

Basketball Manual 2008-2009

MSHSAA
Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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DISTRICT ASSIGNMENTS and STATE TOURNAMENT BRACKETS
can be found on the MSHSAA web site at www.mshsaa.org

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PURPOSE AND PHILOSOPHY

1. **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.
2. **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 its primary philosophy and purpose.
3. **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 (1) to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport, and (2) 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 players, 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.

4. **SUPERVISION OF PLAYERS AND FANS:** The By-Laws of the MSHSAA hold a school responsible, both home and away, for the conduct of its players, students, coaches and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in players a respect for others and school property. 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 for the entire school.

A school also should inform its players, students, coaches and fans of the value game 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 players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: USING THIS MANUAL

All coaches and athletic administrators shall read the instructions in this manual carefully. Also, check the MSHSAA web site under "Downloadable Forms" and make note of all deadline dates for submitting entry forms which relate to basketball. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office, PO Box 1328, Columbia, MO 65205-1328; phone (573) 875-4880; fax (573) 875-1450.

SECTION 2: CHAMPIONSHIP SCHEDULE

1. District tournaments shall be scheduled in accord with the committee's best judgment, including starting times for sessions. If afternoon games are scheduled, it is suggested that these sessions be scheduled after the school day closes.
2. Classes 1, 2, and 3 district tournaments shall be scheduled during the week of February 28-March 7. Classes 4 and 5 district tournaments shall be scheduled during the week of February 21-28.

3. Tournaments should be scheduled to begin during the week preceding, if necessary, to reduce the total number of teams (combined boys and girls) to 16 prior to Monday of the week listed above.
4. The tournaments are to be scheduled to allow 1.5 hours per game with a minimum of 15 minutes between games when behind schedule.
5. In sessions where boys and girls teams are involved, the schedule should alternate girls then boys as much as possible up to the semi-final rounds. Every attempt is to be made to schedule both semifinal games for boys on the same night and both semifinal games for girls on the same night. This will allow the winners an equal amount of time between the semifinals and finals. District committees still have the option to schedule all girls and/or boys sessions if it better serves the schools in their tournament with regard to travel, crowd control, etc. Girls and boys teams are assigned to the same districts so they can travel together. At least your first round schedule should reflect this as much as possible.
6. Class 1 sectionals will be played on March 10. Classes 2 and 3 sectionals on March 11. Classes 1, 2, and 3 quarterfinals on March 14. Classes 4 and 5 sectionals on March 4. Classes 4 and 5 quarterfinals on March 7.

SHOW-ME SHOWDOWN II SCHEDULE

Classes 1, 2, and 3
 MIZZOU ARENA
 University of MO-Columbia
 Columbia, Missouri
 March 19, 20, and 21, 2009

Classes 1, 2, and 3 semifinal games will be played March 19 or 20; finals and consolation games will be played on March 20 or 21. Specific game times will be included with the district assignments on the MSHSAA web site.

SHOW-ME SHOWDOWN I SCHEDULE

Classes 4 and 5
 MIZZOU ARENA
 University of MO-Columbia
 Columbia, Missouri
 March 12, 13, and 14, 2009

Classes 4 and 5 semifinal games will be played March 12 or 13; finals and consolation games will be played on March 13 or 14. Specific game times will be included with the district assignments on the MSHSAA web site.

SECTION 3: ENTRY PROCEDURE

1. Team Participation Record and Roster: All schools assigned to the tournament shall be required to complete and mail the Team Participation Record and Roster (MSHSAA web site under "Downloadable Forms") to their tournament manager. This form shall be faxed or hand-delivered to the district manager no later than 4 p.m., five calendar days prior to the meeting date to draw the district tournament bracket.
 - a. No additions may be made to the team roster after it is submitted for the district tournament even if the number of names listed is less than the maximum allowed.
 - b. A school may substitute or add to the team roster, which was submitted for district play, prior to the start of the first game of the state tournament (sectional game for all classes). Any additions or substitutions must be made in writing to the MSHSAA Office and to the sectional manager. No additions or substitutions can be made after the first game of the state tournament.
2. Eligibility Roster: An eligibility roster shall be attached to the Team Participation Record and Roster sent to the tournament manager.
 - a. All schools are advised to certify on the eligibility roster more than the number of players that will be used in the tournament.
 - b. The school may substitute prior to the first game of the district from its eligibility list any athlete to replace one listed on the tournament roster. Substitutions after the first game of the district may be made only in case of illness or injury verified by a physician. Any player who is thus replaced may not return to competition in the district tournament but may return for the state tournament. However, the player must be included on the team roster prior to the first game of the state tournament -- sectional game in all classes -- even though the availability of the player is doubtful due to the injury.

SECTION 4: TERMS AND CONDITIONS

The district, sectional and state basketball tournaments (boys and girls) will be administered under a two year (2008-09 and 2009-10) classification plan based on the enrollment in grades 9-12. The enrollment for all boys and all girls schools shall be doubled for classification purposes. Schools will be divided into five classes for the boys and girls tournaments as follows:

<u>CLASSIFICATION</u>	<u>ENROLLMENT LIMITS</u>
Class 1.....	130 and below
Class 2.....	131-245
Class 3.....	246-577
Class 4.....	578-1202
Class 5.....	1203 and above

Class 1, 2, and 3: Sixteen district tournaments will be held to determine the teams to be included on the sixteen team state tournament bracket. The winners of the district tournaments will advance to the sectional round.

Class 1: The sectional round will be played on Tuesday at eight out-state sites. The sectional winners will advance to the quarterfinal round on Saturday at four out-state sites. The four quarterfinal winners will advance to the semifinal round at the Mizzou Arena at the University of Missouri-Columbia.

Classes 2 and 3: The sectional round will be played on Wednesday at eight out-state sites. The sectional winners will advance to the quarterfinal round on Saturday at four out-state sites. The four quarterfinal winners will advance to the semifinal round at the Mizzou Arena at the University of Missouri-Columbia.

Classes 4 and 5: Sixteen district tournaments will be held in each of these classes to determine the teams to be included on the sixteen team state tournament bracket. The winners of the district tournaments will advance to the sectional round. The sectional round will be played on Wednesday at eight out-state sites. The sectional winners will advance to the quarterfinal round on Saturday at four out-state sites. The four quarterfinal winners will advance to the semifinal round at the Mizzou Arena at the University of Missouri-Columbia.

- Boys and girls teams from the same school are assigned to the same district tournament.
- Each tournament will be under the control and direction of the manager appointed by the Board of Directors who will in turn select two or more other committee members from participating schools other than the host school. As many conferences as possible shall be represented as well as both boys and girls teams (schools).
- Tournaments will be conducted on the single elimination plan. There will be no third-place game in the district tournaments.
- No team will be admitted unless assigned to the tournament by the Board of Directors.
- No more than 15 players may be in uniform for district and state basketball games.
- Drums, noisemakers, and all other musical instruments are prohibited at all MSHSAA district and state basketball tournaments. Because of problems resulting from the display of school banners and posters, all such banners and posters are prohibited at all MSHSAA basketball tournaments with the exception of the school's official banner. Likewise, such practices as the tearing of paper for use as confetti which creates a fire hazard, the tearing down of an opposing school's banner, etc., shall be prevented by the school administrators or their representatives in charge of students from that school. Megaphones may be used by cheerleaders only to direct instructions to their pep squad and not as noisemakers. School bands may be approved by the committee if play is for the mutual entertainment of fans and does not favor any participating team. Signs, posters, banners (other than the school's official banner), pom-poms (except those used by cheerleaders), towels to wave, enlarged fingers depicting we're #1, etc., are examples of items that are prohibited. Fans should not be permitted to "stomp" on bleachers in their enthusiasm during an athletic contest. Sportsmanship by all players, coaches, and fans should have a special emphasis at all games. It is recommended that these same guidelines be enforced during the regular season also.
- It shall be the responsibility of schools to eliminate such athletic pranks as ripping or cutting nets from basketball goals, or any other activity involving destruction and/or theft of game equipment and materials. Any such acts shall be considered gross acts of unsportsmanlike conduct to be considered under the MSHSAA Athletic By-Laws.
- The following Board of Directors policy shall be applied: (1) Nets are not to be cut or removed as part of a ceremony; (2) If the nets are desired as a trophy, the administrator of the host school should be asked for them and should be paid the price of a new set of nets; and (3) If nets are secured by the winning school in this manner, they shall be removed following the tournament and not during the time the act will be witnessed by student and adult spectators.
- Assignment of each team's bench and pre-game warm-up basket is to be predetermined by the tournament manager/committee and all teams notified in advance. The recommended procedure is to let the "home" team for each game sit on the bench which the host school utilizes during the regular season and conduct their pre-game warm-up at the basket at the opposite end of the floor. Teams are to conduct pre-game and half-time warm-up on their half of the floor only. If jogging or running is part of their warm-up drills, then it is to be confined to their half of the court. Teams are to refrain from circling the entire floor when they enter the court to warm-up. Teams leaving their locker rooms and entering the court are to proceed to their warm-up end of the court by the most direct route and at no time are they to pass underneath their opponent's basket. Officials are to enforce

this once their jurisdiction begins by rule by assessing the head coach a technical foul. Tournament managers are to notify schools of this in advance and enforce it.

10. Participating teams are not permitted to warm-up at half-time of any games except the ones in which they are playing.
11. TOBACCO/ALCOHOL/DRUG POLICY: Use of any tobacco, alcohol, or controlled substance (other than prescription) by any participant while at an MSHSAA event at any event building/grounds is prohibited. Violation shall result in disqualification from the event. "Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and officials. Proper enforcement is expected. Violations shall be reported to the school's administration and MSHSAA."
12. Recent additions to the MSHSAA Basketball Manual Terms and Conditions:
 - a. The waving of hands by spectators behind the basket during free throws to distract shooter is prohibited.
 - b. The dumping of water on the coach on the court or in the locker room area is prohibited.
 - c. No practice sessions are allowed at the district host site before or during the district tournament for all non-host schools assigned to the district.
 - d. CONTINUOUS STANDING: "The district tournament committee (as defined on page 10 of the MSHSAA Basketball Manual) shall establish specific guidelines regarding student cheer and spirit groups. (For purposes of this section, the host site and representatives of the participating schools shall be considered the tournament committee for sectional and quarterfinal contests.) The committee shall create these guidelines with a primary focus on sportsmanship and respect for other schools and spectators. The guidelines shall also consider the seating needs of the host facility. If the establishment of designated student seating sections is recommended by the tournament committee, the following criteria shall be enforced:
 - 1) At least one empty row must serve as a buffer between the floor and the student sections.
 - 2) The student sections shall be specifically marked and separated (such as by rope, pennants or other barrier) from the general spectator seating areas.
 - 3) The student sections shall be cleared out at the conclusion of each game for use by the schools playing the next contest. If a school is playing back-to-back games with its boys and girls teams, that school may remain in its section for both contests, as long as remaining in that section does not conflict with criteria 4 below.
 - 4) In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other, directly behind either goal or directly behind the bench of the opposing team.
 - 5) The student sections shall be placed in locations that minimize the obstruction of other patrons when the students stand in unison.
 - 6) Sportsmanlike behavior is expected at all times from the student section.
 - 7) An administrator with the responsibility of supervising students should be present at all contests involving that particular school and be present throughout the contest in the vicinity of the student section or in an area designated by the host site administrator.
 - 8) An administrator from each participating school, the host site administrator and a representative of the game officials shall meet prior to game time to reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest."
 - e. Spectators shall not storm the court in celebration at the conclusion of any district or state tournament series contest.
13. TOURNAMENT PASSES: Roster sheets to be used as gate checklists can be found on the MSHSAA web site under "Downloadable Forms." Names shall be placed on this form and submitted to the tournament manager prior to the first game of the tournament. Tournament managers may issue individual printed passes to participating schools for admission rather than using the checklist sheets if they so desire.
 - a. In addition to its players, each participating team shall be provided up to ten complimentary admissions for coaches, administrators, manager, bus driver, and to spouses if the school so desires. These are to be honored for all games throughout the tournament. Exception: In facilities where seating is limited, the tournament manager/committee may restrict passes to just the schools participating in a particular session and to coaches and administrators of other schools in the tournament.
 - b. Varsity cheerleaders shall be admitted free to the district session their team plays provided they are in their official school cheerleader uniforms and are accompanied by their cheerleading coach. They must enter as a group with their coach to gain free admission. The number of varsity cheerleaders is to be verified by the school principal or superintendent. Only 12 cheerleaders will be allowed on the floor at the final site of the state tournament. If room permits at the district, sectional and quarterfinal games, more than 12 cheerleaders may be allowed on the floor at any one time. The tournament manager will decide how many

cheerleaders may be permitted on the floor. The activities and performances of cheerleaders, pom-pom squads and similar groups are governed by MSHSAA By-Law 105 and is to be followed in district and state tournament games as well as throughout the regular season.

- c. Teachers, who are specifically assigned by their administrator to supervise student conduct at district tournaments, may be admitted free with the number to be allowed as follows — Classes 1 and 2: 4, Class 3: 5, Class 4: 6, and Class 5: 7. These supervisors shall be instructed by their principal to actively supervise the conduct of their students and shall work closely with the tournament manager. They shall be instructed to assist in keeping students off the playing floor following games when conduct problems sometimes arise. These persons must be on the pass list and wear identifying badges so the tournament manager will be able to communicate with them.
 - d. MSHSAA Board of Directors passes issued to present and past Board members are to be honored for any MSHSAA event. MSHSAA Basketball Observer passes are to be honored for district, sectional and quarterfinal games.
 - e. Host schools shall limit complimentary passes to tournament workers and members of the administration. Because of the abuse and impossibility of controlling the matter, the Board of Directors has ruled that professional educational organizations, e.g., MSTA or MNEA, membership cards, or other similar types of passes, shall not be honored as passes to the district or state basketball tournament series games.
 - f. News media with proper credentials are to be admitted free.
14. Policies Regarding Forfeited Tournament Games: In case of forfeiture of tournament games, the following policies shall be applied:
- a. If the school receiving the forfeit made the trip, its fans would have made the trip and the school shall receive its game share and mileage for the forfeited game.
 - b. A school that does not make a trip and forfeits a game shall not receive a game share or mileage.
 - c. Officials shall be paid for the forfeited game unless notified in advance.
 - d. The host school shall receive the per game stipend for all forfeited games for which officials are paid. If officials are not paid because of being notified in advance, the host school shall not receive the per game stipend.
15. Bracketing Instructions: Boys teams and girls teams shall be separated and each district is actually two tournaments. The instructions below should be applied, and a separate bracket for boys and girls shall be used. Tournament committees are to draw brackets so that game schedules provide equity for all schools insofar as possible. Every attempt is to be made to schedule both semifinal games for boys on the same night and both semifinal games for girls on the same night. This will allow the winners an equal amount of time between the semifinals and finals. In the first round of district tournaments, boys and girls teams from the same schools should be scheduled, if possible, on the same night so as to save travel.
- a. Drawing of district tournament brackets: The district manager shall notify each school at least 7 days prior to the meeting to draw the tournament bracket in accord with the following schedule:

<u>CLASSES 1, 2, and 3</u>	<u>CLASSES 4 and 5</u>
No earlier than February 14	February 7
No later than February 21	February 14
 - b. The participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how it may affect each coach's team. This process shall be for each coach to rank each team in the district, excluding his own team, from top to bottom on a secret ballot that will then be published in open forum and tallied to determine the overall seeding. When ranking the teams, the committee shall take into account each team's won-lost record (varsity games only) head to head competition, caliber of competition, and common opponents they have played over the season. If a tie should occur in this seeding process, the tournament committee shall look at the tied teams only and their individual seeds from the other schools in the districts to break the tie. Based upon each ballot, the tied teams would be assigned one or two points based upon their relative seeds. The team with the fewest points shall be awarded the higher seed. Should a tie still exist, the tournament committee shall determine the seeds of the tied teams. A tournament committee member whose team is involved in the tie shall abstain. The tournament committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. The committee shall reserve the right to accept or reject the coaches' recommendations. This specific procedure **shall** be followed by district manager.
 - c. All teams shall be seeded by the committee. In districts of eight or less teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 8-Team Bracket on page 17 of this manual. Any byes are to be given first to the first-seeded team, then the second-seeded team, etc. In districts of nine or more teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 16-Team Bracket on page 18 of this manual; any byes are to be given to the first-seeded team, then the second-seeded team, etc.
 - d. Each school will be required to submit their District Basketball Entry and Information Form (found on the MSHSAA web site under "Downloadable Forms") at the District Seeding Meeting. District winners must follow instructions found in the district winner's packet for submission of team information and team picture.

16. Scorers Table Personnel and Procedures for All Games in MSHSAA District and State Basketball Tournament Series:
- Personnel to be assigned to the scorer's table: (1) official scorer, (2) assistant scorer, (3) official timer, (4) assistant timer, and (5) P.A. announcer. In addition, if space permits, the scorekeeper from each team will sit at the end of the scorer's table nearest their team bench.
 - If space is not available to accommodate the team scorekeepers at the scorer's table, they are to sit on the end of their respective benches next to the scorer's table.
 - If a scoring question should arise, the referee will confer with the official scorer and check the official book for errors. The umpire, in addition to assisting the referee, will bring each team's scorekeeper, along with their scorebooks, to the front of the scorer's table in the event the referee decides they are needed for reference. All coaches and team members are to remain at their benches. Head coaches are to be called to the table together and notified of the official's decision.
17. Duties of Table Personnel:
- OFFICIAL SCORER:** Reference the information in the back of the current National Federation Basketball Officials Manual or the National Federation Instructions To and Duties of Scorers provided by the MSHSAA Office. It is strongly recommended that scorers use pencils of distinctively different colors (e.g., red and black) for each half. **NOTE:** The official scorer shall record the jump balls for the alternating possession rule and be responsible for the possession arrow. In addition, the official scorer shall maintain an accurate record of 3-point goals as well as 2-point goals.
 - ASSISTANT SCORER:** Does not keep score. Spots fouls and free throw shooters for the official scorer. Identifies the person that fouls and the free throw shooter by color of jersey and number. Observes the recording of the information by the official scorer and also checks to see that the running score on the official book coincides with the scores on the scoreboard. Assist with the possession arrow and the distinguishing of 3-point goals from 2-point goals.
 - OFFICIAL TIMER:** Reference the information in the back of the current NFHS Basketball Officials Manual or the NFHS Instructions To and Duties of Timers provided by the MSHSAA Office. Official Timer is responsible for notifying the participating teams that there are 3 minutes remaining in the half-time intermission.
 - ASSISTANT TIMER:** Assists the official timer by placing the score of each team on the scoreboard as the game progresses and observes the timing procedures of the official timer. Checks the accuracy of the score on the scoreboard with the official scorer and assistant scorer.
 - P.A. ANNOUNCER:** In an impartial and neutral manner, make only periodic announcements pertinent to the game, e.g., starting lineups, substitutes, player who scores a field goal or free throw, etc. If fouls on players are announced, this should be done only after the foul is reported by the floor official so as to avoid mistake. He can also assist in verifying to the official scorer, by jersey color and number, those players who fouled and those who are designated as free throw shooters.
 - Scorers table personnel are very important. Select experienced adults—those who have been keeping score or timing for you during the regular season. Interested and dependable faculty members usually do the best work, although there are exceptions. Above all, select those individuals for these very important jobs that have plenty of poise, good judgment, sense of impartiality, and who you are sure will not get caught up in the emotion of the game, but will concentrate instead on the job.
 - The above procedures are to be followed at all MSHSAA District and State Basketball Tournament Series Games. It is strongly recommended they be followed by all member schools during all regular season varsity level games.
 - A **starter's pistol** is to be used to end all district, regional, sectional, quarterfinal and state final tournament games. Prior arrangements will have to be made and procedures set up to coordinate with the timer the firing of the pistol. The tournament manager/committee will have to decide whether or not the use of the pistol is necessary at the end of each quarter. This will be dictated by the type of game, crowd noise, loudness of scoreboard horn, etc. Floor officials will need to be informed of the established procedures.
18. Information on State Play: The following is some general information that will be of help to schools that qualify for regional, sectional, quarterfinal and final site state tournament play.
- A manager, selected by the Board of Directors, will be in charge of each sectional, quarterfinal and final site state tournament session.
 - Each team that qualifies for sectional play will be provided a packet of instructions by the district tournament manager. Your sectional tournament manager may have additional instructions that will be given to you upon arrival. Winners of the sectional rounds will be provided packets at the end of each session. Open Immediately!
 - Game officials for sectional, quarterfinal and final site state games will be contracted by the MSHSAA. Officials' names and game assignments will be provided for site managers.
 - Practice sessions at the tournament site for sectional and quarterfinal games are to be arranged only if an opponent played on the floor in a district or a sectional game, or if the game should be scheduled on the opponent's home floor.

- e. The top team on the bracket shall be the home team and will wear light colored jerseys. The bottom team on the bracket will be the visiting team and will wear dark colored jerseys.
- f. Sportsmanship Award: Sportsmanship awards will be presented to the schools in each class whose coach, players, students, and fans display high standards of sportsmanship. The four semifinalists in each tournament will be eligible for these honors. A special committee will evaluate the schools on the basis of criteria established by the MSHSAA. If the committee decides none of the eligible schools qualify, no award will be made.
- g. Arrangements for lodging for the semifinalists have been made in Columbia by the MSHSAA. A check for flat grants, meals, and transportation (\$1.20 per mile) will be mailed to the administrator of each semifinalist school following the tournament. Details are included in quarterfinal winners packet. Study Carefully!
- h. The local manager should be contacted about any information that is needed and is not included in the tournament packet of instructions for that session.
- i. Sectional and quarterfinal site managers should attempt to provide programs identifying players, coaches, etc., of participating teams. No practices are to be allowed by the participating schools at the sectional and quarterfinal sites unless an opponent played on the floor in a district or a sectional game, or if the game should be scheduled on the opponent's home floor.

SECTION 5: FINANCIAL INFORMATION

1. District Tournament Financial Instructions:

- a. The official ball for all district tournaments will be the Spalding Top-Flight 1000-61-1059 for boys and the Spalding Top-Flight 1000-61-1079 for girls. One of each of these balls will be shipped directly to the district managers. (These balls will also be used in the state tournament, from district rounds through the finals.)
 - b. Proceeds from concessions and program sales shall be the property of the host school. The cost of printing programs is not an allowable expense.
 - c. District plaques, 1st and 2nd for both boys and girls, will be shipped directly to the tournament manager.
 - d. District Tournament Committee members shall be paid expenses of 38¢ per mile per round trip not to exceed two round trips for the tournament. In almost all cases, one meeting should be sufficient to accomplish committee business.
 - e. The steps in computing shares from the receipts of district tournaments shall be included in the tournament manager's packet. This packet will contain the necessary forms and instructions to prorate shares to participating schools. Basically, if receipts permit, schools receive mileage and a prorated share of the gate. In addition, the host school receives a per game stipend and percentage of the gate to finance the tournament. (Any deficit will be paid by MSHSAA.)
2. Officials shall be paid \$50.00 per game officiated plus 38¢ per mile actually driven. A flat mileage fee (not to exceed \$5.00 per game) may be established by the committee in areas where long travel is not a factor.
3. The committee shall submit the financial report on the form provided to the MSHSAA Office no later than ten days following the tournament. If the funds are run through the school account and checks cannot be written by this time please include a future payment voucher with the report.
4. Admission Charge (beginning with age six): Effective with the 1999-2000 school year, the MSHSAA Board of Directors has put in place a temporary \$1.00 surcharge on admission to all ticketed MSHSAA championship series contests beginning at the sectional level and continuing through the respective state finals. This surcharge has been put in place to fund the construction debt supporting the new association office building, and is to be excluded from all expense, share, and proration calculations. Ticket prices listed elsewhere within this manual include the surcharge. Instructions for accounting for and remitting the surcharge portion of admission receipts are included on the face of the site manager's financial statement.
- District: \$4.00**
Sectionals: \$5.00 (1 boys, 1 girls games session)
 \$5.00 (2 boys, 2 girls games session)
Quarterfinals: \$6.00 (1 boys, 1 girls games session)
 \$6.00 (2 boys, 2 girls games session)
Semifinals and Finals: \$7.00 per session (4 games)
5. The state tournament team expense allowances are outlined in the winners packet.

SECTION: 6 MANAGERS INSTRUCTIONS

1. Instructions for DISTRICT Tournament Managers: A mandatory district managers meeting will be held in mid-January where you will receive a packet of materials with detailed instructions on the administration of your tournament. You will be notified on the specific date and location of this meeting. Prior to that you should:
 - a. Select two or more school representatives, principal, athletic director, (at least one should be a coach) from participating schools, other than the host school, to serve with you as a tournament committee. They should represent separate conferences if possible and both the boys' and girls' side of the tournament.
 - b. Collect the officials recommendation forms from the participating schools and make a preferred list of officials. Tournament managers are to initiate contact with participating schools requesting them to submit official recommendations for the tournament. The Official Recommendation Forms (separate forms for boys and girls) can be found on the MSHSAA web site under "Downloadable Forms." If an official is disapproved on the Official Recommendation Form, by one or both schools, he/she should not be assigned to games involving those schools. Disapproval by one or two schools should not automatically eliminate an official from the tournament. The Official Recommendation Forms are to be mailed to the tournament manager no later than January 23, 2009. Each district manager shall attend an officials selection draft conducted between Saturday, January 31, 2009 and Saturday, February 7, 2009 at six pre-determined sites. This selection process will be explained in the November and February MSHSAA Journals and the district manager's information packet. Special care should be taken to guarantee that no official has any conflict of interest with the competing schools.
 - c. Arrange for serial numbered tickets and passes. Serial numbered tickets shall be provided for the protection of the host school in case for some reason an audit would be requested. You may find it more convenient to have passes printed to distribute to participating schools instead of using the pass lists provided.
 - d. Set date for drawing according to schedule of dates listed previously, (avoid conflicts with school time) and notify the participating schools at least 7 days in advance of the site and time of the meeting to draw the bracket. Request them to have a representative present and to submit the Boys District Basketball Entry and Information Form and/or the Girls District Basketball Entry and Information Form (both forms are located on the MSHSAA web site) postmarked no later than five days prior to the District Seeding Meeting. When travel distances would create a hardship for several schools, a conference call may be used in place of an actual seeding meeting. The district manager will then forward to the MSHSAA Office, the district brackets (both boys and girls) with the seeded teams listed, with the time schedule of games, and the selected officials scheduled to work each game of the tournament immediately after the seeding meeting.
 - e. Check the records of games and tournaments of each school on the Team Record Form to make certain that no school is permitted to enter that has violated Athletic By-Law 325-b-1. Caution coaches to double check their player records to ensure compliance with By-Law 341-a and b.
 - f. Prepare a sheet of instructions for participating schools. The bulletin should include important information such as: local conveniences, special rules, time schedule, supervision responsibilities, dressing room arrangements, care of property, admission prices, information for pep squads indicating specific seating assignments, bus parking, etc., and instructions for coaches (color of jersey to be worn, team benches, etc.). Include provision that hats or other items not included as legal uniforms are not to be worn on the bench.
 - g. Draw up plans for advertising the tournament. Your committee should arrange for releases to area press and radio. Each school should involve students and faculty in advertising the event through press releases, posters, reporting results, etc.
 - h. Arrange for tournament help: ticket sellers and takers, scorers, timers, police etc., and make arrangements for medical emergencies. Plan for traffic control and the directing of bus and car parking in the lots both before and after the games. Timers should be provided a gun to use at the close of quarters. It is recommended that a second person be used to help watch the clock at the close of quarters. Adequate provisions for crowd control shall be made and participating schools shall be requested to assist in controlling their students and fans. Discontinue ticket sales when crowd warrants. Be sure the pass gate personnel are aware of the procedures for handling passes.
 - i. Your tournament program should contain statements regarding the educational objectives of interscholastic athletics and sportsmanship expectations. The cost of printing programs is not an allowable expense; it is suggested that programs be sold to cover their cost. Any profits from the sale of programs remains with the host school.
 - j. If dressing rooms are a problem, arrange for a classroom etc., for each team to use for their half-time meeting. Teams should have a private place in which to meet and not be expected to share meeting facilities. Provide for locker room security and assist teams in the safeguarding of personal belongings. We have had some incidents of theft because of lack of security or locker rooms not being locked. These situations can be prevented through prior planning and providing personnel and teams with specific instructions and procedures.

- k. Arrange to have a physician present at the tournament or have adequate provisions for medical emergencies if a physician cannot be present at the site.
 - l. **BOARD OF DIRECTORS POLICY ADOPTED REGARDING FANS SIDELINES OR ENDLINES:** Fans shall not be permitted to leave their seats to gather and stand along the sidelines or end lines while a game is in progress. Should this occur, the game officials are hereby authorized and encouraged to stop the game, send the teams to their benches, and request the host school administration or the tournament manager to have the fans return to their seats or leave the gymnasium. The game shall not resume until the fans comply. The primary responsibility of complying with the official's request is that of the host school, or tournament manager, but the visiting school (both schools in a tournament) is also responsible for seeing that their fans remain in their seats.
2. The manager is instructed to mail a copy of the tournament brackets (boys and girls) to the MSHSAA Office just as soon as the drawing has been completed. The seeded teams and their seeded positions are to be designated on the bracket. This information is needed for a state-wide release. Also indicate the officials scheduled to work each game.
 3. **District Tournament Officials:** Game officials shall be selected by the tournament committee at the scheduled selection meeting from the roster of MSHSAA registered officials submitting applications. Committees shall have each participating school submit a list of recommended officials. These forms can be found on the MSHSAA web site. The committee is to ascertain any conflicts of interest of the recommended officials, e.g., employed by the same school district as a team entered, a graduate of the same school as a team entered, etc., and avoid employing those officials or officials not recommended for the tournament. Officials shall not be contracted (written or verbally) prior to the date of the area selection meeting. Officials who accept assignments prior to the date of notification are subject to suspension! Managers are not to contact selected officials until after the selection meeting. Officials should not be allowed to officiate more than one semifinal or final game during any one session. Please forward a list of the game officials and their assignments contracted to work your tournament to the MSHSAA Office along with a copy of the tournament brackets as requested above as soon as possible to prevent conflicts in scheduling sectional, quarterfinal and final games officials' assignments. Complete instructions for the district tournament officials selection process will be forwarded to the district managers with the managers packets and will be discussed in the November and February MSHSAA Journals.
 4. District winners will receive a packet of instructions for the state tournament. Careful attention shall be given to all instructions!
 5. Instructions for managers of sectional and quarterfinal games will be mailed in a packet well in advance. Prior to that you may:
 - a. Study carefully the instructions in the preceding sections of this manual.
 - b. Make all advance local arrangements. Be prepared to advise teams of local motels and restaurants available, information on your gym facility, seating assignments, parking arrangements, location of pass gate, etc.
 - c. The host school shall provide serial numbered tickets.
 - d. Arrange for necessary help. (Ticket sellers and takers, scorers, timers, police officers, parking attendants, etc. These are to be paid at local rates.) Be sure to have adequate police protection in the parking lots as well as in and around the gymnasium. Special attention should be taken to insure the safety of the game officials. They should be escorted to and from the court by security personnel before the game, at half-time, and after the game. Please take special care to insure their safety. Officials have been asked to notify the MSHSAA Office by the Special Report process when their safety and security is not provided for by the site management.
 - e. Process requests to broadcast games. See MSHSAA Board of Directors Policy on Broadcasting of Games in this manual. Refer all requests for televising games to the media department at the MSHSAA office.
 - f. The official game ball will be the Spalding Top-Flight 1000-61-1059 for boys and Spalding Top-Flight 1000-61-1079 for girls. One of each of these balls will be shipped directly to the managers of regional, sectional and quarterfinal games. These balls will also be used at the final site.
 - g. Handle any request for advance ticket sales. It is strongly recommended that arrangements be made with the administrators of the participating schools to sell tickets in advance through the schools whenever possible. (No reserved seat tickets.)
 - h. Advertise the tournament locally.
 - i. Familiarize yourself with Board of Directors Policies outlined in this manual. Schools shall be expected to follow these policies.
 - j. Arrange to print a program for your game in advance. Set up a procedure to secure the rosters of the teams advancing to your site (probably by phone due to the short time between sessions). The cost of printing programs is not an allowable expense; it is suggested that programs be sold to cover their cost.

SECTION 7: MEDIA INFORMATION

1. **Playoff Press Passes:** Members of the media who need working passes for district, sectional or quarterfinal contests should contact the site manager of the playoff site at least 24 hours before the game he or she wishes to cover. 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 with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
2. **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 box or press table), access to the field or floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or 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 the media department at the MSHSAA.
3. **Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District Championship, or playoff game to: (in order of priority)
 - a. The MSHSAA results line (573) 875-1112;
 - b. Local television stations;
 - c. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA results line a high priority after the game has concluded.
4. **Playoff Radio Broadcasts:** Permission to conduct a live or delayed radio broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all playoff game radio broadcasts:
 - a. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
 - b. 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;
 - c. 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 (alcohol, tobacco, lottery/gaming or political advertisements);
 - d. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;
 - e. Stations are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall;
 - f. 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;
 - g. The 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 the MSHSAA.
 - h. 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; and
 - i. No rights fee shall be charged for broadcasts at MSHSAA district, sectional or quarterfinal contests.
5. **Delayed Television Broadcasts:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No game shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses and all liability resulting from staging and broadcasting of the game(s). Items a-i above (under Playoff Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:
 - a. A specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
 - b. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA produced 30-second television spots during each game;

- c. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
 - d. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast): **Commercial "Over-The-Air" TV Stations:** \$100 per district game, \$125 for sectional and quarterfinal games, \$200 for semifinal and third-place games and \$300 for state championship games; **Commercial Cable Stations:** \$50 for district games, \$100 for sectional and quarterfinal games, \$150 for semifinal and third-place games and \$200 for state championship games; **Cable Access Stations:** \$25 for district games, \$50 for sectional and quarterfinal games, \$75 for semifinal and third-place games and \$100 for state championship games.
6. 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 the Media Department, PO Box 1328, Columbia, MO 65205-1328 (573) 875-4880. 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.
 7. 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 web site (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 Championship (state-level) credentials.
 8. Championship Radio Broadcasts: The same regulations as No. 4 above apply to all semifinal, championship and third-place game broadcasts. A \$25 rights fee, payable to MSHSAA shall be provided in advance for each game broadcast. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.

SECTION 8: POINTS OF EMPHASIS

1. National Federation
 - (A) Legal Uniforms; (B) Rough Play; (C) Time-outs; (D) Slapping the Backboard; and (E) Officials' Mechanics and Signals.
2. Bench Conduct Rule (Head Coaches' Boxes): The head coach may be off the bench within the confines of the designated head coaches' box to give instructions to his or her players and/or substitutes under the following conditions:
 - a. Only the head coach may use the box.
 - b. The head coach may stand up to get the players' attention, tell them what he/she has to say and sit down. The head coach is not permitted to stand or kneel continuously to observe play.
 - c. All violations of Rules 10-4 and/or 10-5 shall be penalized.
 - d. The head coach must sit within the confines of the box in order to have these special privileges by rule.
 - e. Should the head coach receive either an indirect or direct technical foul (10-3-2, 10-3-5, 10-4 or 10-5) he/she must remain seated throughout the remainder of the contest. Rules 10-5-1 or 10-5-2 then apply. Coaches are to abide by the rule and officials are to enforce it when violations are observed within normal movements while officiating the game and reporting information to the scorer's table.
3. Length of quarters for Junior High School basketball games shall not exceed: 7th grade only - 6 minutes; 8th grade only - 6 minutes; 9th grade only - 7 minutes (MSHSAA By-Law 344.0). For teams of mixed grades, the limit for the lower grade shall apply. Overtime periods shall be two minutes in length for all games played in less than eight minute quarters. This is an MSHSAA By-Law.
4. **Protest Procedure (MSHSAA Board Policy):** The Board of Directors adopted the following Policy, March 1997, to address protests. The Board acknowledges that mistakes are made by officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school athletics.
 - a. Within the procedures established within each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.

- b. If, after the review is complete, the coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the game officials who will then notify the opposing coach immediately of the protest. A coach shall not protest a decision of judgment.
 - c. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her National Federation Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcements and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference which clarifies a misapplication of the game rule. If the head coach does not have personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
 - d. All protests shall be resolved at the contest site before any further game action occurs.
 - e. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
 - f. The MSHSAA Board of Directors and/or staff shall not review contest protests.
5. APPLICATION OF PROTEST PROCEDURE:
- a. **Introduction:** Protests rarely occur and the new protest procedure policy is not intended to increase the frequency of protests. It is however, intended to resolve the protest on site. For this to occur the following must take place.
 - i) Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - ii) As stated above, protests involve application of rules only - not judgment calls. (Examples of items which could be protested: Football - penalizing 5 yards instead of 15 yards; Wrestling - allowing one minute for injury time instead of two minutes; Softball - allowing only two charged defensive conferences instead of three.) (Examples of items which could not be protested: Football - pass interference; Wrestling - stalling; Softball - out or safe calls.)
 - iii) **GET IT RIGHT!** If the official has made a mistake -- admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA Office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report Forms shall be used for this purpose.
 - b. **Process:**
 - i) Once a head coach has filed a formal verbal protest with the game officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, etc. shall be cleared of all participants and they shall report to their respective team bench areas.
 - ii) The head coach shall then be allowed approximately ten minutes to locate specific rule references from the NFHS Rules Book, NFHS Case Book, MSHSAA Rules Meeting Announcements and/or MSHSAA Sport Manual to substantiate the claim that a misapplication of a game rule has occurred. The game officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
 - iii) If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a game rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
6. Once the final decision regarding the protest has been rendered, the game officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.
7. Officials Mechanic Change - During the administration of technical fouls and intentional fouls in games officiated by two officials, the non-administering official is to stay with the nine non-shooting players at mid-court to more closely monitor player behavior.
8. Timing for Half-time and Between Games - Schools shall follow rule book procedures for half-time length and it is recommended that the time between games be no greater than 15 minutes.
9. Sanctions - MSHSAA By-Law 311 - Any time an MSHSAA member school competes in a tournament by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA

member school (e.g. university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA Office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction, however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation.

10. MSHSAA By-Law 810 requires that any player, coach, or bench personnel ejected from an interscholastic contest shall be prohibited by the school administration from participating in the next contest for that level. Ejection under Basketball Rules 10-2, 10-3, 10-4, and 10-5 would fall under this category.
11. Game Management - The host school or site manager is directly responsible for the safety and security of all game officials before, during, and after all interscholastic contests. Officials are encouraged to notify the school personnel and the MSHSAA by the Special Report process when their safety and security is not provided for.
12. Game Timing Rule shall be used for all games at all levels -- boys and girls. A running clock shall be used when after the end of the third quarter there is a point differential of 30 points or more. The clock will be stopped only under the following conditions: (1) a charged time-out; (2) an injury time-out; (3) to confer with scorers or timers, if necessary; (4) because of unusual delay in getting a dead ball alive; (5) to administer all technical, intentional, flagrant and disqualifying fifth personal fouls; and (6) for any emergency. After these clock stoppages, the clock will then begin to run again with normal play resuming procedures. If during the fourth quarter the point differential drops below 30 points, normal timing will resume until the 30 point differential has been reached again or the game ends.
13. MSHSAA Policy on Hazing and Harassment:
 - a. Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.
 - b. Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, administrators, and sponsors must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.
14. Cell Phone Policy: During all district, sectional, quarterfinal games in all sports (and semifinal games in football) the local tournament manager shall be responsible to post signs outside and inside of each locker room indicating "Cell Phone Use is Prohibited in the Locker Room at all MSHSAA Events."

SECTION 9: MSHSAA VIDEO TAPING POLICY

A. Videotaping/Filming by spectators:

1. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
2. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
3. The contest and/or tournament site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed).
4. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
5. Spectators may use equipment only in the spectator seating area.
6. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
7. Violation of these standards may result in the removal of the offender(s) from the premises.

B. Videotaping/Filming by school representatives:

1. A school or a school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific National Federation Rule Book restrictions for each sport.
2. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager and provided it is done

at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.

3. Videotaping/filming of an MSHSAA sponsored contest and/or tournament by personnel from one or more of the actual participating schools is permitted provided prior arrangements are made with the event manager, and it is done at the expense of the school involved. A maximum of one individual per school is permitted to videotape/film unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
4. An official school representative may videotape a district or state playoff series event involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his or her sole power source. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.

C. Videotape/film shall not be used for the purpose of protesting a contest.

APPENDIX A: DISTRICT SITE SELECTION PROCESS

A. District Site Selection Process:

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments due to the addition or deletion of schools to the activity.
2. The MSHSAA staff shall select one athletic director or principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via mail, fax, or telephone by the MSHSAA staff.
4. Each chairperson shall refer to the MSHSAA web site for the list of schools assigned to each specific district.
5. Each chairperson shall contact all athletic directors of schools assigned to the specific district and arrange for a central location meeting (face-to-face meeting preferred but could be by telephone conference call, fax ballot, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting. School representatives at the meeting should be administrators and not coaches in that sport.
6. The request shall be to select the host sites for both years of the two-year classification cycle in most sports. The host sites may be the same school for both years or a different school each year.
7. Specific criteria for hosting shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s). Schools selected to host must be willing and capable of hosting. Schools electing not to participate in the site selection process method shall not have a vote in any alternative method before or after the fact.
8. The district chairperson shall contact the MSHSAA office, via fax, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host sites when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
10. Following final Board of Directors' approval, district sites shall be published indicating host sites and further advancement procedures including sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors. All assignments and host sites (including advancement procedures) shall be published to all participating schools. All assignments shall be released to the schools at the same time.
11. The district managers' packets shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

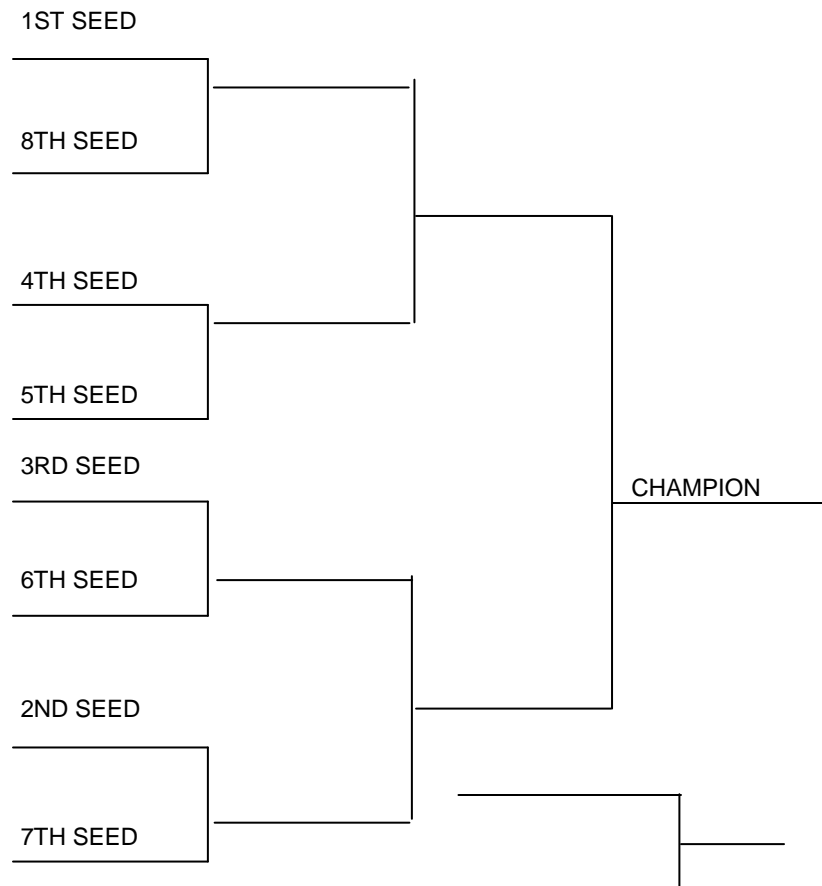
B. Specific Criteria for Basketball Districts:

1. Seating capacity shall be adequate to accommodate anticipated attendance.
2. Adequate off-street parking available for the seating capacity of the facility is required.
3. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation is required.
4. Adequate concessions available for spectators is required.
5. Four team locker rooms and private dressing facilities for game officials are preferred.

NOTE: A neutral site may only be used, provided there is prior approval from the MSHSAA, based upon confirmation of inadequate facilities at the assigned district schools or unusual circumstance. The neutral site shall be at no additional expense to the MSHSAA.

APPENDIX B: SAMPLE BRACKETS

SAMPLE 8-TEAM BRACKET
(To be used in districts of 8 or less teams)



SAMPLE
16-TEAM BRACKET
(To be used in districts of 9 or more teams.)



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