: Field goals converted
 - d. FG Att: Field goals attempted
 - e. Long FG: Yardage of longest successful FG kick
- J. Scoring: Include up to four players**
 - a. TD: Touchdowns scored
 - b. PAT Kick: Points after kicked successfully
 - c. PAT 2 pt: Two-point conversions scored
 - d. FG: Field goals converted
 - e. Total Pts: Total number of points scored by individual (TD=6, PAT= 1, etc.)

Note:

- These numbers should represent all games played will be required for teams advancing to the Show-Me Bowl. Any statistical information to be found incomplete will result in a fine per board policy.
- Stats only need to be submitted once prior to the championship game.
- If you have any statistical questions, do not hesitate in contacting Jason West in the MSHSAA office by e-mailing jason@mshsaa.org or calling (573) 875-1077.

APPENDIX B [\(TOC\)](#)

COPYRIGHT COMPLIANCE

MSHSAA Position Statement Regarding U.S. Copyright Compliance

Educators, coaches, and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed onsite is owned by ASCAP. To determine if the music is owned by ASCAP to go www.ASCAP.com and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C:

MEDIA INFORMATION (TOC)

(For the purposes of this information 8-Man is the same as Class 1)

- A. **Playoff Press Passes:** Members of the media who need working passes for district, sectional or quarterfinal contests should request those credentials through the MSHSAA website. As the manager, you will be able to see the list of the media members which have been approved by the MSHSAA office to attend. This list will include the media member's name, outlet and email address. (This can be accessed under your "Postseason Manager" tab > "(The Event)" > Tournament Items > Media Credentials) You will need to provide any special instructions (i.e. parking, special entrance, etc.) to the media members on the list. Media outlets who have a green check mark on this list shall be permitted to enter the facility. Any outlet or reporter who does not have a green check mark needs to contact the MSHSAA office for verification, or they will need to purchase a ticket at the gate. All requests must be made 48 hours prior to the start of the district tournament. As you monitor the media list, please let the media department (Jason West or Scott Lunte) know of any capacity limits or restrictions your facility may have. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission will be charged to media representatives who have made prior arrangements. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. **Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press table), access to the floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Jason West at the MSHSAA Office.
- C. **Results:** Each site manager has the responsibility to ensure that all final results are reported immediately after the conclusion of each district championship, or playoff game to the MSHSAA Web Brackets.
- D. **Playoff Radio Broadcasts:** Permission to conduct a radio broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 24 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. The following regulations also apply to all playoff game radio broadcasts:
1. Each broadcasting station is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.
 2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
 3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. alcohol, tobacco, lottery/gaming advertisements).
 4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the media page of the MSHSAA website.
 5. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
 6. MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of MSHSAA.
 7. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools.
 8. No rights fee shall be charged for broadcasts at MSHSAA district or sectional contests for broadcasts on "over-the-air" stations. See Radio Broadcast agreement for fee structure.
 9. Beginning with the Quarterfinal round of the MSHSAA playoff series, radio rights fees will be **the following: Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45, Class 6- \$50.** A green check mark on the media pass list will show if an outlet has paid and is okay to broadcast. All payments are to be made online. No payments shall be accepted on-site.

- E. Playoff Internet Webcasts:** All postseason video webcasts must be streamed through MSHSAA.tv. Permission to conduct an internet broadcast from a district, sectional or quarterfinal site should be arranged through the MSHSAA office. Once granted permission, broadcasters must plan with the site manager no less than 24 hours before the intended contest. Broadcasting entities are solely responsible for installing or arranging the use of phone lines or internet lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting entities. The following regulations also apply to all playoff game internet broadcasts:
1. Each webcasting entity is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.
 2. All Internet Broadcast Rights fee must be paid in full to the MSHSAA office prior to broadcasting. No payments shall be accepted on site.
 3. Each station must provide a completed MSHSAA broadcast agreement and list of sponsors before the broadcast may begin, in addition to a receipt or memo from the MSHSAA office stating the rights fee has been paid.
 4. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. - alcohol, tobacco, lottery/gaming advertisements).
 5. Entities are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
 6. Entities shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
 7. MSHSAA reserves the right to discontinue the broadcasting right of an entity at any time in the event previous broadcasting by the entity is considered to have been in poor taste or incompatible with the educational values of the Association.
 8. If more entities request permission to broadcast than can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for entities representing both participating schools.
 9. A rights fee shall be charged for audio-only broadcasts at MSHSAA postseason contests: **Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45, Class 6- \$50.** There is no charge if the outlet provides a video stream on mshsaa.tv.
- F. Live Television Broadcasts:** There is a significant rights fee charged for all live broadcasts. All requests to broadcast live must receive prior approval from the MSHSAA by contacting Jason West at the MSHSAA office. All live broadcast stations must provide feeds for additional stations desiring the feed. Stations receiving the feed must also pay a rights fee and receive prior permission from the MSHSAA.
Live Broadcast: (Districts through MSHSAA Quarterfinal) - \$1500 per game
- G. Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.
- H. Championship Radio Broadcasts:** The same regulations as listed above in the Playoff Radio Broadcast section shall apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. No payments will be accepted on site. The following rate scale will apply to championship broadcasts: **Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45, Class 6- \$50.**
- I. Championship Internet Broadcasts (audio only):** The same regulations as listed above in the Playoff Internet Broadcast section shall apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. No payments will be accepted on site. The following rate scale will apply to championship broadcasts: **Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45.**

NOTE: Please contact Jason West, Communications Director, by phone at (573) 875-1077 or by e-mail at Jason@mshsaa.org, if you have ANY questions concerning the guidelines listed in this section or have any media questions/concerns.

APPENDIX D: (TOC)

POSTSEASON BRACKET ROTATION

By action of the MSHSAA Board of Directors, the following bracket rotations will be utilized to promote a rotation/cycling of matchups throughout the postseason. Information below is a projection of when each rotation will be used should the current playoff system remain the same.

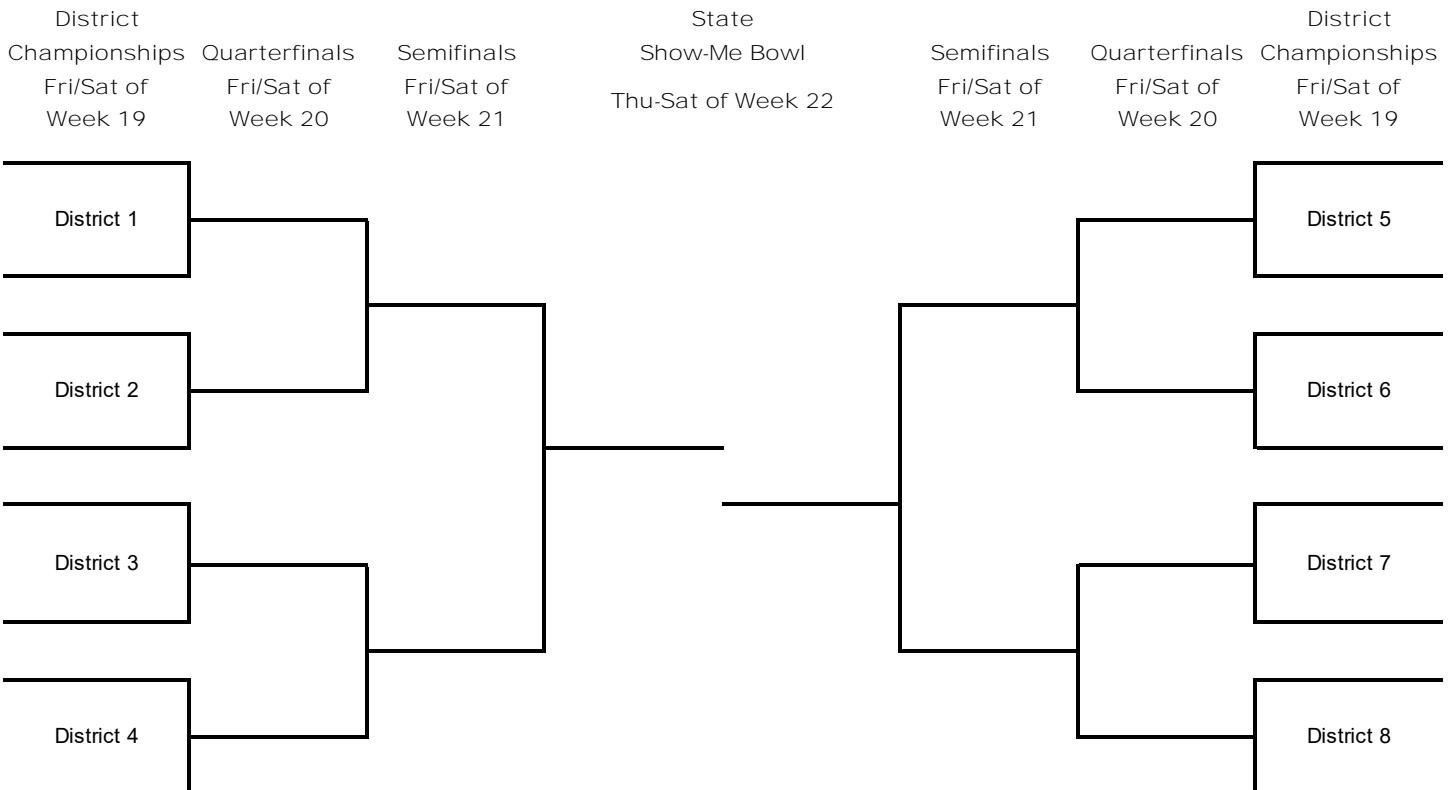
8-Man & Classes 2 – 6 (8 Districts per Class)

Season			Left-side				Right-side			
			Districts				Districts			
2020	2023	2026	1	2	3	4	5	6	7	8
2021	2024	2027	1	2	5	6	3	4	7	8
2022	2025	2028	1	2	7	8	3	4	5	6

Class 1 (4 Districts per Class)

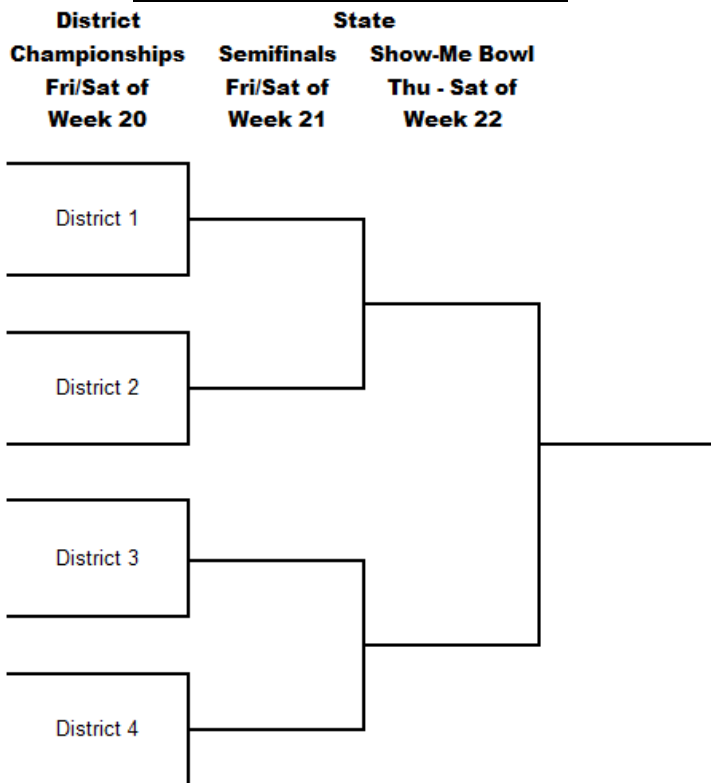
Season			Top to Bottom			
			Districts			
2020	2023	2026	1	2	3	4
2021	2024	2027	1	3	2	4
2022	2025	2028	1	4	2	3

Current 8-Man & Classes 2 – 6 Bracket Rotation



- Specific dates for each round may be located on the Dates to Remember page at the beginning of the manual.
- See Section 5.D&E for times, day selection and hosting criteria

Current Class 1 Bracket Rotation



Specific dates for each round may be located on the Dates to Remember page at the beginning of the manual.

- See Section 5.D&E for times, day selection and hosting criteria

APPENDIX D: [\(TOC\)](#)

POINT SYSTEM VARIABLES

Section 4.C outlines the District Seeding Procedures including how teams accumulate points toward their district seed. The information provided is simply applied when member school plays member school within their registration (11 v 11 or 8 v 8). When a member school plays a non-member team or team outside of their registration's complexities arise which will be addressed in this appendix.

Varsity v. Sub-Varsity – no seeding points can be accumulated in these games and the game should be marked as an exhibition on the website.

8-man v. 11-man – no seeding points can be accumulated in these games and the game should be marked as an exhibition on the website.

Out-of-State Competition

- Enrollment
 - Enrollment of school is identified
 - Determination of enrollment make-up → 9-11 or 9-12
 - If 9-12; 75% of enrollment used for classification to mirror MSHSAA Enrollments
 - Adjustments of enrollments are identified
 - Any multiplier is removed from the school's enrollment
- Classification
 - Enrollment is compared to MSHSAA enrollment breaks and school is classified as such
 - All out-of-state affiliated schools are placed in Class 1, this would include Home School Association teams
- Play-Up points are applied based upon classification just as playing an in-state team.



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