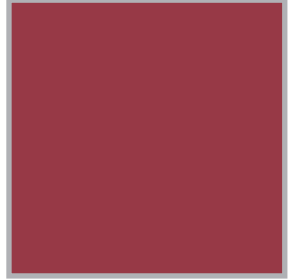
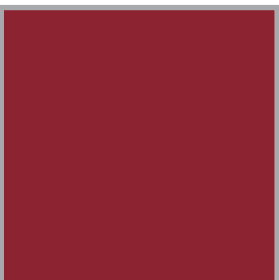




2017-2018



Soccer Manual



MSHSAA

Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

1 N. Keene Street, PO Box 1328
Columbia, MO 65205-1328

Telephone: (573) 875-4880 - Fax Number: (573) 875-1450
Email: email@mshsaa.org - Website: www.mshsaa.org

EXECUTIVE STAFF

Dr. Kerwin Urhahn, Executive Director
Stacy Schroeder, Associate Executive Director
Davine Davis, Assistant Executive Director
***Kevin Garner, Assistant Executive Director**
Don Maurer, Assistant Executive Director
Lou Mazzocco, Assistant Executive Director
Kenny Seifert, Assistant Executive Director
Greg Stahl, Assistant Executive Director
Craig Long, Chief Financial Officer
Jason West, Communications Director

***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.

SOCCER ADVISORY COMMITTEE MEMBERS

*Term expires in July of this year.

<p><u>CENTRAL</u> (*2021) TBA (Girls)</p> <p>TBA (Boys)</p>	<p><u>KANSAS CITY</u> (*2018) Josh Howard (Girls) Oak Park High (816) 413-5300</p> <p>Dan Porter (Boys) Raytown South High (816) 268-7330</p>	<p><u>SOUTHWEST</u> (*2019) Joseph Florez (Girls) Fair Grove High (417) 759-2556</p> <p>Mike Hines (Boys) Springfield Catholic High (417) 881-7000</p>
<p><u>SOUTHEAST</u> (*2019) Justin McMullen (Girls) Jackson High (573) 243-9513</p> <p>Dan Martin (Boys) Central (Cape) High (573) 335-8467</p>	<p><u>NORTHWEST</u> (*2020) TBA (Girls)</p> <p>Tim Cunningham (Boys) Chillicothe High (660) 646-0700</p>	<p><u>NORTHEAST</u> (*2020) TBA (Girls)</p> <p>Sarah Mueller (Boys) Canton High (573) 288-5216 x113</p>
<p><u>ST. LOUIS</u> (*2021) TBA (Girls)</p> <p>Chris Steinmetz (Boys) Kirkwood High (314) 213-6100 x1471</p>	<p><u>SOUTH CENTRAL</u> (*2018) Mike Howard (Girls) Rolla High (573) 458-0149</p> <p>Todd Dempsey (Boys) Pacific High (636) 271-1414</p>	

PURPOSE AND PHILOSOPHY

- A. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater commentary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching “through school activities.” Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **PURPOSE OF DISTRICT AND STATE CONTEST:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes 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 teaching of knowledge, skills, and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance – and keep in proper perspective – the educational values of these events. Competition merely for “competition’s sake” cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

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

A school also should inform its players, students, coaches, and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players. And this has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the game being an end in themselves.

2017-18 SOCCER DATES TO REMEMBER

	<u>BOYS</u>	<u>GIRLS</u>
___ Pre-Season Scrimmage may be conducted after your team has completed nine conditioning practices and before your first contest.		
___ 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
___ Online Officials Recommendations are due	September 27	April 18
___ District manager should 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
___ Season records must be up-to-date on the website seven (7) days prior to the seed meeting and continuously updated until the start of the district tournament.		
___ Soccer Officials Draft	October 4	April 25
___ District Seed Meeting	Class 1-2 Class 3-4	October 2-9 October 7-14
		April 28-May 5 April 28-May 5
___ Online District Eligibility Rosters are due	Class 1-2 Class 3-4	October 9 October 14
		May 5 May 5
___ Online Pass List is due	Class 1-2 Class 3-4	October 9 October 14
		May 5 May 5
___ District Tournament	Class 1-2 Class 3-4	Oct 16-21 Oct 21-28
		May 12-17 May 12-19
___ Sectional Contests	Class 2 Class 3-4	October 24 October 31
		May 19 May 22
___ Quarterfinal Contests	Class 1-2 Class 3-4	October 28 November 4
		May 23 May 26
___ State Championships	Class 1-2 Class 3-4	November 3-4 November 10-11
		May 30-31 June 1-2

SECTION 1: REGULAR SEASON

A. **GAME RULES:** The current National Federation Soccer Rules Book shall govern all competition except where modified by the MSHSAA. MSHSAA By-Law 3.18 and Board policies regarding all tournaments shall be followed by soccer tournament managers.

B. **HEAT ACCLIMATIZATION:**

Day	Heat Acclimatization Practice Plan	Sports Equipment/Helmets/Pads
1	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
2	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
3	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
4	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
5	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
6-16	<ul style="list-style-type: none"> • Alternate double practice days w/ a single practice day or a rest day. • <u>Double Practice Day:</u> 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two. • <u>Single Practice Day:</u> 3 hour max; 1 hour walkthrough after 1 hour rest. • During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walk-throughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement. • On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required. 	FB-All equipment / full contact

* Baseball and Softball catchers may wear protective gear for their safety and by rule, but must be allowed extra rest and water breaks during the practice.

** Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.

*** Golf is excluded from the heat acclimatization schedule but must have 14 days of practice completed before competition

**** The preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.

C. **SOCCER PRE-SEASON SCRIMMAGE:** MSHSAA boys and girls soccer teams are allowed to participate in a scrimmage with other schools after the 9th day of practice and prior to their first regular season contest. Each school will be allowed 1 scrimmage using a 3-team or 4-team format. Schools may **NOT** attend or participate in a 2-team format.

Team scoring and all NFHS rules will be followed and enforced. All scores will be cleared after each period. Teams may wear practice or game uniforms. Admission, if collected, will be determined by the host school.

Each school may only play a maximum of 75 minutes as described below:

3-Team Format

A vs. B 35 minutes

B vs. C 35 minutes

A vs. C 35 minutes

(Each school may only play a maximum of two 35-minute periods.)

4-Team Format

A vs. B 25 minutes

C vs. D 25 minutes

A vs. C 25 minutes

B vs. D 25 minutes

A vs. D 25 minutes

B vs. C 25 minutes

(Each school will play a maximum of three 25-minute periods.)

Refer to MSHSAA By-Law 3.16.6.

D. **DURATION OF GAME/OVERTIME PROCEDURES:** Rule 7-1-1 – The MSHSAA has adopted the two equal halves of 40 minutes each for senior high contests. Also the length of play for junior high schools shall be two equal halves of 30 minutes each. Rule 7-1-2 – The MSHSAA has adopted the procedure of shortening periods.

1. Regular season varsity games (conference or nonconference play) – the overtime shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. Sub-varsity games in this category shall not play overtime.
2. Regular season tournament play where no advancement from an established bracket is necessary – no overtime shall be played and the game shall be declared a tie.
3. Regular season tournament games when advancement from an established bracket is necessary (not pool play) – the overtime procedure shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. The winning team after overtime, and penalty kicks if necessary, will record this result as a win and the losing team will record this result as a loss on their seasonal records.
4. In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played and a winner can be determined (score is not tied). If less than one-half has been played or a winner cannot be determined then the game will be resumed from point of interruption (NFHS Rule 7-1-3 adoption). (See *Hazardous Weather Conditions* Section 1-I)

E. **TIMING FOR HALF-TIME AND BETWEEN GAMES:** Schools shall follow rule book procedures for half-time length and it is recommended that the time between games be no greater than 10 minutes.

F. **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.

G. **FORFEITED GAMES:** A game shall be forfeited if a team fails to report by 15 minutes after the set starting time. Host schools or tournament managers will make the final decision on the forfeit. Every effort should be made to contact a late team. (Unless unavoidable, i.e. bus trouble, etc.)

H. **OFFICIALS:** It is strongly recommended, in the interest of safety, that in areas of the state where the number of officials are available, the three-man officiating system be used for regular season varsity games.

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

The host school principal or his designated representative and the head official have mutual authority to delay the start of a game any time weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game any time 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.

J. **LIGHTNING:**

Develop criteria for suspension and resumption of play:

1. 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.
2. 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.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

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-D-4 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.

- K. **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 is the **Wilson Forte II**.
- L. **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 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.

- M. **PRE-GAME CONFERENCE:** Officials shall conduct a pre-game conference before each contest at the midfield line which the head coach of both teams (not a representative of the head coach), each team's captains, and all the officials must attend to discuss sportsmanship, identify ball persons (do not start game without two ball persons being provided), game procedures, etc. Coaches must submit a complete roster to the Head Referee. The roster must contain first and last names of each coach on the bench, and the first and last names of all eligible players and jersey numbers associated.

- N. **YELLOW AND RED CARDS:** The following MSHSAA Board of Directors policy will be used regarding the accumulation of yellow and red cards.
1. A yellow card of any type will count towards a player or coaches card count.
 2. An individual player or coach that accumulates five yellow cards during the season will be issued a one game suspension for the next regular season or playoff game. The second set of five yellow cards received will result in a two game suspension for the next regular season or playoff game; the third set of five yellow cards will result in a three game suspension for the next regular season or playoff game.
 3. Card counts from out-of-state games must be reported by the AD to the MSHSAA office.
 4. Any player or coach receiving two yellow cards in one game (soft red) will result in a one game suspension. The first yellow card goes towards the player's or coach's yellow card count. The second yellow card is considered a red card and does not count towards a player's or coach's yellow card count. The player or coach will sit out the next game for the red card violation. If the player **or coach** has **four** yellow cards going into a game and gets two additional yellow cards, the player **or coach** will sit out one game for the five yellow cards and will sit out one game for the soft red (total of two games).
 5. Same rules apply for the coaches. Coaches will no longer be penalized for their team accumulating x number of yellow cards.
 6. Post-season card counts will begin at zero starting with the district tournament. If a player or coach accumulates four yellow cards during any part of the state tournament a player or coach will be issued a one game suspension.
 7. Officials must submit a special report on the MSHSAA website regarding all yellow and red cards issued.

O. **EJECTED PLAYER OR COACH**

PLAYER:

1. An ejected player is automatically suspended from the next game. Any player that is issued a red card and disqualified before, during, or after a soccer contest shall be prohibited from participating in the next contest for that level by the school administration in accordance with MSHSAA By-Law 5.5.
2. Any player ejected from a tie game remains ineligible for further play in that game and the next game.
3. No player shall verbally, or by action, dispute an official's judgment. (This should always be considered unsporting conduct and the player should be carded with either a red or yellow card.)

COACH:

1. An ejected coach shall be removed from the playing area and bleachers, but should remain available should an emergency situation arise, i.e., visiting coach could go to bus. He/she is prohibited from any further contact, direct or indirect, with the team during the remainder of the game. Failure to comply shall result in the termination of the game. An ejected coach shall not be within sight or sound of the contest.
2. A game may continue only if an assistant coach or a bona fide school faculty member and/or administrator is available to substitute for the coach on the bench.
3. Should there not be a faculty member and/or administrator available, the game will be forfeited.
4. Any coach that is issued a red card and disqualified before, during, or after a soccer contest shall be prohibited from coaching in or attending the next contest for that level team by the school administration in accordance with MSHSAA By-Law 5.5.

- P. **SANCTIONS:** (MSHSAA By-Law 3.18) Anytime an MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA Office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction; however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation.

SECTION 2: POST SEASON

- A. **MSHSAA BY-LAW PROVISIONS:** In order to enter students in the MSHSAA State Soccer Championships Series, the following provisions must be met:
1. A school must have employed a soccer coach and offered instruction in soccer as provided in MSHSAA By-Law 3.1.
 2. A school must meet all provisions of MSHSAA By-Law 5.1 concerning the number of matches which must be scheduled. To be eligible to enter a team or individual in any preliminary or state event, a school must have competed in at least half of the number of contests permitted under the by-law pertaining to that particular sport.
 3. In part, By-Law 5.1 indicates “No individual student shall be entered who has not represented her school in interscholastic competition in that sport during the season.” A player must have played in at least one regular season contest PRIOR to participating in the district tournament.
- B. **CLASSIFICATION:** Schools will be assigned to districts for a two-year basis beginning with the Fall of 2016 and every two years thereafter. All registered soccer playing schools will be divided into classifications by placing the largest 64 schools in Class 4, the next largest 64 in Class 3, the next 64 schools in Class 2. The remaining schools will comprise Class 1. For soccer if there is a tie across a classification break, tied schools would be moved down into the lower class. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
- C. **DISTRICT ASSIGNMENT PROCEDURE:** Schools are assigned per each activity to districts for a two-year cycle. The assignment criteria utilized for the assignment of schools to districts are (1) geographic proximity and (2) approximate numerical balance. For more information see MSHSAA Board Policy #6 By-Law 5.1.
- D. **BALL PERSON:** During the district and state tournament series, each team shall furnish one ball person and it is recommended that this same procedure be followed during regular season tournaments as well. For regular season games, National Federation Rule 6-1 states that “at least two ball holders shall be provided by the home team.”
- E. **OVERTIME PROCEDURE:** For the district and state tournament series the overtime procedure shall be two 15-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary (third place games will result in a tie after regulation – no overtime will be played). The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their seasonal records.
- F. **DURATION OF GAME:** 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-I)

SECTION 3: DISTRICT ENTRY PROCEDURE

- A. **PARTICIPATION IN DISTRICT TOURNAMENT:** Any team scheduled to play in the district tournament that does not appear as scheduled is subject to a forfeit and shall be responsible for paying the scheduled officials' fees.
- B. **ENTRY PROCEDURE:** All school/team district entries shall be submitted online by 4:00 p.m. seven (7) calendar days prior to the first allowable playing date of the district tournament. District entry forms will no longer be accepted via fax or e-mail. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series. Schools shall submit the following required information on the MSHSAA website under "District Entries."

The online guide for accomplishing this entry procedure can be found on the MSHSAA website by following these steps:

- Log on to your school page as the Athletic Director/Coach.
- Under "Sports & Activities" select the link "District Entries."
- Click on "Boys or Girls Soccer."
- Complete the screens as listed.

Be sure to complete your Officials Recommendations, District Rosters, Season Records, and Pass Lists by the indicated individual deadlines listed on the MSHSAA website.

1. **OFFICIALS RECOMMENDATIONS FOR DISTRICT AND STATE:** All coaches are to complete the Officials Recommendation Form available on the MSHSAA website. **The Officials Recommendations Form must be submitted online no later than 4:00 p.m. on Wednesday: Boys Week #13; Girls Week #42.**
2. **DISTRICT ELIGIBILITY ROSTER:** Eligibility rosters 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. The school may add or substitute prior to the first game of the district from its regular season 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.

3. **SEASON RECORD:** All schools assigned to the tournament shall be required to have an up-to-date season record on the MSHSAA website seven (7) calendar days prior to the first allowable playing date of the district tournament.
4. **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.

5. **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.
6. **SEEDING MEETING:** The committee shall schedule a meeting to draw the tournament bracket in accord with the following schedule:
Boys Class 1-2: Monday of Week #14 – Monday of Week #15
Boys Class 3-4: Saturday of Week #14 – Saturday of Week #15
Girls Class 1-4: Saturday of Week #43 – 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 seed 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.

7. **DISTRICT WINNER STATISTICAL INFORMATION:** The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy #22). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

In addition to the appropriate roster and schedule information, the following statistical information will be requested for soccer teams advancing past the district tournament:

G	Games Played
Gls	Goals scored by the player
A	Assists recorded by the player
Pts	Points scored by the player (Goals are 2 pts, Assists are 1 pt)
GKM	Goalie Minutes- minutes played as goalie (can be rounded to halves)
GA	Goals Against
S	Saves
SO	Shutouts recorded by goalie (must be only goalie used in that game to be considered a shutout for the individual). Shutouts recorded by a team when two or more goalies are used are team shutouts only.

Note:

- 1) These numbers should represent all games played through the district tournament and will be required for teams advancing past the district tournament. Any statistical information to be found incomplete will result in a fine per Board Policy #22 as listed above.
- 2) Stats only need to be entered once prior to the Sectional game. The stats will not need to be updated after each playoff contest.
- 3) If you have any statistical questions, do not hesitate in contacting Jason West in the MSHSAA office by e-mailing jason@mshsaa.org or calling (573) 875-1077.

SECTION 4: CHAMPIONSHIP SERIES SCHEDULE

GENERAL INFORMATION: For Classes 2, 3, and 4 Boys and Girls there will be 16 district tournaments, 8 sectional games, 4 quarterfinal games, and a state tournament. For Class 1 there will be 8 district tournaments, 4 quarterfinal games, and a state tournament. Quarterfinal winners will advance to the semifinals and finals. A third place game will be played.

A. DISTRICT TOURNAMENTS

1. District tournaments shall be scheduled in accord with the committee's best judgment, including starting times for sessions. If afternoon games are scheduled, it is suggested that these sessions be scheduled after the school day closes. District tournament games shall begin on the first allowable date unless the host school's fields are not available and in such situations be scheduled as soon as possible.
2. When it becomes necessary to postpone an event, the local manager should check with the MSHSAA Office. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of participating schools.
3. Schedule: The principals, athletic directors, and coaches are requested to follow the schedule in this manual.
 - a. **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
 - b. Postponed games shall be played on the first possible date following the postponement.
 - c. The schools winning district tournaments shall contact immediately the host site manager for necessary information and instructions.
 - d. See the MSHSAA website at www.mshsaa.org for brackets for district, sectional, and quarterfinal game sites and times.
 - e. Trophies will be presented to the place winners at the state tournament. Plaques will be given to district winners and runners-up. Plaques will be mailed directly to district managers and winners will receive the plaques at the site.

B. SECTIONAL AND QUARTERFINAL GAMES

1. The host school for the sectional game will be the top team on the bracket in odd years and the bottom team on the bracket in even years.
 - a. All soccer sectional games must have a starting time between 4:00 p.m. and 6:00 p.m. A starting time scheduled outside these parameters must be approved in advance by both school administrators and the MSHSAA staff.
 - b. Schools that do not meet the minimum state field dimensions (60 yards by 110 yards) or do not have lighted fields and are scheduled to host a sectional or quarterfinal game must secure a suitable alternative location or portable lighting at no cost to the MSHSAA. If the host school is unable to secure an alternative site or portable lighting at no cost to the MSHSAA, the game shall be played at the non-host schools location. If the non-host school is unable to provide a suitable playing field or is unable to secure an alternative site at no cost to the MSHSAA, both schools will incur the expense of securing a neutral site. A host site that forfeits or is unable to host a round of the playoffs will still be considered as hosting that round when it comes to the formula in determining the host site for the next round.
2. The host school for Class 1 quarterfinal games will be determined by the following:
 - a. If both teams hosted the district round, or if neither team hosted the district round, the top team on the bracket in odd years and the bottom team on the bracket in even years will be the host. If one team hosted the district game and one team didn't, the one that did not host a district game will host the quarterfinal game.

3. The host school for Class 2-4 quarterfinal games will be determined by the following:
 - a. If both teams hosted the sectional round, or if neither team hosted the sectional round, the top team on the bracket in odd years and the bottom team on the bracket in even years will be the host.
 - b. If one team hosted the sectional game and one team didn't, the one that did not host a sectional game will host the quarterfinal game.
 - c. All soccer quarterfinal games, occurring on a Saturday, have a scheduled starting time between 12:00 noon and 6:00 p.m. A starting time scheduled outside these parameters must be approved in advance by both school administrators and the MSHSAA staff.
 - d. Schools that do not meet the minimum state field dimensions (60 yards by 110 yards) or do not have lighted fields and are scheduled to host a sectional or quarterfinal game must secure a suitable alternative location or portable lighting at no cost to the MSHSAA. If the host school is unable to secure an alternative site or portable lighting at no cost to the MSHSAA, the game shall be played at the non-host schools location. If the non-host school is unable to provide a suitable playing field or is unable to secure an alternative site at no cost to the MSHSAA, both schools will incur the expense of securing a neutral site. A host site that forfeits or is unable to host a round of the playoffs will still be considered as hosting that round when it comes to the formula in determining the host site for the next round.

4. The sectional games shall be played:
 - Boys Class 2: Tuesday of Week #17**
 - Boys Class 3-4: Tuesday of Week #18**
 - Girls Class 2: Saturday of Week #46**
 - Girls Class 3-4: Tuesday of Week #47**

5. The quarterfinal games shall be played:
 - Boys Class 1-2: Saturday of Week #17**
 - Boys Class 3-4: Saturday of Week #18**
 - Girls Class 1-2: Wednesday of Week #47**
 - Girls Class 3-4: Saturday of Week #47**

6. The manager shall give the packet containing tournament instructions to the coach of the winning team immediately following the sectional and quarterfinal games.

- C. **STATE TOURNAMENTS:** See brackets on the MSHSAA website for times and field assignments.
 - Boys Class 1-2: Semifinals: Friday of Week #18**
Finals: Saturday of Week #18
 - Boys Class 3-4: Semifinals: Friday of Week #19**
Finals: Saturday of Week #19
 - Girls Class 1-2: Semifinals: Wednesday of Week #48**
Finals: Thursday of Week #48
 - Girls Class 3-4: Semifinals: Friday of Week #48**
Finals: Saturday of Week #48

*See brackets on the MSHSAA website for game sites and times.

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

- A. **General Criteria: The following district site selection process shall be used for Soccer:**
 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 e-mail 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, e-mail, 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 sports. 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 sports 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 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).
 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 manager's packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

B. Specific Criteria for Soccer Districts

1. To host a state tournament game, the soccer facility must meet the following requirements: a quality surface, a minimum playing field of 60 yards by 110 yards, and it is strongly recommended that the playing field be 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.
2. 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.
3. School location (playing field) within the schools assigned to the specific district is considered for reasonable travel.
4. As many games as possible shall be played at night to accommodate parents and spectators.
5. 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.
6. The facility configuration shall provide that a paid gate can be administered except for unusual or unavoidable circumstances approved by the MSHSAA in advance.
7. Adequate off-street parking availability is required.
8. A scoreboard with an automatic timing device and a public address announcer is preferred.
9. Adequate concessions for spectators is preferred.
10. Availability of adequate restrooms for public use is required.
11. The facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
12. During all state tournament series games the playing field must have four corner flags with midfield flags or cones optional.
13. 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).
14. 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.
15. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors.

APPENDIX C: 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 D: 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 E: 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 F: SAMPLE BRACKETS

SAMPLE 8-TEAM BRACKET



SAMPLE 16-TEAM BRACKET



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