



Softball Manual 2009-2010

MSHSAA

Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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PURPOSE AND PHILOSOPHY

- A. **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.
- B. **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.
- C. **PURPOSE OF DISTRICT AND STATE CONTEST:** There are two primary purposes that justify and cause District and State events to be desirable. Those purposes: To provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; 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.
- D. **SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at 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 their 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 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 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: CHAMPIONSHIP SERIES SCHEDULE

A. DISTRICT SOFTBALL TOURNAMENT SERIES

1. When it becomes necessary to postpone an event, the local manager should check with the MSHSAA Office. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of all participating schools remaining in the tournament.
2. Schedule: The principals and coaches are requested to follow the schedule in this manual.
 - a. District tournament games shall be played on Wednesday, October 7, Thursday, October 8, Friday, October 9, and Saturday, October 10.
 - b. Postponed games shall be played on the earliest possible date following the postponement.
 - c. It is strongly recommended that if District games are to be played in the afternoon of a school day, they be limited to one game per day at each site when possible, and not start before 3:30 p.m. If lights are available a second game may be played. If multiple fields are available additional games may be scheduled following the 3:30 p.m. starting time.
 - d. By mutual agreement, the two participating schools may switch the site for a game. This would normally result from one school having inadequate facilities or because of inclement weather. District games may be played between two teams at a central location or at one of the other facilities in order to hold down travel. All games, however, shall be coordinated by the District manager. All game officials shall be approved, registered and contracted by the District manager.
3. A deviation from the pre-scheduled District softball playing dates by the participating District teams due to an extreme conflict must be approved in advance by the District tournament manager and tournament committee. If necessary the change shall be approved by the MSHSAA Office.
4. The host school shall be responsible for notifying the opposing school of the game time as far in advance as possible. The notice shall permit adequate time for pregame preparations.
5. First and second place plaques will be awarded at the District tournaments. The District plaques will be mailed directly to the manager of the District tournament.
6. A \$3.00 admission fee shall be charged for persons age six and up.

B. SECTIONAL AND QUARTERFINAL GAMES

1. Sectional and quarterfinal sites shall be selected by the MSHSAA office and the participating schools notified of the site.
2. The Sectional games shall be played on Wednesday, October 14 and comprised of the winners of the following Districts in each class:
 - a. Sectional No. 1 - Districts 1 & 2
 - b. Sectional No. 2 - Districts 3 & 4
 - c. Sectional No. 3 - Districts 13 & 14
 - d. Sectional No. 4 - Districts 15 & 16
 - e. Sectional No. 5 - Districts 5 & 6
 - f. Sectional No. 6 - Districts 7 & 8
 - g. Sectional No. 7 - Districts 9 & 10
 - h. Sectional No. 8 - Districts 11 & 12
3. The Quarterfinal games shall be played on Saturday, October 17 and comprised of the winners of the following sectionals in each class:
 - a. Quarterfinal No. 1 - Sectionals 1 & 2
 - b. Quarterfinal No. 2 - Sectionals 3 & 4
 - c. Quarterfinal No. 3 - Sectionals 5 & 6
 - d. Quarterfinal No. 4 - Sectionals 7 & 8
4. Sectional and Quarterfinal games shall be scheduled to insure that teams traveling the farthest distance will not be put at a disadvantage by an early or late starting time. The MSHSAA shall have final approval of the time schedule.
5. A \$5.00 admission fee for sectionals and \$6.00 for quarterfinals shall be charged for persons age six and up.

C. 2009 MSHSAA State Softball Tournament Schedule

Heritage Park Softball Complex, St. Joseph, MO
Friday, October 23, 2009

Umpires Meeting - 8:15 a.m. at the umpire's hotel

Class 2 and Class 3 Coaches Meeting 9:00 a.m. at Heritage Park Softball Complex

Note: Team pictures taken just before warm-ups

SESSION I

10:00 a.m. Admission gates open

11:00 a.m. Class 2 #1 Semifinal (Quarterfinal winner #1 vs. #2)

- 11:30 a.m. Class 3 #1 Semifinal (Quarterfinal winner #1 vs. #2)
- 12:00 Noon Class 2 #2 Semifinal (Quarterfinal winner #3 vs. #4)
- 12:30 p.m. Class 3 #2 Semifinal (Quarterfinal winner #3 vs. #4)

Warm Up Field Schedule—TBA

Class 1 and Class 4 Coaches Meeting – 11:30 a.m. at Heritage Park Softball Complex

Note: Team pictures taken just before warm-ups

- 1:30 p.m. Class 4 #1 Semifinal (Quarterfinal winner #1 vs. #2)
- 2:00 p.m. Class 1 #1 Semifinal (Quarterfinal winner #1 vs. #2)
- 2:30 p.m. Class 4 #2 Semifinal (Quarterfinal winner #3 vs. #4)
- 3:00 p.m. Class 1 #2 Semifinal (Quarterfinal winner #3 vs. #4)

Warm Up Field Schedule—TBA

- | | |
|-----------|---------------------|
| | Third Place |
| 4:30 p.m. | Class 2 Third Place |
| 5:00 p.m. | Class 3 Third Place |
| 5:30 p.m. | Class 4 Third Place |
| 6:00 p.m. | Class 1 Third Place |

Warm Up Field Schedule—TBA

Saturday, October 24, 2009 Championship

SESSION II

- | | |
|------------|----------------------|
| 10:00 a.m. | Admission gate opens |
| 11:00 a.m. | Class 2 Championship |
| 1:00 p.m. | Class 3 Championship |
| 3:00 p.m. | Class 4 Championship |
| 5:00 p.m. | Class 1 Championship |

Warm up Field Schedule—TBA

1. Future state schedule classification rotation:

2010	Class 3-Class 4-Class 1-Class 2
2011	Class 4-Class 1-Class 2-Class 3
2012	Class 1-Class 2-Class 3-Class 4
2013	Class 2-Class 3-Class 4-Class 1

2. Trophies will be presented to the four semifinalist teams along with individual team medals. (Spectators are not permitted on the game fields during or after awards ceremonies).
 - a. Eighteen team medals presented for Class 1 teams with one medal for the head coach and one medal for the assistant coach.
 - b. Twenty medals for the Class 2, Class 3, and Class 4 teams, which includes one medal for the head coach and one medal for the assistant coach.

3. A \$7.00 admission fee shall be charged per session at the State Tournament for person age six and up.

SECTION 2: ENTRY PROCEDURE

A. GENERAL INFORMATION

1. Tournament Assignments and Host Schools: All schools that checked girls fall softball on the Sports Registration Entry Form will be assigned to a District softball tournament. In addition to registration, each school must have scheduled half the allowable contests in order to be eligible to participate in Districts as provided in MSHSAA By-Law 312. Assignments and host schools for the District tournaments will be mailed separately. A team may not participate unless assigned to a tournament by the Board of Directors. The District, Sectional and State tournaments will be administered under a two year (2008-09 and 2009-10) classification plan based on the enrollment in grades 9-12. Schools shall be divided equally into four classes for softball as follows:

Class 1 Class 2 Class 3 Class 4

- B. The Board of Directors in June of 1999 adopted the following policy on the location of District, Sectional, and State meet sites. "Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border only in cases where the school's facility is contiguous to the school campus but physically located beyond the border."
- C. District Entry Procedure—Beginning with the 2009 MSHSAA District and State Tournament Series, all school/team district entries shall be submitted on-line. District entry forms will no longer be accepted via fax or e-mail. The on-line guide for accomplishing this entry procedure can be found on the MSHSAA web site by following these steps:
1. Log on to your school page as the Athletic Director/Coach
 2. Under "Administrative" click on "Downloadable Forms"
 3. Click on "Sport and Activity Entry Forms"
 4. Click on "District Entry Help"
 5. Print this "How to use District Entries Online" guide as a reference document if desired
- Be sure to complete your Official Recommendations, District Eligibility Roster, Season Record and Pass Lists by the indicated individual deadlines as instructed in the Guide.
- All eligible players shall be listed on the roster at the time of the beginning of each tournament (The District Tournament is one tournament and the Sectional/Quarterfinal/State combination is a second single tournament). No new players may be added to the roster once the team has participated in the respective tournament.
- Example: A coach may add a player to the roster at the completion of the District tournament prior to participating in the Sectional game. No further additions would be allowed.
- D. Tournament Squad: No limit is placed on the number of players that may be in uniform for any one-tournament game.
- E. **LATE ENTRIES:** Managers are allowed to accept late entries until the time the meeting to draw the District tournament bracket commences. A late entry penalty fee of \$50.00 shall be assessed for late entries. No entries will be accepted after the meeting to draw the District tournament brackets. The District Manager shall notify the MSHSAA regarding any late entries for the tournament.

SECTION 3: TERMS AND CONDITIONS

- A. **Field Qualifications:**
1. The field must have an outfield fence (the recommended distance is 200 feet (185 ft-235 ft); a permanent fence is preferred). A school cannot host without a fence.
 2. The facility must have a means to charge admission.
 3. A facility with lights is preferred, but not required.
 4. The field shall not include a baseball mound. A school cannot host if the field has baseball pitchers mound.
 5. Multiple fields at one facility are preferred, but not required.
 6. Restrooms and concession stands are preferred, but not required.
- B. **Umpires:** Only MSHSAA registered umpires shall be contracted. Two umpires shall be used in all District tournament games up to the final game. Three umpires shall be hired for the District championship game. Three umpires shall be used in the Sectional, Quarterfinal, and State games. Caution shall be taken not to contract officials who might have a conflict of interest, i.e., host team personnel, local resident, relative, graduate, etc. The proper uniform of an umpire consists of a powder blue shirt (by Missouri adoption, the shirt may be a light blue "Pro Knit Mesh" pullover) and heather gray slacks. All members of an umpiring crew must be dressed alike.
- C. All MSHSAA tournament games shall be seven innings and shall have precedence over any regularly scheduled games or other local school activities.
- D. A coin shall be tossed to determine the home team for each game during state tournament play. During the

district tournament, the higher seeded team of each game shall have the choice of being home or visitors instead of using a coin toss.

- E. **Warm-up Procedure:** Throughout the MSHSAA series the following warm-up procedure shall be in effect unless weather conditions would require a change in this procedure. This procedure shall begin 25 minutes prior to the starting time of the game.
1. The home team shall be scheduled for the first infield practice not to exceed ten minutes.
 2. The visiting team shall then be scheduled for infield practice not to exceed ten minutes.
 3. Following the completion of infield practice by both teams the game umpires, team coaches and captains shall meet at home plate to discuss ground rules and present each team's starting line-up and batting order five minutes before game time. NOTE: If line-ups are to be announced the schedule may be adjusted for submitting line-ups to the announcer to allow time to prepare for announcing purposes. The official line-up is that submitted to the umpire-in-chief.
- F. **Game Balls:** Each team shall furnish two official top-grade softballs for each game in the District tournament in which the team participates. Balls for the District championship, Sectional, Quarterfinal and State games will be furnished by the MSHSAA. The MSHSAA official fast pitch softball is the only ball that may be used in District, Sectional, Quarterfinal, and State games.
The official softball for the 2008 State tournament series is the Rawlings NFHS 12Y47L.
Player Equipment (Rule 1-4 thru 1-8): Catchers shall wear a protective mask with throat protector, head protector (with double/dual ear flaps), body protector, and protective shin guards.
1. The mask must be worn during warm-up pitches. Note: Any player warming up a pitcher at any location within the confines of the field shall wear a mask and throat protector.
 2. A catcher's throat protector is mandatory equipment and must be part of the mask. The commercially manufactured catcher's head, face, and throat protector may be a one-piece design or a multi-piece design. The catcher's helmet and mask combination must meet the NOCSAE standard (NOCSAE permanent stamp) and have full ear protection.
 3. Each on-deck batter, batter, runner, and players/students in coaches boxes shall wear a head protector with extended ear flaps.
 4. Batting helmets shall bear the NOCSAE permanent stamp and exterior warning label. Note: **Effective January 1, 2006, NOCSAE approved face mask/guards are required on all fast pitch batting helmets.**
 5. The team at bat shall be responsible for retrieving foul and pass balls.
- G. When a team must play two consecutive games, a minimum of thirty (30) minutes must be allowed between games unless the participating teams mutually agree to a lesser time.
- H. A team faculty coach who occupies a coaches' box during any game in the State tournament series shall be clad in school colors or in white, black, gray, or khaki. It is strongly recommended that coaches dress in this same attire or official softball uniform throughout the regular season.

SECTION 4: FINANCIAL INFORMATION

- A. **FINANCES:** The manager of each District, Sectional, and Quarterfinal tournament shall establish the admission procedure (Price: District \$3.00 for age six and up; Sectional \$5.00 and Quarterfinal \$6.00 for age six and up).
1. Because of the deficit that will accrue to the MSHSAA, no team expenses will be allowed for any of the tournament games up to the State semifinals. Travel expenses will be paid to those teams taking part in the State tournament games at the rate of \$1.20 per mile for one round trip, regardless of the type of transportation. This \$1.20 per mile is allowed only if there is no deficit.
 2. The local tournament manager shall submit a financial report with all expenses itemized to the MSHSAA office. If the gate receipts exceed the total expenses *(including umpires' fees), the tournament manager may pay all bills except umpires' fees which shall be paid directly from the MSHSAA office. The balance shall be submitted to the MSHSAA office with the financial report. The host school is to receive 50% of the net proceeds. If the receipts are less than the total expenses the manager shall submit all moneys received to the MSHSAA office with the financial report. The MSHSAA will pay the umpires' fees and the participating schools will then be billed by the MSHSAA for their share of the District tournament umpires'

fees. When admissions are charged and the receipts exceed expenses, the net will be applied to the umpires' fees for that tournament.

For district tournament games the facility configuration shall provide that a paid gate can be administered except for unusual or unavoidable circumstances approved by the MSHSAA in advance. If the District tournament host school does not charge admission, all normal and reasonable expenses (including but not limited to workers, officials, manager's fee, field preparations expenses, etc.) shall be prorated to the participating schools based upon the number of contests played by each school (for Sectional and Quarterfinal contests, the host school shall be responsible for all expenses).

*Schools shall not pay officials directly. Receipts after expenses shall be submitted to MSHSAA for prora-tions to the host school.

3. Umpires shall be paid at the rate established by the MSHSAA on a per game basis (District - \$45; Sec-tional - \$48; Quarterfinal - \$50) and \$.38 per mile for each round trip actually driven (only umpires regis-tered with the MSHSAA may be used).
4. Umpires at the State semifinals and finals will be paid \$55 on a per game basis, \$.38 per mile, meals and lodging if necessary.
5. Tickets for the State tournament semifinal and final games will be \$7.00 per session.

SECTION 5: MANAGERS INSTRUCTIONS

A. MANAGERS

1. District, Sectional, and Quarterfinal tournaments shall be under the control and direction of local managers appointed by the MSHSAA. **TOURNAMENT COMMITTEE:** The manager shall select two or four other persons from other participating schools to serve with him/her as a district tournament committee. As many conferences as possible shall be represented and at least one coach shall be included on the committee.
2. **DISTRICT COMMITTEE DUTIES:** In general, committee members shall assist the manager in the admini-stration of the tournament. The committee shall also make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament. Committee members and district coaches should be called upon to assist in the planning, preparation, and management of the tour-nament.
3. The District manager shall notify all schools assigned to the tournament of the time and place of the seed-ing meeting a minimum of one week in advance. This meeting should be held at least five days prior to the start of the tournament. **ENTRY FORMS:** District schools shall submit the District Entry and Information Forms on the MSHSAA web site at www.mshsaa.org. The district manager can view this information from the web site and this information should be completed by 4:00 p.m. five calendar days prior to the meeting date to draw the district tournament bracket. The manager shall submit a completed tournament bracket (showing the scores of each game played) and tournament statistical information form to the MSHSAA office immediately following the tournament on-line.
4. **LATE ENTRIES:** The district manager shall advise the MSHSAA, in writing, of any school that submits a late entry or fails to submit the necessary information for district seeding. The MSHSAA shall invoice any school(s) owing a late entry penalty fee. All late entry penalty fees will be paid to the Host School by MSHSAA.
5. **SEEDING MEETING:** The committee shall schedule a meeting to draw the tournament bracket. The meeting should be scheduled during the evening or on Saturday to avoid conflicts with school time. All schools assigned to the tournament should be notified of the time and place for the meeting at least seven days in advance, and all schools are requested to send a representative. Faxed information or a confer-ence call may be used in place of an actual meeting.
6. 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/her own team, from top to bottom on a secret ballot that will then be pub-lished 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 tour-nament committee shall have the authority to throw out a ballot that is obviously cast to negatively influ-

ence 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.

7. All teams shall be seeded by the committee. In Districts of eight or fewer teams, the teams shall be placed on the bracket according to seeding. Any byes are to be given first to the first-seeded team, then the second-seeded team, etc. In Districts of four or fewer teams, the teams shall be placed on the bracket according to seeding. Any byes are to be given to the first seeded team, then the second-seeded team.
8. A copy of the bracket should be released by the committee to the major newspapers and radio stations covering the tournament area. Participating schools should also release it to their local news media. This is very important and will add to the success of the tournament.
9. Each coach of the participating schools shall submit the Officials Recommendation Form to the District manager to be received no later than five days prior to the seeding meeting from the MSHSAA website.
10. Plans for the tournament should also be reviewed at the seeding meeting. Coaches should be called upon to assist in the planning, preparation, and management of the tournament.
11. District tournaments will be conducted on a single elimination plan. There will be no third place games in the District tournaments.
12. Postponed games shall be played on the first possible date following the postponement. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of the participating schools.
13. **Reporting game results:** The District manager is responsible for reporting the game results to MSHSAA website at the completion of the contest.
14. The manager shall give the packet containing instructions for future advancement to the coach of the winning team immediately after the final game at each level.
15. Game officials shall be selected by the tournament committee after consulting the participating schools. Note: Only fully registered MSHSAA officials shall be selected for District, Sectional, Quarterfinal, and State games.
 - a. For the District championship game three (3) umpires shall be hired.
 - b. For the Sectional and Quarterfinal games three (3) umpires shall be hired.

B. AUTHORITY OF CONTEST MANAGER

1. 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. These 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.

In both cases, the manager will be concerned only with playing conditions, i.e., weather, facilities, equipment, and/or crowd control.

- a. 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.
- b. 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. 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.
- c. If because of conduct the contest is to be rescheduled on a different day, the MSHSAA office should be involved in that decision.

Note: If the contest is to be resumed, be certain you make note of all pertinent details; for example, in a softball game - score, inning, 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. When a Coach is Contest 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 in 1 (b) 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.

Note: It is recognized that no single guideline or statement can be all inclusive. Contest managers are expected to take any action they feel necessary as they administer their duties.

4. Procedures for Handling Contests During Hazardous Weather Conditions. The host school principal or his

designated representative and the head official have mutual authority to delay the start of a game anytime weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress where the administration feels safety is questionable and the game officials have not acted, the host principal or his designated representative will intervene by informing the head official who shall cause the contest to be suspended.

The first step in the suspension is to remove the participants to a location providing shelter and safety until the weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to remain in the bleachers.

The length of the delay shall be determined by the weather conditions and the game may be resumed at any time the principals of both schools or their designated representative and the head official agree it is safe to do so.

The District will not adopt a provision that if one game is rained out, all games in that District are postponed on that date. Make arrangements with umpires to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the umpires working the game will be paid for that contest and receive a second payment for completing the game at a later date. This procedure is to accommodate situations where an umpire has a conflict on the day in which the game is rescheduled and another official works the game.

For Lightning Safety Guidelines, refer to the "MSHSAA Sports Medicine Manual."

SECTION 6: MEDIA INFORMATION

- A. **PLAYOFF PRESS PASSES:** Members of the media who need working passes for District, Regional, 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.

- 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 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 in team bench areas during competition. Flash photography is permitted in all sports except basketball, 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 insure that all final results are reported immediately after the conclusion of each District Championship, or playoff game to: (in order of priority)

1. The MSHSAA results line (573) 875-1112;
2. Associated Press (800) 852-3590;
3. Local television stations;
4. 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.

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- D. **PLAYOFF RADIO BROADCASTS:** Permission to conduct a live or delayed radio broadcast from Regional through Semifinal contests 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:

1. 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;
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 (alcohol, tobacco, lottery/gaming or political advertisements);
 4. 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;
 5. Stations are required to run or read the 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;
 6. 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;
 7. The MSHSAA reserves the right to discontinue the broadcasting rights 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;
 8. 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;
 9. No rights fee shall be charged for Radio broadcasts at MSHSAA District, Regional, Sectional or Quarterfinal contests. A \$25.00 fee will be assessed for all Semifinal Radio broadcasts.
- E. **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 all liability resulting from staging and broadcasting of the game(s). Items 1-7 above (under Playoff Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:
1. A specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
 2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA-produced 30-second television spots during each game;
 3. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
 4. 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: \$125 for Regional, Sectional and Quarterfinal games, \$200 for Semifinal games and \$300 for State Championship games; Commercial Cable Stations: \$100 for Regional, Sectional and Quarterfinal games, \$150 for Semifinal games and \$200 for State Championship games; Cable Access Stations: \$25 for District games, \$50 for Regional, Sectional and Quarterfinal games, \$75 for Semifinal games and \$100 for State Championship games.
- 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: Media Department, PO Box 1328, Columbia, MO 65205, (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.
- 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 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).
- H. **CHAMPIONSHIP RADIO BROADCASTS:** The same regulations as Item D above apply to all Semifinal and Championship 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 7 : RULES/POLICIES BY STATE ADOPTION

1. Rule 4-2-3: Permitted game-ending procedures:
 - a. 15 runs after 3 innings or 10 runs after 5 innings
 - b. The NFHS 1½-hour time limit game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State series may not utilize this option).
 - c. A varsity game may be ended at the conclusion of the inning, if after 1 ½ hours of play, the game has not entered the sixth inning and the opposing schools have prior mutual agreement by a written contract.
2. Rule 4-2-6: The NFHS tie-breaker game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State Tournament series may not utilize this option), with the application of the tie-breaker occurring after seven innings or a 1½ -hour time limit.
3. Rule 4-4: All protests are to be resolved at the contest. The MSHSAA Board/Staff shall not review protests.
4. **ALL AIR-DRIVEN OR MECHANICAL AIR HORNS OR SIRENS OF ANY SIZE ARE PROHIBITED AT DISTRICT AND STATE TOURNAMENT SERIES GAMES AND THIS PROHIBITION IS RECOMMENDED DURING THE REGULAR SEASON.**
5. **NO CELL PHONES PERMITTED IN LOCKER ROOMS:** Due to the capacity of modern cellular phones to take photos, and the possibility of inadvertent use of this capacity to capture inappropriate images, the MSHSAA Board of Directors has established a no cell phone use policy in locker rooms.
6. **LOCATING AN INJURED ATHLETE:** An injured athlete shall be transported to and treated at the concession pavilion/deck, which is located southeast of the concession stand.
7. **POLICY FOR HAZING AND HARASSMENT:**

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.

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, sponsors and administrators 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.
8. **The third-place games at the State Tournament** shall be eliminated if the semi-final games have been completed and a return trip to the final-four site is required.
9. Videotaping/Filming by Spectators:
 - a. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
 - c. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
 - d. 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.)
 - e. 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.
 - f. Spectators may use equipment only in the spectator seating area.
 - g. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
 - h. Violation of these standards may result in the removal of the offender(s) from the premises.
10. Videotaping/Filming by School Representatives
 1. A school representative may videotape/film a regular season contest in which the school team is participat-

- ing. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific NFHS 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 have been made with the event manager and provided it is done at the expense of the school. 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.
11. Videotape/film shall not be used for the purpose of protesting a contest.