



Soccer Manual 2009-2010

MSHSAA
Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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DISTRICT ASSIGNMENTS AND STATE TOURNAMENT BRACKETS
MAY BE FOUND ON MSHSAA WEBSITE (www.mshsaa.org)

This manual is to be used for both boys and girls seasons.

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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 commentary 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 coaches’ 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. Booing of officials leads to booing of coaches and players. And 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 game being an end in themselves.

SECTION 1: USING THIS MANUAL

All coaches and principals are urged to read the instructions in this manual carefully. 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

A. DISTRICT TOURNAMENTS

1. Classification: Schools will be assigned to districts for a two-year basis beginning with the Fall of 2008 and every two years thereafter. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. 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. District tournament games shall begin on the first allowable date unless the host school's fields are not available and in such situations be scheduled as soon as possible.
3. 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 participating schools.
4. Schedule: The principals and coaches are requested to follow the schedule in this manual:
 - a. District tournament games shall be played during:
October 31-November 7, 2009 (Boys) May 15-22, 2010 (Girls)
 - b. Postponed games shall be played on the first possible date following the postponement.
 - c. The schools winning district tournaments shall contact immediately the host site manager for necessary information and instructions.
 - d. See the MSHSAA website at www.mshsaa.org for brackets for district, sectional, and quarterfinal game sites and times.
 - e. Trophies will be presented to the place winners at the state tournament. Plaques will be given to district winners and runners-up. Plaques will be mailed directly to district managers and winners will receive the plaques at the site.

B. SECTIONAL AND QUARTERFINAL GAMES

1. The pairings for sectional games shall be comprised of the following districts:
Boys and Girls Class 3:
Sectional A: Districts 1 vs. 2 Sectional E: Districts 9 vs. 10
Sectional B: Districts 3 vs. 4 Sectional F: Districts 11 vs. 12
Sectional C: Districts 5 vs. 6 Sectional G: Districts 13 vs. 14
Sectional D: Districts 7 vs. 8 Sectional H: Districts 15 vs. 16
*See brackets on the MSHSAA website for game sites and times.
2. The pairings for Boys and Girls Classes 1, 2, and 3 quarterfinal games:
Quarterfinal 1: Winner Sectional A vs. Winner Sectional B
Quarterfinal 2: Winner Sectional C vs. Winner Sectional D
Quarterfinal 3: Winner Sectional E vs. Winner Sectional F
Quarterfinal 4: Winner Sectional G vs. Winner Sectional H
*See brackets on the MSHSAA website for game sites and times.
3. The host school for the sectional and quarterfinal games (not played at the Anheuser-Busch Center) shall be at pre-determined sites. The manager shall assume the responsibilities as outlined in *Section 6: Managers Instructions*, page 10. The manager shall provide the participating schools with all necessary information. Sectional and quarterfinal games may be postponed, if necessary, due to inclement weather conditions upon notification of the MSHSAA Office and shall be rescheduled as soon as possible. (See *Hazardous Weather Conditions*, page 8)
4. The sectional games shall be played:

<u>Boys Class 3:</u>	<u>Girls Class 3:</u>
Tuesday, November 10, 2009	Tuesday, May 25, 2010

5. The quarterfinal games shall be played:

<u>Boys Classes 1 & 2:</u> Thursday, November 12, 2009 <u>Boys Class 3:</u> Saturday, November 14, 2009	<u>Girls Classes 1 & 2:</u> Thursday, May 27, 2010 <u>Girls Class 3:</u> Saturday, May 29, 2010
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6. The manager shall give the packet containing tournament instructions to the coach of the winning team immediately following the sectional and quarterfinal games.

C. STATE TOURNAMENTS

- | | |
|---|--|
| <u>Boys</u>
Semifinals: Friday, November 20, 2009
Finals: Saturday, November 21, 2009 | <u>Girls</u>
Semifinals: Friday, June 4, 2010
Finals: Saturday, June 5, 2010 |
|---|--|
- *See brackets on the MSHSAA website for times and field assignments.

SECTION 3: ENTRY PROCEDURE

GENERAL INFORMATION: There will be 8 district tournaments for Classes 1 and 2 Boys and Girls; 16 district tournaments for Class 3 Boys and Girls; 8 sectional games for Class 3 Boys and Girls; 4 quarter-final games; and a state tournament. Quarterfinal winners will advance to the semifinals and finals to be held at the Anheuser-Busch Center. A third place game will be played.

ENTRY PROCEDURE: Schools shall submit the following required forms which are available on the MSHSAA website under "District Entries."

- A. ENTRY FORMS: The District Entry and Information Form shall be submitted on-line. District entry forms will no longer be accepted via fax or e-mail.
- B. PASS LIST: The district pass list shall be submitted on the MSHSAA website to the district manager by 4:00 p.m. five calendar days prior to the start of the district tournament. A separate pass list shall be used for the district, sectional, and quarterfinal contests. The pass lists are to be used at the site – not sent to the MSHSAA Office. Beginning with sectional, quarterfinal, and continuing through the finals contests, individual gate passes will be given to coaches, administrators, trainers, cheerleading coaches, etc. of qualifying teams for games played at the Anheuser-Busch Center.

Passes for semifinal/final contests at ABC will be required for all players and coaches. The number of passes issued to qualifying schools will be based on the numbers submitted on the District Winners Report. The passes you receive are to be distributed to your players and coaches. An additional seven passes will also be provided to be distributed to managers, bus driver, and faculty supervisors. A pass for the superintendent, principal, athletic director and cheer coach will be available at the will call window with photo identification.

- C. DISTRICT ELIGIBILITY LISTS: Eligibility lists shall be submitted on the MSHSAA website five days prior to the seeding meeting. A school should include on the list all of its eligible athletes for soccer. No team is to be permitted to participate unless this list is submitted via the MSHSAA website. Managers are instructed to forfeit the game if the eligibility roster is not submitted as herein provided. Each coach shall provide an adequate supply of rosters for the tournaments. Both coaches are to complete a roster for each game and the district manager. Coaches whose teams compete in the district finals, state semifinals and finals shall complete two rosters. One is to be given to the announcer before each game and the second is to be given to the manager.
- D. 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 shall be assessed for late

entries. No entries will be accepted after the meeting to draw the district tournament bracket begins. 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 (non-participating teams). 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.

- E. **DISTRICT ENTRY PROCEDURE:** Beginning with the 2009-10 MSHSAA District and State Tournament Series, all school/team district entries shall be submitted on-line by 4:00 p.m. five calendar days prior to the meeting date to draw the district tournament bracket. District entry forms will no longer be accepted via fax or e-mail. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series.

ENTRY PROCEDURE TUTORIAL: An on-line guide for accomplishing the entry procedure can be found on the MSHSAA website by following these steps:

- Log on to your school page as the athletic director.
- Under "Administrative" click on "Downloadable Forms."
- Click on "Sport and Activity Entry Forms."
- Click on "District Entry Help."
- Print the "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 list by the indicated individual deadlines as instructed in the guide.

- F. **OFFICIAL RECOMMENDATIONS FOR DISTRICT AND STATE:** Schools are reminded that recommendations will be submitted on the MSHSAA website by:
Boys: October 8, 2009 Girls: April 22, 2010

SECTION 4: TERMS AND CONDITIONS

A. GAME SITE REQUIREMENTS

1. To host a state tournament game, the soccer facility must meet the following requirements: a quality surface, a minimum playing field of 60 yards by 110 yards, and it is strongly recommended that the playing field be at least 65 yards in width when possible, adequate seating capacity, lights (when possible), scoreboard and timing device, and is in compliance with Title III of the Americans with Disabilities Act as a place of public accommodations.
2. School location (playing field) within the schools assigned to the specific district is considered for reasonable travel.
3. As many games as possible shall be played at night to accommodate parents and spectators.
4. Properly maintained adequate bleacher seating with a strong under structure including foot boards is available for spectators from both the visiting and home teams is preferred.
5. The facility configuration shall provide that a paid gate can be administered except for unusual or unavoidable circumstances approved by the MSHSAA in advance.
6. Adequate off-street parking availability is required.
7. A scoreboard with an automatic timing device and a public address announcer is preferred.
8. Adequate concessions for spectators is preferred.
9. Availability of adequate restrooms for public use is required.
10. The facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
11. During all state tournament series games the playing field must have four corner flags with midfield flags or cones optional.
12. During all state tournament series games each game will have three balls available (one in the game and one each in the hands of the two ball persons).

B. GAME SITE SELECTION

1. The MSHSAA staff shall select one athletic administrator or principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
2. The chairpersons will be contacted and confirmed via e-mail by the MSHSAA staff.
3. Each chairperson can view the list of schools assigned to his/her specific district on the MSHSAA website.
4. Each chairperson will 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.
5. The request shall be to select the host site(s) for both years of the two-year classification cycle in most sports. The host site may be the same school for both years or a different school each year. Some activities have school participation levels that fluctuate too much to have the host site assignment made for two years. Those activities will be indicated in the sports specific information provided by the MSHSAA staff.
6. Specific criteria 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.
7. The district chairperson shall contact the MSHSAA office, via e-mail or 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).
8. 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 site 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.
9. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including regional, sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors.
10. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
11. The district managers' packet shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

C. DURATION OF GAME/OVERTIME PROCEDURES: All games will be 80 minutes in length divided into two equal halves of 40 minutes each.

1. Regular season varsity games (conference or nonconference play where no advancement from an established bracket is necessary) – the overtime shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. Sub-varsity games in this category shall not play overtime.
2. Regular season tournament play where no advancement from an established bracket is necessary – no overtime shall be played and the game shall be declared a tie.
3. Regular season tournament games when advancement from an established bracket is necessary (not pool play) – the overtime procedure shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. The winning team after overtime, and penalty kicks if necessary, will record this result as a win and the losing team will record this result as a loss on their seasonal records.
4. District and State Tournament Series – the overtime procedure shall be two 15-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary (third place game not included). The winning team after overtime, and penalty kicks if necessary, will

record this result as a win and the losing team will record this result as a loss on their seasonal records.

5. In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played and a winner can be determined (score is not tied). If less than one-half has been played or a winner cannot be determined then the game will be resumed from point of interruption (Rule 7-1-3 adoption). (See Section 4-D *Hazardous Weather Conditions*)

- D. HAZARDOUS WEATHER CONDITIONS: In case of inclement weather, the host school manager shall determine whether a game will start and so notify the referees and opposing school. The district will not adopt a provision that if one game is postponed, all games in that district are postponed on that date. Make arrangements with referees to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the referees working the game will be paid for that contest but will not receive a second payment for completing the game at a later date other than travel expenses. In situations where a referee has a conflict on the day in which the game is rescheduled and another official works the game he will be paid a game fee and travel expenses.

The host school principal or his designated representative and the head official have mutual authority to delay the start of a game any time 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/her designated representative will intervene by informing the head official who shall suspend the contest.

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. However, if after a delay of a maximum of 30 minutes the hazardous weather has not subsided the decision to postpone shall be made by the principals of both schools or their designated representatives after consultation with the head official. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (All regular season senior high school soccer contests that are postponed shall be rescheduled on the earliest possible date but no later than four calendar days following the original date and in compliance with the soccer playoff scheduling regulations.) The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

E. EJECTED PLAYER OR COACH

PLAYER:

1. An ejected player is automatically suspended from the next game. Any player that is issued a red card and disqualified before, during, or after a soccer contest shall be prohibited from participating in the next contest for that level by the school administration in accord with MSHSAA By-Law 810.
2. Any player ejected from a tie game remains ineligible for further play in that game and the next game.
3. No player shall verbally, or by action, dispute an official's judgment. (This should always be unsportsmanlike conduct and the player should be carded with either a red or yellow card.)

COACH:

1. An ejected coach shall be removed from playing area and bleachers, but should remain available should an emergency situation arise, i.e. visiting coach could go to bus. He/she is prohibited from any further contact, direct or indirect, with the team during the remainder of the game. Failure to comply shall result in termination of the game. An ejected coach shall not be within sight or sound of the contest.
2. Game may continue only if an assistant coach or a bonafied school faculty member and/or administrator is available to substitute for the coach on the bench.
3. Should there not be a faculty member and/or administrator available, the game will be forfeited.
4. Any coach that is issued a red card and disqualified before, during, or after a soccer contest shall be prohibited from coaching in or attending the next contest for that level team by the school administration in accord with MSHSAA By-Law 810.

F. OFFICIALS REPORTS: Officials shall report all player and coach ejections and other unsportsmanlike acts to the MSHSAA Office and the school principal immediately following the game on the special report form available to all officials on the MSHSAA website.

G. GAME BALL: The MSHSAA will provide game balls beginning with the district tournament. The official ball used this year will be provided by Select Sport America (Select Royale). All game balls used for interscholastic competition shall possess the NFHS Authenticating Mark. Game officials shall inspect all balls provided for competition for the NFHS Authenticating Mark. Should the host school be unable to provide conforming balls, the official will put into play conforming balls provided by the visiting school. Contest officials are required to notify the MSHSAA office in writing regarding the failure of any host school to provide the marked balls. No contest shall be cancelled and no contest penalties shall be assessed for nonconforming balls.

H. BALL PERSON: During district games and beyond in the state tournament series each competing team will provide one ball person.

I. UNIFORMS: The designated home team will be responsible for providing a uniform clearly distinguishing it from the other team. The home team shall wear white or light colored jerseys and socks (Rule 4-1-1a, b). The visiting team shall wear dark jerseys and dark socks. In district play the higher seeded team shall be considered the home team and shall wear light jerseys and light socks. The visiting team shall wear dark jerseys and dark socks. Schools shall be reminded to take both light and dark jerseys and socks to every game so conflicts can be easily resolved.

In sectional, quarterfinal, semifinal, and final play the top team on the bracket in odd-numbered years will be considered the home team and wear light jerseys and light socks. In even-numbered years the bottom team on the bracket will be considered the home team.

J. PROTEST PROCEDURE (MSHSAA Board Policy): The Board of Directors has adopted the following policy to address protests. The Board acknowledges that mistakes are made by game officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by game officials at the game 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.

1. Within the guidelines of each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.
 2. If after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official(s), he/she shall then file a formal verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.
 3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her 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 with 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 game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
 4. All protests shall be resolved at the contest site before any further game action occurs.
 5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
 6. The MSHSAA Board of Directors and/or staff shall not review contest protests.
- K. **FORFEITED GAMES:** A game shall be forfeited if a team fails to report by 15 minutes after the set starting time. Host schools or tournament managers will make the final decision on the forfeit. Every effort should be made to contact a late team. (Unless unavoidable, i.e. bus trouble, etc.)
- L. **CHEERLEADERS:** Varsity cheerleaders shall be admitted free to the session their team plays provided they are in their official school cheerleader uniforms and are accompanied by their cheerleading coach who must have a pass. 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.

SECTION 5: FINANCIAL INFORMATION

- A. **ADMISSION CHARGES:** Admission charges shall be as follows:
- | | |
|---|--------|
| 1. District Games (Students and Adults) | \$3.00 |
| 2. State Sectional Games (Students & Adults) | \$5.00 |
| 3. State Quarterfinal Games (Students and Adults) | \$6.00 |
| 4. State Semifinal Games (Students & Adults) | \$7.00 |
| 5. State Championship Games (Students & Adults) | \$7.00 |
- B. **TICKETS:** Tickets for the sectional, quarterfinal, semifinal, and state championship games played at the Anheuser-Busch Center shall be provided by the MSHSAA.
- C. **FINANCIAL REPORT:** A financial report shall be filed by the manager on the form provided by the MSHSAA Office within five days. (If a check cannot be included, attach a future payment voucher. Do not hold the financial report form.)
- D. **DISTRICT, SECTIONAL AND QUARTERFINAL TOURNAMENT EXPENDITURES**
1. Tournament managers are to submit financial reports to the MSHSAA Office within five days of the last game. (If a check for receipts cannot be included, attach a future payment voucher. Do not delay mailing report.) Referee's name, address, registration number, date of game worked

along with opponents must be listed on the official's pay voucher. Host schools will pay all local expenses, i.e. ticket takers, security, manager, etc. The MSHSAA will pay all game officials, prorating where applicable. The remaining receipts shall be forwarded to the MSHSAA. 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 host school does not charge admission, all normal and reasonable expenses (including but not limited to workers, officials, manager's fee, field preparation expenses, etc.) shall be prorated to the participating schools based upon the number of contests played.

2. The printing of a tournament program is strongly suggested. However, the cost of such is not an allowable expense (district, sectional, or quarterfinal). It is suggested that programs are sold so that hosts are able to cover their cost and potentially make money for the host site.

E. PRORATION OF RECEIPTS (Calculated by the MSHSAA Office)

1. District Tournaments

- a. If the district site is conducive to charging admission for all games where one of the participating teams is the host school, and the games are played in its facility, the net proceeds shall be divided as follows:
 - i. Host school will receive 25% of the net.
 - ii. MSHSAA will receive 25% of the net.
 - iii. Participating schools, except the host, will receive 50% of the net, 1/3 for number of games played and 2/3 mileage. (Not to exceed \$1.20 per mile for one vehicle.)
- b. If admission is charged for the district finals only where one of the participating schools is the host school and the game is played in its facility, the net proceeds shall be divided as follows:
 - i. Host school will receive 50% of the net (not to exceed \$1,000).
 - ii. MSHSAA will receive 50% of the net.
- c. If admission is charged for the district finals only, and neither of the participating schools is the host school, the MSHSAA will receive all net proceeds.

2. Sectionals/Quarterfinals

- a. For the sectional/quarterfinal games the site manager will file a separate financial report for all miscellaneous expenses incurred in the administration of the tournament. The MSHSAA will pay the officials. All local expenses are to be paid by the site manager with balance of the proceeds forwarded to the MSHSAA.

3. Quarterfinals, Semifinals, and Finals

- a. A maximum of 3 meals for 23 persons for schools located 130 miles or more from the game site, or a maximum of 1 meal if located 80 or more miles but less than 130 miles from the game site at the following rates:
 - i. Breakfast - \$3.00
 - ii. Lunch - \$4.50
 - iii. Dinner - \$7.00
- iv. One additional meal will be allowed at these rates for schools located 200 miles or more from the game site.
- v. Expenses for meals are to be paid only when provided for players and are **accompanied with a receipt**.
- vi. Meal allowances will not be provided for teams hosting playoff games.
- b. Team lodging allowances of \$11.00 per person up to a maximum of 23 persons when a school is located more than 130 miles from the site of the game and the squad stays overnight. The maximum team lodging allowance shall not exceed \$253.00 and must be **accompanied with a receipt**. One additional lodging allowance may be spent for a bus driver who actually stays overnight.
- c. Mileage of \$1.20 per mile shall be paid if a team bus is driven to the game site.

*Receipts from concessions will go to the host school and will not be included in the financial report.

SECTION 6: MANAGERS INSTRUCTIONS

- A. Local Managers: District, sectional and quarterfinal (when applicable) tournaments shall be under the control and direction of local managers appointed by the host school, selected by the Board of Directors.
- B. Authority of Contest Manager
1. Guidelines: It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. 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.
 - c. 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.
 - d. 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.
 - e. 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 soccer game – yard line, down, yards-to-go, 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. Guidelines 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. Each manager shall call a meeting of the competing schools, select dates, draw up the brackets, select referees, and take care of other arrangements necessary in managing the tournament game or games for which he is responsible. When practical, all district games should be played at one site under the jurisdiction of one manager.
- C. Tournament Committee: The manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her on a tournament committee. As many conferences as possible shall be represented, and at least one coach shall be included on the committee.

1. **Committee Duties:** In general, committee members shall assist the manager in the administration 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 tournament.
- D. **Officials:** All officials shall be fully registered with the MSHSAA Office (no reciprocal officials). Officials will be paid a \$45.00 fee for district games plus mileage (\$48.00 for sectional and \$50.00 for quarterfinal games). Mileage is to be paid at the rate of 38¢ per mile for each round trip actually driven or a flat rate of \$5.00 whichever is greater. The MSHSAA Office will pay all game officials. Managers must complete the officials' payment vouchers AND include them with the financial report. In case of inclement weather, make arrangements with referees to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the referees working the game will be paid for that contest but will not receive a second payment for completing the game at a later date other than travel expenses. In situations where a referee has a conflict on the day in which the game is rescheduled and another official works the game he/she will be paid a game fee and travel expenses.
1. **Officials Selection:** For district contests the host manager and tournament committee are responsible for the selection of officials using the Officials Recommendation Forms submitted online by the participating schools. If a manager and district tournament committee chooses to have an officials association assign officials the charge for assigning is not an allowable expense. Selection of officials for all levels beyond the district tournament is the responsibility of the MSHSAA Office. Officials are appointed by the MSHSAA Office based on the criteria listed in the Game Official's Handbook. Schools are reminded that the recommendation forms for these appointments can be found on the MSHSAA website.
- E. **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 conference call may be used in place of an actual meeting. This seeding meeting should be held at least five days prior to the start of the tournament. Plans for the tournament should also be reviewed at the seeding meeting.
1. **Seeding Procedures:** 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 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 district 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.
 2. All teams shall be seeded. In districts of eight teams or less, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 8-Team Bracket in the back of this manual; byes are to be given first to the first-seeded team, then the second-seeded team, etc.

Districts with nine teams or more shall be placed on the bracket according to seeding as illustrated by the Sample 16-Team Bracket in the back of this manual.

- F. **Tournament Brackets and Scores:** The district manager is instructed to submit the tournament bracket on the MSHSAA website at the conclusion of the seed meeting as well as update the scores of all completed games on the website immediately following their conclusion.
- G. **District Final, Sectional and Quarterfinal Game Winners:** The managers will give the winning coach a packet immediately following the game. The packet contains information and instructions that require immediate attention of school administration. The team information sheet included in the packet must be completed and mailed immediately to the MSHSAA Office. For information not included in the packet, the school should contact Kevin Garner, Assistant Executive Director of the MSHSAA, at (573) 875-4880.
- H. **Safety and Security:** 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 and the MSHSAA by the Special Report Process when their safety and security are not provided for.
- I. **Cell Phone Policy:** During all district, sectional, and 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 7: MEDIA INFORMATION

- A. **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/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 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.
- 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. Local television stations.
 - 3. 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.

- D. **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:
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 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.
 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 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.
 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 broadcasts at MSHSAA district, sectional or quarterfinal contests.
- 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 and 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:** \$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.
- 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 the MSHSAA 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.

- G. Championship Press Passes: Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.
- H. Championship Radio Broadcasts: The same regulations as D. 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

- A. NATIONAL FEDERATION
- | | |
|-----------------|-----------------------------|
| 1. Shin guards | 4. Game Management |
| 2. Team Benches | 5. Pregame Responsibilities |
| 3. Knee Braces | 6. Handling |
- B. STATE ASSOCIATION ADOPTIONS: The MSHSAA has taken a position on the following rules where state association action is permitted. The Soccer Advisory Committee has recommended and the Board of Directors has approved the following positions:
1. Rule 4-2-1f-exceptions. Missouri has adopted the wearing of caps as long as they are all identical.
 2. Rule 4-2-5-artificial limbs. Any participant wearing an artificial limb must have a letter from the MSHSAA indicating that the artificial limb has been reviewed and in the judgment of the MSHSAA, it is permissible to play with such. This permission must be granted PRIOR to the student's participation.
 3. Rule 4-2-8-protective face mask. A protective face mask may be worn by a player with a facial injury. The mask may be made of a hard material, but must be worn molded to the face with no protrusions. A medical release for the injured player signed by a physician (MD/DO) shall be available at the game site.
 4. Rule 5-1-1 NOTE. The MSHSAA has not chosen one system of officiating over another.
 5. Rule 5-1-3a. The MSHSAA has adopted the solid black shirt with white collar and cuffs. However, should this be confusing to either team, all officials may wear the vertically black and white striped, red blue or gold shirt. Fuchsia colored shirts have been eliminated as an official MSHSAA uniform. In all cases, officials shall be dressed identically.
 6. Rule 7-1-1. The MSHSAA has adopted the two equal halves of 40 minutes each for senior high contests. Also the length of play for junior high schools shall be two equal halves of 30 minutes each.
 7. Rule 7-1-2. The MSHSAA has adopted the procedure of shortening periods.
 8. Rule 7-1-3. The MSHSAA has adopted the suspended game rule and if the game is not complete, it shall be restarted from the point of suspension.
 9. Rule 7-1-5. The MSHSAA has adopted a point differential (10 goals) whereby at the end of the first half if one team has gained the established point differential or if it secures such differential during the second half the game shall be terminated.
 10. Rule 7-3-1. The MSHSAA has adopted the following procedures for resolving tied games if winners are to be determined:
 - a. Regular season varsity games (conference or nonconference play where no advancement from an established bracket is necessary) – the overtime shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. Sub-varsity games in this category shall not play overtime.

- b. Regular season tournament pool play where no advancement from an established bracket is necessary – no overtime shall be played and the game shall be declared a tie.
 - c. Regular season tournament games when advancement from an established bracket is necessary (not pool play) – the overtime procedure shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their seasonal records.
 - d. District and State Tournament Series – the overtime procedure shall be two 15-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary (third place games will result in a tie after regulation – no overtime will be played). The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their seasonal records.
11. The following MSHSAA Board of Directors policy will be used regarding the accumulation of yellow and red cards:
- a. Coaches may not immediately re-substitute players issued a yellow card after they are required to leave the game. Players must remain on the sidelines for a representative amount of time as determined by the head coach based upon the severity of the infraction.
 - b. Any player receiving three red cards at any level of play during the season will no longer be eligible to compete in interscholastic soccer for the remainder of the season.
 - c. Any player accumulating a total of four individual yellow cards of any type or a total of three off-the-ball unsportsmanlike yellow cards (NFHS Soccer Rules Book Rule 12 Section 8 Articles 1c, d, and/or f2) shall be suspended for interscholastic competition in the next scheduled contest (will forfeit two halves/one game of potential competition for the season) at that level.
 - i. The player's yellow card count will start over at zero provided all four yellow cards issued were not off-the-ball unsportsmanlike yellow cards and the player is withheld from the required one-game suspension for accumulating four yellow cards.
 - ii. Should any of the player's issued four yellow cards be off-the-ball unsportsmanlike yellow cards, these cards shall be carried forward and the new count shall not be zero. After serving the required one-game suspension for accumulating four yellow cards, the new yellow card count will reflect the current total of off-the-ball unsportsmanlike yellow cards (one or two).
 - iii. If the player's fourth issued yellow card is an off-the-ball unsportsmanlike yellow card and two of the three previously issued yellow cards are off-the-ball unsportsmanlike yellow cards (totaling three), the player shall be suspended for two games (one game for the accumulation of four yellow cards total and one game for the accumulation of three off-the-ball unsportsmanlike yellow cards). After the player serves the required two-game suspensions, the player's yellow card count will start over at zero.
 - d. Any player receiving a soft red card (two yellow cards of any kind in one game) will start their yellow card count over following their one game suspension for receiving a red card unless either or both yellow cards are off-the-ball unsportsmanlike (Soccer Rule 12, Section 8 Articles 1c, d, and/or f2) in which case all previous off-the-ball unsportsmanlike yellow cards issued will carry forward.
 - e. During the course of a season if a team accumulates a total of 10 off-the-ball unsportsmanlike cards (yellow, straight red, yellow/red) from Soccer Rule 12 Section 8 Articles 1c, d, and f2, Articles 2a and b, and Articles 3a, b, d, e, and f during the regular season, the head coach for that team is ineligible to coach or attend the next game for the level team for which the cards were accumulated. For each additional five off-the-ball unsportsmanlike cards accumulated during the regular season for the same level team, the coach is again ineligible for the next game. The accumulated card count shall begin again after each ineligible game for the head coach.
 - f. At the beginning of the district tournaments, the regular season yellow card count shall be removed and a new record for yellow cards shall begin for the district and state tournament series competition which would allow only a maximum of three yellow cards of any kind to be acquired before a player is required to miss the next game. The red card count as stated in b. above will continue. The accumulated card count for coaches shall begin at zero at the

start of the district tournament. At any point during tournament play that a team receives five off-the-ball yellow cards, the coach shall be suspended one game.

- g. Individual school coaches and athletic directors will administer the procedure and report to the MSHSAA all players and/or coaches suspended under b., c., and e. above. The host school administrator will provide to the game officials at the game site before the game a pre-printed yellow/red card summary form that the officials are to complete and return to head coaches/athletic administrators of both teams following the game summarizing all yellow/red cards (and their type) issued during the contest.
12. During the district and state tournament series, each team shall furnish one ball person and it is recommended that this same procedure be followed during regular season tournaments as well. For regular season games, National Federation Rule 6-1 states that "at least two ball holders shall be provided by the home team."
13. MSHSAA By-Law 810 now requires that any player, coach, or bench personnel disqualified (red card) for unsportsmanlike conduct shall be prohibited by the school administration from participating in the next contest for that level. Disqualification under Soccer Rule 12-8-2 and 12-8-3 would fall under this category.
14. Sanctions: 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. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA Office at least sixty (60) 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. (MSHSAA By-Law 311)
15. Officials shall conduct a pre-game conference before each contest at the midfield line which the head coach of both teams (not a representative of the head coach), each team's captains, and all the officials must attend to discuss sportsmanship, identify ball persons (do not start game without two ball persons being provided), game procedures, etc.
16. Soccer officials shall be presented a yellow/red summary form by the home team no later than at the pre-game conference. Each official will submit the summary of all cards and registration numbers to both coaches at the conclusion of the game via the yellow/red summary form. These forms can be purchased from the MSHSAA Office.
17. Soccer coaches must present, verify and initial a team roster including all potential players by name and number for each contest to the game officials before the contest.
18. By State Association adoption the official score may be kept by the head referee if the home team does not designate the official scorer.
19. Coaches may not immediately re-substitute players issued a yellow card after they are required to leave the game. Players must remain on the sidelines for a representative amount of time as determined by the head coach based upon the severity of the infraction.

APPENDIX A: SAMPLE BRACKETS

SAMPLE 8-TEAM BRACKET



SAMPLE 16-TEAM BRACKET



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