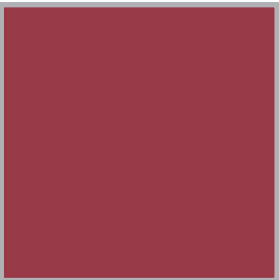
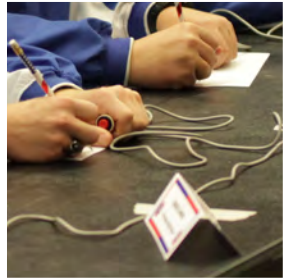
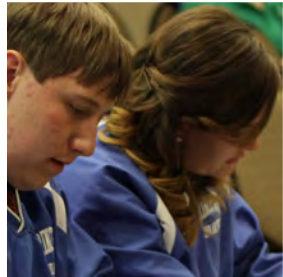
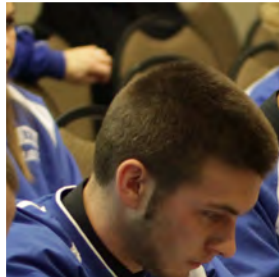
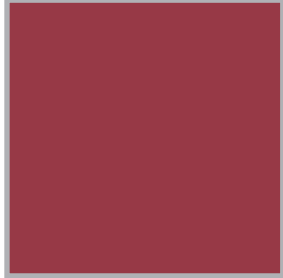
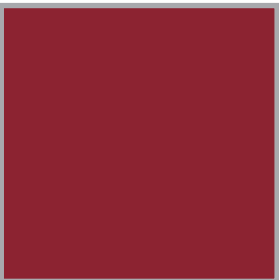




2017-18



Scholar Bowl  
Manual



MSHSAA

Missouri State High School Activities Association

# MSHSAA

## MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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**PLEASE NOTE:** New wording is underlined, and areas of emphasis are in **bold**.

**RELEASE NUMBER:** 1

**RELEASE DATE:** September 22, 2017

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Term expires in July of Year noted.

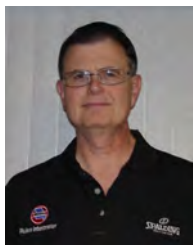
\*Eligible for Reappointment due to serving partial term

## SCHOLAR BOWL RULES INTERPRETERS



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## PURPOSE AND PHILOSOPHY

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE:** 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 on incidental information included in the MSHSAA Journal and on our website. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching “through school activities.” Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; to evaluate and compare the best of this 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.

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

## SECTION 1: REGULAR SEASON

- A. **SCHOLAR BOWL:** Scholar Bowl can be characterized as competition in which subject matter in multiple academic disciplines is used. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. Note: The current Scholar Bowl disciplines are: science, mathematics, social studies, communication arts, fine arts /performing arts, and miscellaneous.
- B. **SCHOLAR BOWL RULES:** The Scholar Bowl Rules (as published separately in the “Rules Book and Duties of Officials”) shall govern District and State Series play, and most of the rules are applicable to the regular season. Those that are not applicable are noted in the front of the book. NOTE: It is the responsibility of each coach to make certain his or her team is thoroughly familiar with the Scholar Bowl Rules.
- C. **SEASON:** No senior high school or junior high school shall participate in an interscholastic Scholar Bowl before the second Friday in October nor later than the date of the MSHSAA District Competition,

exclusive of the MSHSAA state competition, other than the allowances listed in By-Law 4.4.3.

- D. **ONLINE RULES REVIEW REQUIRED FOR ALL COACHES:** ALL COACHES (head, assistant, varsity, JV, freshmen, etc.) are required to complete the Online Rules Review. The Scholar Bowl Online Rules Review will be available starting Monday, October 2, 2017, and can be accessed 24 hours a day, seven days a week. Coaches must be logged in to the MSHSAA website in order to access the Online Rules Review and to gain credit for completion. Once logged in and viewing your school's home page, select "Online Rules Reviews" under the "Education" section, then select Scholar Bowl and follow the directions. You must complete the Online Rules Review prior to any interscholastic competition. Further information is available on page 2 of the Rulesbook.
- E. **COACHES ROSTER AND ELIGIBILITY LIST:** All team coaches must be listed in the Coaches and Directors section of the MSHSAA Online Membership computer system. Further, your team's eligibility roster **MUST** be entered online on the MSHSAA Online Membership computer system. Please provide your athletic/activities director with the information that he/she needs to complete this process.
- F. **CONTEST LIMITATIONS:** Students enrolled in grades nine through twelve shall participate in no more than fourteen interscholastic competitions the school year, exclusive of MSHSAA district and state competition. Seventh and/or eighth grade students shall participate in no more than eleven interscholastic Scholar Bowls during the school year.
- G. **DEFINITION OF A COMPETITION:** 1) A dual match; 2) An event with three or more teams, started and completed within **seven** consecutive days, with a champion proclaimed. If no champion is proclaimed, each match would be counted as a competition; 3) An event with three or more teams started and completed on one calendar date.
- H. **PROTESTS:** The protest procedure is outlined in the separate Scholar Bowl Rules Book and interconnects with the MSHSAA Board Policy on On-Site Protests. All protests must be resolved at the competition site. The MSHSAA Board of Directors and/or Staff shall not review contest protests.
- I. **SUPERVISION:** As per MSHSAA By-Law 1.3.1, no individual student, team, or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised on site by a member of the school faculty or administrative staff.
- J. **SPORTSMANSHIP:** Students, coaches, and spectators are reminded to demonstrate good sportsmanship and to conduct themselves as ladies and gentlemen at all times. It is important for spectators to remain silent during the matches. Whispering or mouthing answers could result in a team losing points and is unfair for both teams. If the judges find members of the audience engaging in distracting behavior, the judges may ask those creating the disturbance to leave the room. No clapping or cheering is allowed except at half-time or the end of the game.
- K. **SANCTIONING:** Anytime a member school competes in a tournament, by definition, with an out-of-state school(s) a sanctioning form must be on file at the MSHSAA office at least 30 days in advance. It is the host school's responsibility to see that the form is completed. If you are an invited school, you shall take the responsibility to see that the HOST has sanctioned the event.
- L. **TOBACCO AND ALCOHOL RESTRICTION POLICY:** It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regard to the use of tobacco products and alcoholic beverages. Actions must not teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic activities: "Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA."

- M. **SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request to use equipment or specific accommodations for his/her special needs. A written request from the school, outlining the requested accommodations/needs is required. Written approval from the state association is required prior to any accommodation for competition. During the regular season, the letter of approval from the state association must be presented to the game officials before any accommodations may be used. MSHSAA will consider requests if:
1. the game is not fundamentally altered by the accommodation,
  2. the accommodation does not create a risk to the requesting student or others, and
  3. the accommodation does not place opponents at a disadvantage.
- N. **STATE TOURNAMENT ACCOMMODATIONS:** School requests for specific accommodations to be used at Districts and/or the State Tournament must be made to the MSHSAA office AT LEAST THREE WEEKS PRIOR TO DISTRICTS, unless prior approval for the regular season has previously been provided. If the provision of special equipment or technology by MSHSAA or the state site is being requested, it is the responsibility of the school to make contact with MSHSAA AT LEAST THREE WEEKS PRIOR TO DISTRICTS.

## **SECTION 2: CRITERIA & GENERAL INFORMATION FOR DISTRICTS**

- A. **REGISTRATION FEE:** Schools which submit the Registration Fee for District Scholar Bowl **prior to the release of district assignments in January** will be assigned to a district tournament, but **STILL MUST ENTER** their assigned district tournament (see Entry Procedures).
- B. **CLASSIFICATION:** The district and state Scholar Bowl tournaments will be administered for a two-year period (2016-17 and 2017-18). Based upon the total number of schools participating in the activity, schools shall be divided equally into classes. See By-Law 5.1 for more information. NOTE: Due to the two-year classification assignments, no change in classes shall be made during the middle of the two-year cycle if a new school participates in Scholar Bowl.
- C. **DISTRICT ASSIGNMENTS:** The state, within each class, is divided into sixteen districts as qualifying centers for the State Scholar Bowl Tournament Series. A listing of district assignments, district tournament sites, and local tournament managers can be found on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org)) following the scheduled release date of Friday, January 5, 2018. **Once district assignments are released, schools may no longer register for the district tournament but may still register to compete interscholastically during the regular season only.**
- D. **DISTRICT TOURNAMENTS:** The tournament series for Scholar Bowl consists of sixteen district tournaments for each class. All district tournaments will be held on Saturday, April 14, 2018, and **MUST** follow the schedule below.

### **TIME SCHEDULE:**

7:45 a.m.:	<b>NOTE: MORNING SCHEDULE FOR 2017-18</b> Moderators' meeting.
8:00 - 8:30 a.m.:	Team arrival and check-in
8:30 a.m.:	Informational meeting for teams/coaches and drawing for prelims.
9:00 a.m.:	First round games begin.
10:00 a.m.:	Second round games begin.
11:00 a.m.:	Third round games begin.
12:00 - 1:00 p.m.:	Lunch break.
1:00 p.m.:	Round 1 of final rounds begin. (Semi's for tournaments with 4 or more teams)
2:00 p.m.:	Round 2 of final rounds begin. (Finals for tournaments with 4 or more teams)

**Teams must be prompt.** Each round of the tournament will begin at the designated time. Teams not ready to compete at the designated time will forfeit. A forfeit will be determined by the judges in the room where the team arriving late is scheduled to compete. The only exception will be if the late arriving team's preceding game was an overtime game, to the extent that the team was unable to report to its next game. However, the tournament has been designed to allow for overtime games.

**E. LIMITATIONS:**

1. Only those students who meet the eligibility standards listed in the MSHSAA by-laws may participate in the District and State Tournaments.
2. A school is permitted to enter only one team in district competition.
3. No student is eligible who has participated in more than the maximum number of allowable interscholastic Scholar Bowl contests this year.

**F. DISTRICT TOURNAMENT MANAGEMENT:**

1. A Site Selection Chairperson will be appointed by the MSHSAA office to assume responsibility for selecting a host for the district tournament under the provisions included in this manual. (See Appendix D)
2. The host school's district manager shall appoint a committee of three or more academic coaches from participating schools to assist in preparation for and management of the tournament.
3. Each participating school shall provide a spotter and an unofficial scorekeeper at the district tournament.
4. **SPECIAL SERVICES:** Anyone who requires auxiliary aids or services should request such services by contacting the manager of the event no later than 48 hours before the event.

**G. DISTRICT CANCELLATIONS:** Any team entered in the district tournament that does not participate, and does not provide the district manager with reasonable prior notice of their non-participation (one week prior) will forfeit the district entry fee **and** be charged a \$50 penalty fee.

**H. DISTRICT WINNERS:** District winners will advance to the Sectional Tournament. At the conclusion of the district tournament, the winning team will be provided a packet of instructions by the district tournament manager. It is imperative that coaches read and follow the directions contained in this packet. The sectional tournament manager may have additional instructions for teams upon their arrival.

**I. GENERAL PROCEDURES FOR DISTRICT PLAY:**

1. **DISTRICT TOURNAMENT PRELIMINARY ROUNDS:** In the preliminary rounds, a modified round-robin will be played. At the district tournament, before play begins, the captain of each team competing in the tournament will draw for a number, which will determine his or her team's opponent in each of the three preliminary rounds. In tournaments in which an odd number of teams are competing, there will be a bye in each round. A team will not have a bye in more than one round.
2. **DISTRICTS WITH FEWER THAN FOUR TEAMS:** If fewer than four teams officially ENTER the district tournament, the following format of play will be used:
  - Two teams:** Play a best two-out-of-three game format, using questions for the correct "hour."
  - Three teams:** Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hour."
  - Four teams:** Must play the full five-round preliminary, semifinal, and final format.
  - More than 4:** Must play the full five-round preliminary, semifinal, and final format.

**J. AWARDS:** District plaques will be awarded to the first and second place teams in each district tournament. No medals are awarded.

## SECTION 3: DISTRICT ENTRY PROCEDURE

- A. **DISTRICT ENTRY PROCEDURE:** Schools shall complete the online district entry procedure (completed properly and entirely) and forward the District Tournament Entry Fee by the due date listed on the MSHSAA website.
1. **District Tournament Entry Deadline:** Entry for the district tournament shall be completed online on the MSHSAA website no later than Friday, March 9, 2018 (Week 36). Please refer to the step-by-step instructions that will be posted on the MSHSAA website, in the Scholar Bowl area, in the spring. **Note:** The school is not considered entered until the online entry has been completed.
  2. **Late District Entries:** Entry completed after the deadline listed above may be accepted until Friday, March 16, 2018 (Week 38) **provided** the Host school has not scheduled its officials and arranged for buzzer systems, and provided the late-entering school pays a late penalty fee of \$50. This is the final deadline due to the necessary preparation of the Question mailing, which is based on the final number of teams participating.
  3. **Roster Limit:** A maximum of ten (10) students may be listed on the District Roster and participate in the district, sectional and/or state tournament. Part of the district entry process is completing your DISTRICT ROSTER OF TEN PLAYERS. You will complete a district roster of students online by selecting them from a drop-down box that is connected to your regular season eligibility list. Once your district entry is submitted and the deadline passes **additions** to district roster are restricted. So, it is suggested that you **FILL all 10 positions** with eligible students even if you do not know whether certain students may be available, because you (with help from your district tournament manager) will be able to make substitutions to your roster (see letter B below).
  4. **District Entry Fee:** The fee to enter a registered school team in the district tournament is \$75.00. The entry fee shall be submitted (by school purchase order or check) to the MSHSAA office. Schools participating in districts will be invoiced for the entry fee following the tournament. Do **NOT** send payment to your District Manager.
  5. **State Series Entry:** State series entry procedures will be provided to schools that have qualified at the District Tournament. Teams that qualify and participate in Sectionals will be invoiced \$50 for State Series participation; this fee need not be paid in advance. **Entry fees are required because no admission is charged to the district and state series for Scholar Bowl.**
- B. **DISTRICT SUBSTITUTIONS:** After the district entry window closes, you will not be able to change your roster on your own. You may submit substitutions (NOT additions) to your district manager (who can change your online roster via special editing capabilities). Substitutions to your ten-person team roster can be made from the school's online eligibility roster until the coaches meeting at the district tournament. The last time to make a substitution will be VERBALLY to your district manager and the rest of the coaches at the District Coaches Meeting. Substitutions will be the first item on the agenda for the coaches meeting at Districts. Substitutions **after** this point may **only** be made in the case of illness verified by a physician. Any team member who is thus replaced may not return to competition in the district tournament, but may return to competition for sectionals or state provided his/her name has been on the school's eligibility roster prior to the first game of the districts.
- C. **NAME CARDS:** For district competition, coaches should prepare a name card for each member of his or her team with the school's name on it. These will be used on the game tables when the teams are competing. You will need the cards each time your team competes.



## SECTION 4: CHAMPIONSHIP SERIES

- A. **SECTIONAL TOURNAMENTS:** District winners will advance to the Sectional Tournaments, which will be held on Tuesday evening, April 24, 2018. Sectional tournaments will consist of a best two-out-of-three game format where each odd district winner will host the corresponding even district winner in odd years (2017), and the even district winners will host the odd district winners in even years (2018). [For example, in April of 2018, the team winning District 2 will HOST the team winning District 1, the District 4 winner will host the District 3 winner, and so on.] The team that wins two games will advance to the state tournament.

### **MATCH-UPS and HOSTS (2018 = EVEN YEAR):**

Sectional 1 = winner of District 1 versus winner of District 2 (Winner of Dist. 2 HOSTS)  
Sectional 2 = winner of District 3 versus winner of District 4 (Winner of Dist. 4 HOSTS)  
Sectional 3 = winner of District 5 versus winner of District 6 (Winner of Dist. 6 HOSTS)  
Sectional 4 = winner of District 7 versus winner of District 8 (Winner of Dist. 8 HOSTS)  
Sectional 5 = winner of District 9 versus winner of District 10 (Winner of Dist. 10 HOSTS)  
Sectional 6 = winner of District 11 versus winner of District 12 (Winner of Dist. 12 HOSTS)  
Sectional 7 = winner of District 13 versus winner of District 14 (Winner of Dist. 14 HOSTS)  
Sectional 8 = winner of District 15 versus winner of District 16 (Winner of Dist. 16 HOSTS)

**TIME SCHEDULE:** 5:00 p.m.: Game one begins.  
6:00 p.m.: Game two begins.  
7:00 p.m.: Game three begins, if necessary.

- B. **SECTIONAL ENTRY:** District winners will need to complete some requirements on the MSHSAA website prior to the Sectional Tournament. Head coaches should work with their Activities Directors to complete these items: 1) Sectional Roster, 2) Season Records, 3) Upload a Team Photo, and 4) Coach Information. Please follow the instructions regarding the Sectional Invoice.
- C. **SECTIONAL SUBSTITUTIONS:** Your team roster for sectionals may be entirely different than your roster for Districts. You will update your roster for sectionals on the MSHSAA website immediately after the district tournament.
- D. **SECTIONAL WINNERS:** Sectional winners will advance to the State Tournament. At the conclusion of the Sectional, the winning team will be provided a packet of instructions by the host manager. It is imperative that coaches read and follow these instructions.
- E. **STATE TOURNAMENT:** Eight teams from each class, the winners of each sectional, will advance to the MSHSAA State Championships. The schedule will be similar to the District schedule and will be published in advance of the tournament. The dates are shown below:  
Class 1 and 2: Friday, May 4, 2018; University of Missouri, Columbia  
Class 3 and 4: Saturday, May 5, 2018; University of Missouri, Columbia
- F. **STATE TOURNAMENT ENTRY AND SUBSTITUTIONS:** Sectional winners qualify for the State Tournament. If you need to make team roster changes, the MSHSAA office must be notified by **NOON on the Friday after Sectionals** to change your roster without a fine, due to the publication, name card, and t-shirt preparations that must be finished on Tuesday. Roster changes requested after that point will cause a fine (\$50).
- G. **NAME CARDS:** For sectional competition, coaches should prepare a name card for each member of his or her team with the school's name on it. These will be used on the game tables when the teams are competing. These name cards will be supplied by MSHSAA for the State Tournament.

- H. **AWARDS:** No awards are presented at the Sectionals, as this is the **first round** of the State Tournament. Trophies will be presented to the first, second, third and fourth place teams in the state tournament with individual medals for ten players and the coach.
- I. **STATE TOURNAMENT ROUNDS AND MATCH-UPS:** Preliminary round opponents are pre-determined and rotate over a two-year period, to eliminate repeat competition in preliminaries during the two-year classification cycle. Over the two-year classification cycle (where classifications and district assignments do not change) a team from any district is prevented from having to play the same team in preliminaries two years in a row at state. Each team (if they were to qualify for state both years of the two-year cycle) will play six out of seven possible opponents. Advancement of teams to the semi-final round is described in the Rules Book in Section L.

**2017-18 School Year [Year 2 of This Two-Year Classification Cycle]:**

The match-ups for **this year** [EVEN year - 2018] are as follows:

- |         |  |
|---------|--|
| ROUND 1 | Winner of Sectional 1 vs. Winner of Sectional 2<br>Winner of Sectional 3 vs. Winner of Sectional 4<br>Winner of Sectional 5 vs. Winner of Sectional 6<br>Winner of Sectional 7 vs. Winner of Sectional 8 |
| ROUND 2 | Winner of Sectional 1 vs. Winner of Sectional 4<br>Winner of Sectional 3 vs. Winner of Sectional 2<br>Winner of Sectional 5 vs. Winner of Sectional 8<br>Winner of Sectional 7 vs. Winner of Sectional 6 |
| ROUND 3 | Winner of Sectional 1 vs. Winner of Sectional 6<br>Winner of Sectional 3 vs. Winner of Sectional 8<br>Winner of Sectional 5 vs. Winner of Sectional 2<br>Winner of Sectional 7 vs. Winner of Sectional 4 |

**APPENDIX A: ETHICS**

- A. **SCHOLAR BOWL COACHES' CODE OF CONDUCT:** As the coach of an activity which, by its nature, promotes academic excellence in the schools and which seeks to foster a climate of learning and scholarship through competition, I agree to support and abide by the following statements:
1. I agree to abide by all the rules and regulations for Scholar Bowl as stated in the MSHSAA Official Handbook and Scholar Bowl Manual.
  2. I agree to both model and nurture a spirit of fair play and good sportsmanship for my students at all times.
  3. I agree to discourage and curtail quibbling during competition on the part of my students. No extraneous comments or remarks should be directed toward teammates, opponents, or officials.
  4. I agree to encourage my students always to award the benefit of the doubt both to the opponents and to the officials.
  5. I agree to help my students understand that Scholar Bowl is a pursuit which can foster intellectual growth in all students.
  6. I agree to teach my students to cooperate with one another and to offer encouragement to other teams to do their best. I believe that this not only promotes fair competition, it is also the essence of good citizenship.
- B. **“WINNING”:** The desire to win supplies a strong incentive to achieve and improve. This aspect of the

activity is desirable in that winning is correlated with performance of merit; however, it sometimes happens that, under the stress of a desire to win, individuals become over zealous and their actions reflect on the good name of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest plane. A Scholar Bowl game is a friendly contest and to keep this spirit, it must be conducted in a fair and impartial manner by coaches, participants and spectators.

1. The highest kind of school loyalty is that which reflects credit on the home school, not that which tries to secure a victory at any cost.
2. Respect opponents and the schools they represent.
3. Competitors should help maintain an atmosphere of fairness and mutual respect.
4. Coaches and others present should always display proper audience behavior and use appropriate language.
5. Coaches should always be positive role models for their students.
6. Participants must go through the proper channels of appeal without causing "A Scene".
7. Always show respect for the host school and all property at the tournament site. Make certain that nothing is disturbed in the contest rooms and follow the rules for the use of the building.

- C. **UNSPORTSMANLIKE CONDUCT:** Unsportsmanlike conduct includes actions which are unbecoming to an ethical, fair, honorable individual. It consists of acts of deceit, disrespect or vulgarity and includes taunting. The National Federation and the MSHSAA disapproves of any form of taunting which is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of relative ability, race, religion, gender or national origin.

## **APPENDIX B:**

### **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, (Certified Athletic Trainer) 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 :

<b>PHYSICAL</b>	<b>COGNITIVE</b>	<b>EMOTIONAL</b>
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 C:**

# **INSTRUCTIONS FOR PLACEMENT OF TEAMS**

## **ON PRELIMINARY BRACKETS**

**Tournaments with an EVEN number of teams (4 or more):** Find the appropriate bracket below. Place slips of paper in a "hat" numbered 1 through 4, 6, or 8. Have the captains of each team draw a number for placement on the bracket.

**Tournaments with an ODD number of teams (3 or more):** Find the appropriate bracket below. Place slips of paper in a "hat" numbered 1 through the number of teams playing. [NOTE: The BYE is already pre-placed on the bracket so you can choose an appropriate location for the team with the bye to review the game questions.] Have the captains of each team draw for their number for placement on the bracket. Whichever team on the bracket is scheduled to compete against the "bye" team will receive a win in that round of the competition.

### **ADVANCEMENT**

Advancement into the district semifinal round is based on:

- 1) Win/Loss Record in prelims
- 2) Point Average in prelims

See the tiebreaking procedures in the Rules Book in Section L.

### **FORMATS**

- One team: No tournament will be held and that team will move to sectionals by default.  
 Two teams: Play a best two-out-of-three game format, using questions for the correct "hour."  
 Three teams: Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hours."  
 Four or more teams: Must play the full five-round preliminary, semifinal, and final format.

## **PRELIMINARY BRACKETS**

### **SAMPLE 3-TEAM BRACKET**

#### **Prelim Round 1**



#### **Prelim Round 2**



#### **Prelim Round 3**



# PRELIMINARY BRACKETS

## SAMPLE 4-TEAM BRACKET

### Prelim Round 1



### Prelim Round 2



### Prelim Round 3



## SAMPLE 5-TEAM OR 6-TEAM BRACKET

### Prelim Round 1



### Prelim Round 2



### Prelim Round 3



# PRELIMINARY BRACKETS

## SAMPLE 7-TEAM OR 8-TEAM BRACKET

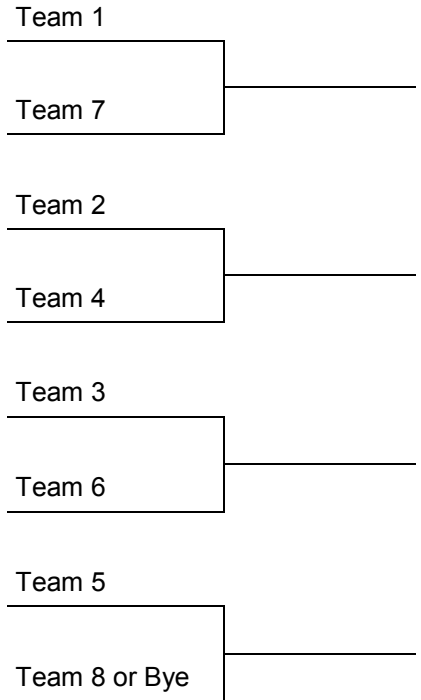
### Prelim Round 1



### Prelim Round 2



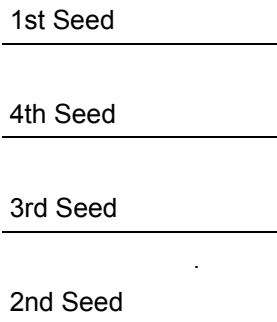
### Prelim Round 3



## SEMI-FINALS / FINAL BRACKETS

### SINGLE ELIMINATION FINALS: 4 TEAMS ADVANCE

#### Semi-Finals



#### Finals

CHAMPION

**MANAGERS: Use the Question Packet marked with the CORRECT GAME NUMBER!!**

## **APPENDIX D:**

### **DISTRICT SITE SELECTION PROCESS**

- A. **GENERAL CRITERIA:** The following district site selection process shall be used for Scholar Bowl.
1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
  2. 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.
  3. The chairpersons will be contacted and confirmed via email by the MSHSAA staff.
  4. Each chairperson shall review the list of schools assigned to his/her district on the MSHSAA website under the district assignments link.
  5. Each chairperson will contact all athletic administrators of schools assigned to the specific district and arrange for a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site(s). MSHSAA shall incur no expense in conjunction with this meeting.
  6. The request shall be to select the host site(s) for both years of the two-year classification cycle in most activities. The host site may be the same for the two year cycle, 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 activity-specific information provided by the MSHSAA staff.
  7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow the specific criteria to determine the appropriate course of action to be followed when selecting the district host site(s).
  8. The district chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
  9. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final approval. The MSHSAA staff and/or Board of Directors 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 constraints. A neutral site may only be used, provided there is prior approval from 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 MSHSAA.
  10. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.
- B. **SPECIFIC CRITERIA:** The following specific criteria shall be used by the schools and site selection chairperson:
1. Facility/Sight must be located within the boundaries of the State of Missouri, as per Board policy.
  2. At least eight classrooms are available (depending upon the number of schools assigned).
  3. Necessary workers, moderators, timers, etc., are available or can be secured.
  4. Necessary responder systems are available, or can be secured from participating schools.
  5. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.



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