



2017-2018



District Soccer Manager's Manual

MSHSAA

Missouri State High School Activities Association

2017-18 SOCCER DISTRICT MANAGERS TIMELINE

	BOYS	GIRLS
_____ District Managers should select committee members to establish their District Tournament Committee. <i>(See Soccer District Managers Manual, Section 1-C)</i>	September 18-22	April 9-13
_____ District Managers should contact schools to remind them to submit their district and state officials recommendations online. <i>(See Soccer District Managers Manual, Section 1-E-1)</i>	September 20	April 11
_____ District Tournament Committee should determine tournament format/ schedule and list of officials to be selected at the draft (if applicable).....	September 25-29	April 16-20
_____ Final date for schools to submit their all-inclusive officials recommendations to the District Managers and MSHSAA Office via the MSHSAA website.....	September 27	April 18
_____ Notify all participating schools seven (7) days prior as to the date, time, and location of the district seed meeting.....	Sept 25-Oct 2	April 21-28
_____ The Soccer Officials Draft will be conducted in all areas. <i>(See memo RE: District Soccer Official Selection Meeting Reminder)</i>	October 4	April 25
_____ District Seed Meetings are held.....	Class 1-2 October 2-9 Class 3-4 October 7-14	April 28-May 5 April 28-May 5
_____ Online District Eligibility Rosters are due. <i>(See Soccer Manual, Section 3-B-2)</i> ...	Class 1-2 October 9 Class 3-4 October 14	May 5 May 5
_____ Pass list due. A pass gate checklist for players, cheerleaders, and school representatives are to be submitted via the MSHSAA website.....	Class 1-2 October 9 Class 3-4 October 14	May 5 May 5
_____ Season records must be up-to-date on the website and continuously updated until the start of the district tournament.....	Class 1-2 October 9 Class 3-4 October 14	May 5 May 5
_____ District Managers must complete an updated bracket on the MSHSAA website.....	Class 1-2 October 11 Class 3-4 October 16	May 7 May 7
_____ District Tournament	Class 1-2 October 16-21 Class 3-4 October 21-28	May 12-17 May 12-19
<p>District Managers must update the MSHSAA website tournament bracket immediately following each game to report results/scores.</p>		
_____ District Winners Packets shall be given to the coach of the winning school at the time the plaques are presented. The winners packet contains information and instruction that the winners need to progress to the first round of the state tournament. It is vital that the winners packets be safeguarded and that the correct packet is placed in the hands of the coach of the proper team.....	October 16-28	May 12-19
_____ District Managers submit financial statements to the MSHSAA Office. The MSHSAA will pay all officials. NOTE: All workers and security personnel will be paid your local regular season rates. Program sales shall be the property of the host school; the cost of printing programs and hospitality room fees are not allowable expenses	Oct 26-Nov 2	May 17-24

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***MSHSAA CONTACT PERSON FOR SOCCER**

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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.

SECTION 1: MANAGERS INSTRUCTIONS

- A. **LOCAL MANAGERS:** District, sectional and quarterfinal 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. Documentation of these details should be made in the form of a signed agreement by the representatives of the 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 Section 1-B-1 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; and
 - b. Plans, if any, for rescheduling or resuming the contest.

Note: It is recognized that no single guidelines 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. **SELECT 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 shall be called upon to assist in the planning, preparation, and management of the tournament.
- D. **DISTRICT TOURNAMENT SCHEDULE:** The principals, athletic directors, and coaches are requested to follow the schedule in this manual.
1. District tournament games shall be played:
 - Boys Class 1-2: Monday of Week #16 – Saturday of Week #16**
 - Boys Class 3-4: Saturday of Week #16 – Saturday of Week #17**
 - Girls Class 1-2: Saturday of Week #45 – Thursday of Week #46**
 - Girls Class 3-4: Saturday of Week #45 – Saturday of Week #46**
 2. Postponed games shall be played on the first possible date following the postponement.
 3. The schools winning district tournaments shall contact immediately the host site manager for necessary information and instructions.
 4. See the MSHSAA website at www.mshsaa.org for brackets for district, sectional, and quarterfinal game sites and times.
 5. 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.
- E. **OFFICIALS:** All officials shall be fully registered with the MSHSAA Office (no reciprocal officials). Officials will be paid per MSHSAA Contracted Rate for district, sectional, and quarterfinal games. The MSHSAA Office will pay all game officials. In case of inclement weather, making 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 Recommendations:** Remind participating schools to submit the officials recommendations and make a preferred list of officials. Tournament managers are to initiate contact with participating schools requesting them to submit official recommendations for the tournament. The Official Recommendations shall be submitted via the MSHSAA website. If an official is disapproved on the Officials Recommendation Form, by one or both schools, he/she should not be assigned to games involving those schools. Disapproval by one or two schools should not automatically eliminate an official from the tournament. **The Officials Recommendation Forms are to be submitted online no later than 4:00 p.m. on Wednesday: Boys: Week #13; Girls: Week #42.** Special care should be taken to guarantee that no official has any conflict of interest with the competing schools.
 2. **Officials Draft and Selection of Officials:** For district contests the host manager and tournament committee are responsible for the selection of officials using the Officials Recommendations submitted online by the participating schools and attending the local area officials draft. Game officials shall be selected by the tournament committee at the scheduled selection meeting from the roster of MSHSAA registered officials submitting applications. The committee is to ascertain any conflicts of interest of the recommended officials, i.e. employed by the same school district as a team entered, a graduate of the same school as a team entered, etc., and avoid employing those officials or officials not recommended for the tournament. Officials shall not be contracted (written or verbally) prior to the date of the area selection meeting. Officials who accept assignments prior to the date of notification are subject to suspension! Managers are not to contact selected officials until after the selection meeting. Complete instructions for the district tournament officials selection process will be forwarded to the district managers with the managers packets.
 3. **Officials Draft:** Each district manager shall attend an officials selection draft to be held on Wednesday: **Boys: Week #14; Girls: Week #43, at four pre-determined sites.**
 4. **Instructions on HIRING OFFICIALS can be found in Appendix C.**

- F. **SEEDING MEETING:** The committee shall schedule a meeting to draw the tournament bracket in accord with the following schedule:

Boys Class 1-2: No earlier than Monday of Week #14; No later than Monday of Week #15

Boys Class 3-4: No earlier than Saturday of Week #14; No later than Saturday of Week #15

Girls Class 1-4: No earlier than Saturday of Week #43; No later than Saturday of Week #44

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 (7) days in advance, and all schools are requested to send a representative. A face-to-face meeting is recommended. E-mailed or faxed information or a conference call may be used in place of an actual meeting if approved by the tournament committee. Plans for the tournament should also be reviewed at the seeding meeting.

- 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. The seeding procedure is to seed each spot individually starting with the #1 seed, followed by the #2 seed, continuing to the last seed. Schools may not vote for themselves in the seeding process. When ranking the teams, district schools participating in the meeting shall take into account each team's won-lost record (varsity vs. varsity games only), head to head competition, caliber of competition, and common opponents they have played over the season. After the tournament director receives each school vote after each round the tournament director must make each vote known to all participating coaches in the room. If a tie should occur, a second vote would be used to determine the seed but only the district schools who are not involved with the tie would participate in the second vote. If a tie remains, it shall be broken based on head to head competition of the tied teams. Should a tie still exist, a coin flip shall determine the seeds of the tied teams. This specific procedure shall be followed by district manager.
- 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.

- G. **POSTING OF TOURNAMENT BRACKET 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.

- H. **DISTRICT ELIGIBILITY ROSTER:** **Eligibility lists shall be submitted on the MSHSAA website seven (7) days prior to the first allowable playing date of the district tournament: Boys Class 1-2: Monday of Week #15; Boys Class 3-4: Saturday of Week #15; Girls Class 1-4: Saturday of Week #44.** 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.

SUBSTITUTIONS/ADDITIONS:

- Additions or substitutions may be made to the team roster after it is submitted for the district tournament. A \$50 fine per entry will be assessed to the school for any changes made after the seed meeting has taken place. The school may add or substitute prior to the first game of the district from its eligibility roster. Substitutions after the first game of the district may be made only in case of illness or injury verified by a physician. Any player who is thus replaced may not return to competition in the district tournament but may return for the state tournament. However, the player must be included on the team roster prior to the first game of the state tournament – sectional game in all classes – even though the availability of the player is doubtful due to the injury.

- A school may substitute or add to the team roster, which was submitted for district play, prior to the start of the first game of the state tournament (sectional game for all classes). Any additions or substitutions must be submitted on the MSHSAA website. No additions or substitutions can be made after the first game of the state tournament.

- I. **SEASON RECORD:** All schools assigned to the tournament shall be required to complete the season record on the MSHSAA website seven (7) calendar days prior to the first allowable playing date of the district tournament.
- J. **PASS LIST:** The district pass list shall be submitted on the MSHSAA website to the district manager by 4:00 p.m. seven (7) days prior to the first allowable playing date of the district tournament: Boys Class 1-2: Monday of Week #15; Boys Class 3-4: Saturday of Week #15; Girls Class 1-4: Saturday of Week #44. 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. At the semifinal and final contests, individual gate passes will be given to players, coaches, administrators, trainers, cheerleading coaches, etc. of qualifying teams.

Passes for semifinal/final contests 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 student supervisors. A pass for the superintendent, principal, athletic director and cheer coach will be available at the will call window with photo identification.

Varsity cheerleaders shall be admitted free to the session their team plays in semifinal/final contests provided they are in their official school cheerleader uniforms and are accompanied by their cheer 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.

- K. **LATE ENTRIES:** Managers are allowed to accept late entries one week prior to the first allowable playing date of the district tournament. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the first allowable playing date of the district tournament. The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information. 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.
- L. **TOURNAMENT ADVERTISEMENT:** Draw up plans for advertising the tournament. Your committee should arrange for releases to area press and radio. Each school should involve students and faculty in advertising the event through press releases, posters, reporting results, etc.
- M. **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. For information not included in the packet, the school should contact Kevin Garner, Assistant Executive Director of the MSHSAA, at (573) 875-4880.
- N. **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.
- O. **PARTICIPATING SCHOOL INSTRUCTIONS:** Prepare a sheet of instructions for participating schools. The bulletin should include important information such as: local conveniences, special rules, time schedule, supervision responsibilities, dressing room assignments, care of property, admission prices, information for pep squads indicating specific seating assignments, bus parking, etc., and instructions for coaches (color of jersey to be worn, team benches, etc.). Include provision that hats or other items not included as legal uniforms are not to be worn on the bench.

- P. **GATE:** Arrange for serial numbered tickets. Serial numbered tickets shall be provided for the protection of the host school in case for some reason an audit would be requested. A pass list must be provided by each participating school via the MSHSAA website.
- Q. **TOURNAMENT WORKERS:** Arrange for tournament help: ticket sellers and takers, scorers, timers, police, etc. and make arrangements for medical emergencies. Arrange to have a physician present at the tournament or have adequate provisions for medical emergencies if a physician cannot be present at the site. Be sure to plan for traffic control and the directing of bus and car parking in the lots both before and after the games. Timers should be provided a horn to use at the close of the half. It is recommended that a second person be used to help watch the clock at the close of the half. Adequate provisions for crowd control shall be made and participating schools shall be requested to assist in controlling their students and fans. Discontinue ticket sales when crowd warrants. Be sure the pass gate personnel are aware of the procedures for handling the pass list.
- R. **TABLE PERSONNEL AND PROCEDURES:** Personnel to be assigned to the scorer's table: (1) official scorer, (2) official timer, and (3) P.A. announcer. In addition, if space permits, the scorekeeper from each team will sit at the end of the scorer's table nearest their team bench. Scorer's table personnel are very important. Select experienced adults – those who have been keeping score or timing for you during the regular season. Interested and dependable faculty members usually do the best work, although there are exceptions. Above all, select those individuals for these very important jobs that have plenty of poise, good judgment, sense of impartiality, and who you are sure will not get caught up in the emotion of the game, but will concentrate instead on the job.
1. If space is not available to accommodate the team scorekeepers at the scorer's table, they are to sit on the end of their respective benches next to the scorer's table.
 2. If a scoring question should arise, the referee will confer with the official scorer and check the official book for errors. The umpire, in addition to assisting the referee, will bring each team's scorekeeper, along with their scorebooks, to the front of the scorer's table in the event the referee decides they are needed for reference. All coaches and team members are to remain at their benches. Head coaches are to be called to the table together and notified of the official's decision.
 3. **Official Scorer:** Reference Rule 6 in the current National Federation Soccer Rules Book.
 4. **P.A. Announcer:** In an impartial and neutral manner, the P.A. announcer makes only periodic announcements pertinent to the game, e.g., starting lineups, substitutes, player who scores a field goal or free throw, etc. If fouls on players are announced, this should be done only after the foul is reported by the floor official so as to avoid mistake. The P.A. announcer can also assist in verifying to the official scorer, by jersey color and number, those players who fouled and those who are designated as free throw shooters.
- S. **PROGRAMS:** Your tournament program should contain statements regarding the educational objectives of interscholastic athletics and sportsmanship expectations. The cost of printing and selling programs is not an allowable expense; it is suggested that programs be sold to cover their costs. Any profit from the sale of programs remains with the host school.
- T. **LOCKER ROOMS:** If locker rooms are a problem, arrange for a classroom, etc. for each team to use for their half-time meeting. Teams should have a private place in which to meet and not be expected to share meeting facilities. Provide for locker room security and assist teams in the safeguarding of personal belongings. We have had some incidents of theft because of lack of security or locker rooms not being locked. These situations can be prevented through prior planning and providing personnel and teams with specific instructions and procedures.
- U. **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."
- V. **GAME BALL:** 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. The MSHSAA will provide game balls beginning with the district tournament. The official soccer ball used will be the **Wilson Forte II**.

- W. **UNIFORMS/PLAYER EQUIPMENT:** The designated home team will be responsible for providing a uniform clearly distinguishing it from the other team. The home team shall wear solid white jerseys and solid white socks (Rule 4-1-1a,b). The visiting team shall wear dark jerseys and socks of a single dominant color. If tape or a similar material is applied externally to the socks it must be of similar color as that part of the sock to which it is applied. In district play the top team on the bracket shall be considered the home team and shall wear white jerseys and white socks. The visiting team shall wear dark jerseys and dark socks. Schools shall be reminded to take both white and dark jerseys and socks to every game so conflicts can be easily resolved.

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

Captain Arm Bands: Rule 4-1-2 – Captain Arm Bands must be worn on the arm and must be of contrasting color

Caps: Rule 4-2-1h – Missouri has adopted the wearing of caps as long as they are all identical.

Artificial Limbs: Rule 4-2-5 – 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.

Protective Face Mask: Rule 4-2-8 – 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.

- X. **NATIONAL ANTHEM:** All site managers are reminded that the National Anthem is to be played before the first game of a session. It is to be played only once and only before the first game of each nightly (or daily) session. Please insure that the American Flag is prominently displayed.
- Y. **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.
1. 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.
 2. 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. (See Section 1-AA for what constitutes a completed game.) 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.

Z. LIGHTNING:

Develop criteria for suspension and resumption of play:

- a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash or lightning is witnessed prior to resuming play.
- c. Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

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

1. In the event a MSHSAA post season soccer game must be called due to darkness, rain, or other causes which make it impossible to continue play, it shall be considered a suspended game and shall be continued from the point of suspension. If the game has reached half-time and a winner can be determined, the team trailing at the time of suspension has the option to return and finish the game or have the current score be considered final. Coaches and officials must sign and date the rosters and indicate if the game is official or will be completed at a later date. (See *Hazardous Weather Conditions* Section 1-Y)
2. District and State Tournament Series – the overtime procedure shall be two fifteen-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.

BB. MERCY RULE: 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.

SECTION 2: FINANCIAL INFORMATION

- A. **Admission Charges:** Admission charges (ages 6 and above) shall be as follows:
- | | |
|---|--------|
| 1. District Games (Students and Adults) | \$5.00 |
| 2. State Sectional Games (Students & Adults) | \$7.00 |
| 3. State Quarterfinal Games (Students and Adults) | \$7.00 |
| 4. State Semifinal Games (Students & Adults) | \$8.00 |
| 5. State Championship Games (Students & Adults) | \$8.00 |
- B. **Financial Report:** The Event Settlement is to be completed on the MSHSAA website located under District Manager Options.

- C. **Financing the Tournament:** Each district tournament manager will be paid a \$100 stipend for conducting the tournament. This stipend will be paid by the local school out of the tournament fund. This stipend is for managing and supervising the tournament.

Each district will be granted a stipend (Boys: \$325; Girls: \$300) for conducting the tournament. This stipend is for gate workers, supervision, scorers, field preps, athletic trainers, etc. If volunteers are used and less than the total stipend is spent, the school will keep the remaining balance of the stipend to use at their discretion.

The manager's fee and official fees are not included in the stipend. The official fees will be paid by the MSHSAA Office from the financial report. The official fees and manager's fee are included in calculating the net profit. The host school will receive 20% of the net profit from the district tournament.

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

****Any school that is hosting and unable to collect a gate should contact the MSHSAA Office immediately.**

- D. **Programs:** 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.

SECTION 3: 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 website.
 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 website 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 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 or sectional contests. See Radio Broadcast agreement for fee structure.
10. Beginning with the Quarterfinal round of the MSHSAA playoff series, radio rights fees will be the following: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35.

- 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 TV broadcasts, with the following exceptions:
1. A specific MSHSAA 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 DVD 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, if prior arrangements have not been made.)
Delayed Broadcast: (Districts through MSHSAA Quarterfinal)- \$750 per game
Delayed Broadcast: (MSHSAA Semifinal/MSHSAA Championship)- check with MSHSAA office.
Live Broadcast: (Districts through MSHSAA Quarterfinal)- \$1500 per game
Live Broadcast: (MSHSAA Semifinal/MSHSAA Championship)- check with MSHSAA office.
- 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 MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.

NOTE: Please contact Jason West, Communications Director, by phone at (573) 875-4880 or by e-mail at Jason@mshsaa.org, if you have ANY questions concerning the guidelines listed in this section or have any media questions/concerns.

APPENDIX A: CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

Education

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete's physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official's organization will require annual concussion training and maintain a signed head injury information sheet for each official.

Recognition and evaluation of the athlete with a concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, ATC, or physician on site should evaluate the athlete in a systemic fashion :
 - a. Assess for airway, breathing, and circulation (basic CPR assessment)
 - b. Assess for concussion
 - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
 - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include :

<u>PHYSICAL</u>	<u>COGNITIVE</u>	<u>EMOTIONAL</u>
Headache	Feeling mentally "foggy"	Irritability
Nausea/Vomiting	Feeling slowed down	Sadness
Dazed/Stunned	Difficulty concentrating	More emotional
Balance problems	Difficulty remembering	Nervousness
Visual problems	Forgetful of recent information	
Fatigue	Confused about recent events	
Sensitivity to light	Answers questions slowly	
Sensitivity to noise	Repeats questions	

5. Evaluation
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT3 are effective assessment tools that are readily available and can assist with the assessment.
 - b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.

6. Management of a concussion and return to play
 - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
 - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. "WHEN IN DOUBT, SIT THEM OUT!"
 - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
 - d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
 - e. An athlete must be asymptomatic at rest and with exertion prior to return to play
 - f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.

APPENDIX B: DISTRICT HOST AND SITE SELECTION PROCESS

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. 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 70 yards in width and 120 yards in length 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.
7. Districts that do not have participating schools that have adequate facilities to host the district tournament (i.e., minimum state field requirements of 60 yards by 110 yards) must secure a suitable alternative at no cost to the MSHSAA. If the participating schools are unable to secure a suitable playing field at no cost to the MSHSAA the participating schools will incur the expense of securing a neutral site to host the district tournament.
8. School location (playing field) within the schools assigned to the specific district is considered for reasonable travel.
9. As many games as possible shall be played at night to accommodate parents and spectators.
10. 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.
11. The facility configuration shall provide that a paid gate can be administered except for unusual or unavoidable circumstances approved by the MSHSAA in advance.
12. Adequate off-street parking availability is required.
13. A scoreboard with an automatic timing device and a public address announcer is preferred.
14. Adequate concessions for spectators is preferred.
15. Availability of adequate restrooms for public use is required.
16. The facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.

17. During all state tournament series games the playing field must have four corner flags with midfield flags or cones optional.
18. 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).
19. 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.
20. The district chairperson shall contact the MSHSAA office, via e-mail, 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).
21. 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.
22. 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.
23. 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.
24. The district managers' packet shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

APPENDIX C: HIRING OFFICIALS

Please use the following “screen shots” and instructions to guide you through the MSHSAA website as a district manager.

- Sign into your account and find “District Manager Options” under “Sports and Activities.”
- Use the “Completion Summary” option to check on each school and their progress in completing their Roster, Pass List, Season Record, and Officials Recommendations.
- Use the “District Seeding” option to assign a seed to each school and save.
- Choose “Tournament Bracket” to create the district tournament. To edit individual game details, click on the blue date to change information on the tournament bracket. The game date, time, and location must be completed on the bracket before you are able to assign officials. Refer to the *District Soccer Manager’s Manual Item 1-G “Posting of Tournament Bracket and Scores.”*

Editing Game Information: Change Game Times and Dates

Game Details

Home Team: Central (Cape Girardeau)

Away Team: To Be Determined

Game Date:

Game Time: :

Location:

Street Address





City State

Zip Code -

[Cancel](#)

Officials

[Add/Edit Officials](#) [View/Send Contracts](#)



Assigning Officials: After selecting add/edit officials here is the next screen.

Game Details

Home Team: Central (Cape Girardeau)

Away Team: To Be Determined

Game Date:

Game Time: :

Location:

Street Address

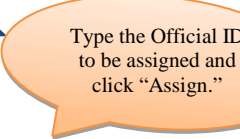
City State

Zip Code -

[Cancel](#)

Officials

Official ID:



Contracting Officials:

Class 4, District 1 Tournament

Game Details

Home Team: Central (Cape Girardeau)

Away Team: To Be Determined

Game Date: 10/5/2011

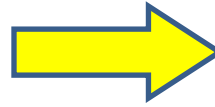
Game Time: 4 : 00 PM

Location: 444

Officials

Name	Status
Frank Charles Gardner #101976	⚠ Not Sent

[Add/Edit Officials](#) [View/Send Contracts](#)



When ALL officials have been added, click "View/Send Contracts."



Contracts Needing Attention Accepted Contracts 2011-2012 Go

Contracts Waiting to be Sent

Official ID	Name	Games	Location	
⚠ 101976	Frank Charles Gardner	1 District Game (11/1/2011)	Bolivar High School, 1401 N Hwy D Bolivar, MO	Remove

Send Selected Contracts

Contract Details

Official: Frank Charles Gardner

Contract Date: November 1, 2011

Contract Location: Bolivar High School
1401 N Hwy D
Bolivar, MO 65613

Official Location: 4065 S. Sunrise Ave.
Springfield, MO 65807

[Map It](#)

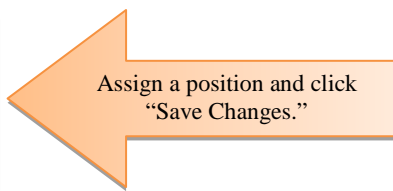
Level: Districts

Rate:

Zone: (Mileage) Zone 2 (41 - 80 miles)

Games: (Position)

Game	Position
To Be Determined vs. To Be Determined @ 12:00 AM	<input type="radio"/> Ref <input type="radio"/> AR1 <input type="radio"/> AR2



Notes:

Other Officials: [Timothy Edward Noonan](#)
[Joe A Pickens](#)
[Henry L. Enlow](#)

[Save Changes](#) [cancel](#)

Sending Contracts: Mark the box of contracts to be sent. DO NOT SEND CONTRACTS UNTIL ALL GAMES HAVE BEEN ASSIGNED!

[← Back to Summary](#)

2011-2012

Contracts Waiting to be Sent

Official ID	Name	Games	Location
<input type="checkbox"/> 101976	Frank Charles Gardner	1 District Game (10/5/2011)	111, Any School Drive Anywhere, MO <input type="button" value="Remove"/>

Accepted Contracts:

2011-2012

Accepted Contracts

Official ID	Name	Games	Location
101976	Frank Charles Gardner	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO

Click on the name to view contract information.

Official: Frank Charles Gardner

Contract Date: October 8, 2011

Contract Location: 111
Any School Drive
Hillsboro, MO 65000

Official Location: 4065 S. Sunrise Ave.
Springfield, MO 65807

 [Map It](#)

Level: Districts

Rate: \$143.00

Zone: Zone 4 (121 - 160 miles) **(141 miles)**

Use this as the number of miles in the financial report for the official.

Contract Status Page: Make sure to assign **ALL** games before sending any contracts! If you send a contract before all are assigned you will not be able to assign the official a second game on that day. Assign all games then start sending contracts to the officials.

[← Back to Summary](#)

Contracts Needing Attention **Accepted Contracts**

2011-2012

Officials can be contracted for more than 1 game per night.

Contracts Waiting to be Sent

<input type="checkbox"/>	Official ID	Name	Games		
<input type="checkbox"/>	100661	Robert Lee Byland	1 District Game (10/5/2011)	111, Any School Drive Hillsbor, MO	Remove
<input type="checkbox"/>	100661	Robert Lee Byland	2 District Games (9/6/2011)	111, Any School Drive Hillsboro, MO	Remove

Send Selected Contracts

Rejected Contracts

There are no contracts to display

Pending Contracts

<input type="checkbox"/>	Official ID	Name	Games	Location	
<input type="checkbox"/>	100186	Mark Richard Baker	1 District Game (10/5/2011)	111, Any School Drive Hillsboro, MO	Revoke
<input type="checkbox"/>	103961	Terry Wayne Pennington	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO	Revoke
<input type="checkbox"/>	100186	Mark Richard Baker	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO	Revoke

Send Reminder to Selected

- **Entering Results:** To enter scores you click on the date which is in blue on the tournament bracket. You will not be able to see the scoring option until the day of the game. Enter the score of each team in the respective box and the winning team will advance on the bracket. Please enter results immediately as the MSHSAA Office and the media obtain scores in this manner.

APPENDIX D: CONTEST ANNOUNCEMENTS

Please have your public address announcer use the following announcements during your tournament.

To be Read Prior to Each Game -

Good sportsmanship is vital to the educational integrity of interscholastic activities. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. Coaches, players, officials and spectators can (and are expected to) assist in the promotion and achievement of good sportsmanship ideals by taking personal responsibility for keeping this contest at a high level of fair, wholesome competition.

On behalf of the Missouri State High School Activities Association we are pleased to welcome you to this (district/sectional/quarterfinal) soccer contest.

Good luck to all teams!

To Be Read During Tournament -

The Missouri State High School Activities Association and our member soccer schools give a special thanks to **Wilson** . . . a supporter of the (2017/2018) State Soccer Tournament. The ***Forte II Soccer Ball*** is the official ball of the (2017/2018) state series. Special thanks are extended for Wilson's support of Missouri soccer.

APPENDIX E: LIFETIME PASSES



Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201-6645 • P.O. Box 1328, Columbia, MO 65205-1328
Phone (573) 875-4880 • Fax (573) 875-1450 • www.mshsaa.org • email@mshsaa.org

Dr. Kerwin Urhahn, Executive Director
Stacy Schroeder, Associate Executive Director

Davine Davis, Assistant Executive Director Kevin Garner, Assistant Executive Director Craig Long, Chief Financial Officer
Don Maurer, Assistant Executive Director Lou Mazzocco, Assistant Executive Director Kenny Seifert, Assistant Executive Director
Greg Stahl, Assistant Executive Director Jason West, Communications Director

To: Athletic Administrators
From: MSHSAA Office
RE: Lifetime Pass and Observers Pass

Lifetime Pass



These passes are either gold with black lettering (as shown) or silver with red lettering and border etched on metal. They should be easy to identify.

Please honor this pass at all MSHSAA events.

Officials Observer Pass



MSHSAA Officials Observer's Pass

has been appointed an Observer of Athletic Game Officials for the Missouri State High School Activities Association for the school year **2017-18**. The MSHSAA would appreciate you admitting the above named person to any football, volleyball, basketball or wrestling contest at your school.

Observer's Signature

Kerwin Urhahn
MSHSAA Executive Director

This pass is white with blue lettering and has the MSHSAA seal in red ink and should be easy to identify.

Please honor this pass at all MSHSAA events and assist the observer in any way you can.

"The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation."

APPENDIX F: PROTEST PROCEDURE

The Board of Directors adopted the following policy in 1997 to address protests in athletic contests. It was later expanded to cover the activities of Speech/Debate/Theatre (2000) and Scholar Bowl (2017). The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school activities.

1. Within the procedures established within each individual rule code (i.e. NFHS, MSHSAA, USTA, USGA, etc.), the head coach/director must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete, the head coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the contest officials who will then notify the opposing head coach/director immediately of the protest. No coach/director shall protest a decision of judgment.
3. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her Sport Rules Book or Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the 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 contest action occurs. [Scholar Bowl: the contest may continue while the protest is being reviewed; see game rules.] [Speech/Debate/Theatre: the jury of appeals will hear the appeal; events other than the one affected by the protest may continue during the review.]
5. Protests that are not filed in a timely manner as specified in that rule code or activity manual shall be automatically disallowed.
6. The MSHSAA Board of Directors and/or staff shall not review contest protests.

APPLICATION OF PROTEST PROCEDURE

1. **Introduction:** Protests rarely occur and the protest policy is not intended to increase the frequency of protests. The policy is intended to resolve the protest on site. For this to occur the following must take place:
 - a. Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - b. As stated above, protests involve the application of rules only – **not judgment calls.** (Examples of items which could be protested: Football – penalizing 5 yards instead of 15 yards; Wrestling – allowing 1 minute for injury time instead of 2 minutes; Softball – allowing only two charged defensive conferences instead of three.) (Examples of items that could not be protested: Football – pass interference; Wrestling – stalling; Softball – out or safe calls.)
 - c. **GET IT RIGHT!** If the official has made a mistake; admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report online process shall be used for this purpose.
2. **Process:**
 - a. Once a head coach has filed a formal verbal protest with the officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, classroom, etc. shall be cleared of all participants and they shall report to their respective team bench or seating areas.
 - b. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the materials and resources listed above to substantiate the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to

address the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.

- c. If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side, etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
- d. Once the final decision regarding the protest has been rendered, the officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

APPENDIX G: SUPPLEMENTAL OXYGEN

“Oxygen is a prescription drug that has very specific indications and uses. Like all drugs, it can have side effects and possible toxicity. There is no evidence that it enhances athletic performance or speeds recovery from athletic activities (except possibly at altitude). Oxygen, which is available by prescription only, plays a vital role in the treatment of specific conditions such as exertional sickling and should be available on the sideline only with the prescription of a physician and only for use in medical emergencies where indicated. Also, it can be very dangerous if used around a flame, as it promotes combustion and is therefore a safety hazard.”

Also please reference the Invasive Medical Procedures position statement-NFHS found on the MSHSAA Sports Medicine tab.

APPENDIX H: POLICY ON 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 2.2.

APPENDIX I: SAMPLE BRACKETS

SAMPLE 8-TEAM BRACKET



SAMPLE 16-TEAM BRACKET



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