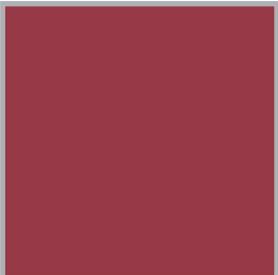
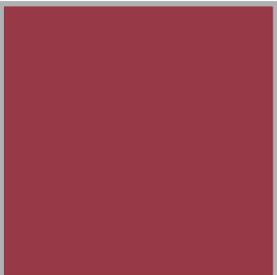
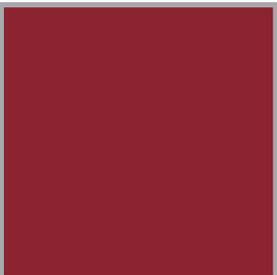


**2017**



**Football  
Manual**



**MSHSAA**

Missouri State High School Activities Association

# 2017 FOOTBALL MANUAL

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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 OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- 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 their 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; and 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.

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

## SECTION 1: REGULAR SEASON

### A. QUARTER LIMITS – INDIVIDUAL PLAYER LIMITATIONS

Per MSHSAA By-law 3.23.1, the following Individual Player Limits apply:

- a. **Daily:** No player may play in more than four quarters on one calendar date.
- b. **Weekly:** No player may play in more than six quarters in a football week. Note: For the purposes of tracking player quarters, a football week is defined as beginning on a Friday and ending on the following Thursday.
- c. **Season:** No player may play in a total number of quarters for the season that exceeds six times the number of games played by the higher team on which the student plays.
- d. **Kicking Downs:** Participation in kicking downs only (downs in which one team initially lines up in either a scrimmage kick or a free kick formation as per NFHS Rules) during a game would count as a maximum of one quarter of participation.
- e. **Other Downs:** Participation in downs other than kicking downs would count as one quarter of participation for each quarter the player participates up to a maximum of four quarters per game and six quarters in a football week.
- f. **Tracking:** Each school shall be responsible for keeping a record of the participation of players of both teams utilizing the MSHSAA standardized "Football Player Participation Form."

### B. GAME MANAGEMENT STAFF:

1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
2. Adequate security shall be provided for game officials.
3. Make necessary arrangements for marking field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker. All football contests shall be played with NFHS hash marks.
4. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).

**C. GAME UNIFORMS:** In accord with National Federation Football Rules: "Jerseys of opposing teams must be of contrasting colors." The home or host team shall wear its dark color and the visiting team its light color. The visiting team is responsible for avoidance of similarity of colors, but if there is a doubt the referee may request the home team to change. **A jersey may only contain a school's nickname, school logo, school name and/or player name within the body and/or on the shoulders per NFHS rule 1-5-1(b-2)(b-3). Jerseys failing to meet the required rule will result in unsportsmanlike conduct charged to the head coach. An exemption letter from the state association shall be required for any jersey/uniform worn that does not comply with uniform rules.**

**D. GAME BALLS:** Only approved composition-covered football, in accord with National Federation Rules, may be used. The Wilson F1300 GST is the official ball for the MSHSAA Championships.

### E. OFFICIALS:

1. The home team will contract all game officials. **All game officials must be registered with MSHSAA.** The MSHSAA Office will assign the game officials for all districts, quarterfinals, semi-finals and the State Championships.
2. Officials' decisions shall be final.

**F. GAME MANAGEMENT:** For Security reasons and fan support, teams and their fans should be located on the same side of the field. (This is required for postseason games, district semi-finals through semifinals).

1. **Warm-up:** Warm-up prior to game time shall be limited to a maximum of 75 minutes.
2. **Time Schedule:** A sample time schedule would be as follows for pregame activities:

6:39 p.m.	Poms/Cheerleaders/Dance Routines (both schools should have equal time)
6:49 p.m.	Star Spangled Banner
6:51 p.m.	Player Introductions
6:57 p.m.	Coin Toss - <b>All games.</b> The head coach and captain(s) (Limited to Four) shall attend the actual or simulated coin toss at the three minute mark. This does not preclude having an early toss.
3. **Half-time:** Half-time intermission shall be limited to a maximum of 15 minutes plus the 3 minute warm-up prior to the start of the second half.
4. **Bands:** The participation of bands at a school football contest is an exciting aspect of the event. The band contributes to the event by increasing the level of excitement and adding a '**touch of class**' to the contest. In order to maintain a proper perspective and to insure equity in competition for the participating teams, a few guidelines must be followed. It is suggested that the band director work closely with the cheer coach

and administration to create a schedule so everyone can support the team.

- During the contest, bands are to play **ONLY** during pregame, halftime, postgame, the time between quarters, timeouts (except injury time-outs) and between plays (**stopping prior to the referee's whistle for 'ready for play'**). Bands that are seated near the end zone should **not** play if the line of scrimmage is inside the 10-yard line on the end close to the band.
  - After a touchdown, field goal, extra point, or safety, the band may play the school fight song, etc.; **however**, the director must be sure the band stops playing when the official blows the 'ready for play' whistle to start the next play. Any band that plays or continues to produce sound on instruments would be considered an 'unfair act' under NFHS Football Rules 9-9-1 and could result in a 15-yard penalty being assessed to the head football coach of the offending school for unsportsmanlike conduct.
  - When bands want to warm-up prior to half-time, directors should arrange this so that it is done in an area that is not a distraction to the contest. **NOTE: No whistles may be used while the game is in progress.**
  - Because the band acts as a spirit group, members should always act in a positive manner and must not do anything to distract or negatively affect the opposing team. It is the band director's responsibility to prevent his/her band from playing at inappropriate times, playing inappropriate music or taunting the opposing team and/or contest officials.
  - The band must display courtesy and respect toward the players, cheerleaders, and fans. To do anything else is not only a distraction from the contest but also reflects negatively on the band, the director and the school. Support your school and team in a positive manner.
5. **Team Box:** Only coaches, players, managers, statisticians, and team physicians will be permitted on the field. Team introduction run-throughs or break-away banners (team personnel and sideline cheerleaders) are allowed in regular season play.
  6. **Vandalism:** Schools will be held responsible for seeing that NO DAMAGE to property, tearing down of goal posts, etc., is done by their students or fans. Students engaging in vandalism will be considered ineligible. School administrators are to be present, both home and away, and responsible for supervising and controlling coaches, players, cheerleaders, band members, other student groups, and all of their fans. Administrators are to take steps to prevent vandalism, violence, and other acts of unsportsmanlike conduct.
  7. **Noisemakers:** During the contest noisemakers are to be used only during the pre-game, half-time, post-game, the time between quarters, time-outs (except injury time-outs), and between plays (stopping prior to the referee's whistle for "ready for play").
  8. **Locker rooms:** Schools are reminded that all precautions should be taken to provide secure locker rooms. All participating schools should caution players about bringing items that are not needed, and coaches should have someone collect and be responsible for any personal items. Cell phones shall not be used in the locker rooms.
  9. **Pre-game Actions:** Pre-game taunting and desecration of team logos on the field is prohibited, and officials shall penalize the team demonstrating such behavior as unsportsmanlike conduct assessed to the head coach.
  10. **Sideline Personnel:** It is required that ball persons and all other sideline personnel (statisticians, water persons, etc.) be at least in 7th grade (for safety reasons) during district and state tournament games. This is recommended for all other games as well.
  11. **Tie Games:** ALL varsity high school games (regular season and playoff contests) that end in a tie at the end of regulation play shall follow a "25-yard Overtime Procedure" to determine a winner. The procedure, as outlined in the National Federation Football Rules Book, will be followed with the following exceptions:
    - a. The ball will be placed on the 25-yard line instead of the 10-yard line.
    - b. First and tens may be obtained to maintain possession. Once the line-to-gain has not been achieved, the ball will be turned over to the defense.**Note:** Games contested below the senior high school varsity level (Junior Varsity and Freshman) that end in a tie at the end of regulation play may utilize one (1) overtime period to break the tie. If a tie remains at the end of the overtime period, the contest will remain a tie. Combined 8th and 9th grade contests that end in a tie will remain a tie.
  12. **Forfeited Games:** Forfeited games which are not played or which are started and not completed will count as wins or losses (with a point differential of + 13 or -13).
  13. **25-Second Clock:** When available, 25-second clocks may be used in all football contests using the following guidelines:
    - a. Clocks are to be installed at both ends of the field. They are to be in full view from all angles of play and be located a safe distance from the playing area. They must be outside of the 2-yard restricted area, and it is recommended that they be padded if they are inside of 5 yards.

- b. A competent adult operator is to be trained to operate the 25-second clocks only. Experience in football officiating (possibly a past or current football official) would be desirable.
- c. Visiting teams should be notified in advance of their arrival at the site, of your intentions to use the on field 25-second clocks.

**14. Point Differential – “Running Clock”:** The point differential applies to all football contests. The National Federation's Football Rules permit state associations to adopt a "running clock" when a point differential is attained. The Football Advisory Committee, with approval of the Board of Directors has approved the following plan for all football playing schools for all levels: After the first half, any time the score differential reaches 35 points or more, for 11-man and 45 points or more, for 8-man, the following changes, and only these changes, will be made regarding rules determining when the clock will be stopped:

**The clock will be stopped when:**

- 1. An official's time-out is called, except:
  - a) when a first down is declared;
  - b) following a change of team possession; or
  - c) to dry or change the game ball.
- 2. A charged time-out is called
- 3. At the end of a period
- 4. A score occurs

**Note: At the beginning of the fourth quarter when a 35 pt. differential (11man) or 45 pt. differential (8man) the Running Clock shall not be stopped with exception of #1 and #2:**

**Note:** The clock will continue to run in all other situations.

**Note:** The use of this rule does not preclude the use of Rule 3-1-3 which reads: "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."

**G. FILM and VIDEO TAPE:**

- 1. Participating schools shall exchange films for each game of the playoffs.
- 2. Each school may request from the opposing school any two (2) contest films/tapes (including regular season, district, sectional, quarterfinal, and semifinal contests).
- 3. If the receiving school deems the film/tape received as "poor-quality," the providing school will contact a third school and indicate permission for release of the game requested.
- 4. Timely arrangements by both schools shall be made to expedite the exchange prior to the next playoff contest.
- 5. If a team does not film/tape its regular season contests, the coach shall make arrangements with a previous opponent to provide a game film/tape.
- 6. A school or a school representative may videotape/film a regular season or playoff contest in which the school team is participating.
- 7. A school or a school representative may videotape/film a regular season or playoff contest of other school teams without the prior consent of the host management and all schools participating in the contests. However, it is recommended that the school that is to be video-taped be notified as a courtesy.

**H. USE OF COMMUNICATION DEVICES:** Electronic communication devices used to communicate with a player, except during an outside 9yd mark conference (7-yard marks in eight man), including electronic signage to signal plays or information from the sideline are deemed illegal equipment per NFHS Rule 1-5-3(c, 2). Electronic communication devices including but not limited to audio recorder, Local Area Network phones and/or headsets, mobile phones, still photograph(s), film, analog or digital video(s) and/or internet depictions may be used by coaches and non-players.

**I. PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS:** Games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption, unless the teams mutually agree to terminate the game with existing score, or as otherwise provided by state association adoption. (NFHS Rule 3-1-4)

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

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

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

**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 of lightning is witnessed prior to resuming play.
3. If there is any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock; 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. 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.

- J. PROTESTS.** Game officials, like players and coaches, are subject to error. Thus, it is important that officials and coaches alike be aware of the proper procedures to be followed should a game be protested. Any protest shall be based on an error in applying a game rule. No protest shall be heard on the judgment of an official.

## **MSHSAA BOARD POLICY FOR ONSITE PROTESTS**

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 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.

## SECTION 2: CRITERIA FOR POST SEASON

### A. GENERAL INFORMATION

1. **Registration:** All schools that have indicated participation in the state football series will be assigned to a district. Schools will be assigned to districts for a two-year basis.
2. **Classification:** A school's classification will be determined by its co-ed enrollment in grades 9-12 as of the fourth Wednesday in September for public schools. For private and parochial schools, the official enrollment will be as of October 1. The enrollment for all boys' schools shall be doubled for classification purposes; the enrollment for all non-public schools and charter schools shall be multiplied by 1.35 for classification purposes.

The classification for playoffs shall be determined as follows:

- a. **8-Man Football:** Schools shall be in one class; only schools with enrollments of 200 or less may participate in 8-Man football.
- b. **11-Man Football:** Schools will be divided into six classes; this started with the 2002 season.
- c. **By enrollment:**
  - i. The largest 32 schools shall be in Class 6
  - ii. The smallest 64 schools are placed in Class 1
  - iii. The next 64 schools are placed in Class 2
  - iv. The next 64 schools are placed in Class 3
  - v. The next 64 schools are placed in Class 4
  - vi. The remaining schools are placed in Class 5

**Note:** If two or more schools of identical enrollment fall at a class breaking point, they shall be assigned to a class using the previous year's enrollment. If more than 352 schools register for football, Class 5 becomes the catch-all class.

3. **Number of Districts:** There shall be four districts in 8-Man, four districts in Class 6, and eight districts each in Classes 1-5.
4. **District Assignment Procedure:** Schools are grouped in districts based on geographical location. Classes 1-4 and Class 6 will consist of eight teams. Class 5 and 8-man will be based on the number of teams in the region and the higher-seeded teams (1-2) will get byes in the district tournament if necessary. 8-man will have play-in games to the district tournament. Each team in the district will be seeded after week nine using the point system described in this manual.
5. **Minimum Games:** A team shall have scheduled at least half (five) of the number of contests permitted (nine) to be eligible for participation in the playoffs (By-Law 5.1.2).
6. **Individual Minimum:** In part, By-Law 5.1.2 indicates: "No individual student shall be entered who has not represented his or her school in interscholastic competition in that sport during the season." In football, this means a player must have played in at least one regular season contest (game playing Weeks 1 through 9) before the district contest.
7. **Regular Season:** Teams will schedule Weeks 1 through 9. Weeks 1 through 9 will be used to calculate the points earned for seeding purposes only. (This manual will outline the point system.)
- 8., **Postseason Schedule:**
  - a. Games 10-11-12 will be played on Friday unless the field is unlit; if unlit, the game will be played on Saturday.
  - b. If two schools in the same district share a playing field, the higher seed will play on Friday; the lower seed will play on Saturday.
  - c. Teams mutually agree to play on Saturday by the time bracket information is due.
  - d. Games 13-14 will be played on Saturday at 1:00 p.m. unless teams mutually agree to play on Friday by the time bracket information is due.
9. **District Officials:** First round (Week 10) district playoff officiating crews will be assigned by the MSHSAA Office. When officials sign up for the post-season (by September 1) they mark their availability for Week 10 as well as the remainder of the post-season. An assigning meeting will be held at the MSHSAA office on Sunday, **October 15, 2017, at 12:00 pm**. Coaches and Athletic Directors will have until **October 4, 2017** to submit officials' recommendations for the post-season through the school's district entries.

**Postseason Officials Recommendations:** MSHSAA takes the officials recommendation/non-recommendation process very seriously. This process for post season officials is designed to enhance the quality of officiating through input from each school on those officials that should be considered for post season contests. MSHSAA has the right to dismiss any recommendations/non-recommendations, submitted by the head coach, if it is determined that the coach has abused and/or manipulated the process for intentions not aligned with MSHSAA's purpose and philosophy in selecting post season officials.
10. **Week 10 Gate Receipts:** Because each school will only have the ability to schedule games one through nine, your schedule may be five home and four away games or four home and five away games. In Week 10 (first round of district play), the higher seed will host the game (#1 seed would host #8 seed, #2 seed would host #7 seed, etc.). To make Week 10 financially equitable to all schools, the gate receipts (less expenses) will be split 60/40, with the host team receiving 60% of the gate and the visiting team receiving 40% of the gate. Admission for week 10 (first round district games) will be set by the host school.
11. **Week 10 First Round of Districts:** The better seeded team will host the contest at 7:00 p.m. on Friday night in Classes 1-6 and 8-man. If a school does not have lights, the game can be played on Saturday at 1:00 p.m. If two teams share a local field and both teams qualify as a host team, the better-seeded team will have the first option of hosting the game on their field on Friday night. The second host team will then play on Saturday at 1:00 p.m.
12. **District Seeding Procedures:**
  - a. **Points for a Win/Loss or Tie**
    - i. 20 points for a win
    - ii. 10 points for a loss
    - iii. 15 points for an overtime loss
    - iv. Add up the total points and divide by the number of games played.



- f. **Automatic Switch: Two Consecutive seeds (4-5, 6-7, 1-2) who have played head to head.** If two teams have played head-to-head and their seeds are consecutive they will be switched if the lower seed has beaten the higher seed (for example, the #2 seed beats the #1 seed head to head; they will be switched). Once a switch has been made, that team is protected from being switched again (for example, the #1 seed cannot be switched with the #3 seed in example above). This process will start from the higher seed and work down through each seeded position.

**B. RECOMMENDED FACILITY GUIDELINES FOR HOSTING FOOTBALL PLAYOFF GAMES** (Quarterfinal and Semifinal Contests): The minimum standards listed below are to be used as guidelines in determining the adequacy of available facilities for a member school to host a football playoff game. These guidelines are deemed necessary in order to equitably administer the event.

1. Separate dressing rooms for each team. Each dressing room should contain showers, toilets, and wash basins. If dressing rooms are not adequate, additional classroom space shall be made available.
2. Adequate restrooms for public use. In addition, use portable facilities if necessary. The number utilized would be dictated by the size of the anticipated crowd.
3. Adequate, unobstructed space outside of and around the perimeter of the playing field (Rule book recommends 15 feet or more).
4. Bleachers with strong understructure (recommend masonry or steel) with footboards and properly maintained for both visitor and home fans.
5. Recommended Seating Capacity:
 

8-Man	-	750	Class 1	-	1000
			Class 2	-	1300
			Class 3	-	1600
			Class 4	-	1900
			Class 5	-	2200
			Class 6	-	2500
6. Press box with 50 square feet of floor space. Equal press box facilities and space shall be provided to coaches of both participating teams. If this cannot be done, then coaches from neither school should use the press box facilities.
7. Public Address System.
8. Automatic field clock, visible to officials, players, and spectators.
9. Specified and supervised parking areas.
10. Adequate security and protection for players, spectators, game officials, workers, etc.
11. Field phones shall be provided for both teams or if they are not available, the "visiting" team shall be advised of this well in advance of the game.
12. If spectator bleachers are available on only one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance.
13. Fireworks/Cannons: The use of any explosive device is prohibited within the vicinity of any contest that may pose a possible hazard to spectators or participants.
14. Souvenir Sales: The sale of Souvenirs/T-shirts is prohibited without prior approval of the MSHSAA.
15. Programs: The Board of Directors has approved a recommendation made by the Football Advisory Committee to exclude from the financial report any charge for the printing of programs or rosters. The cost of such printing should be recouped through sales (moved from Section 1-E on 9/2/2010).
16. Raffles: You are reminded of the Board of Director's policy prohibiting any type of raffle or game of chance at MSHSAA activities. Specifically, the auctioning or raffling of an MSHSAA provided football is not permitted.

**Note:** Each playing site will be judged on an individual basis in accordance with the minimum criteria. The MSHSAA reserves the right to approve playoff game sites and require a change of sites when deemed necessary.

**C. HOSTING PROCEDURE:**

1. **8-Man/Class 6:**

**Semifinal: The host team for the semifinal round will be determined by the following:**

  - 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye "does not" count as hosting a playoff game. A bye occurs when a school has**

**dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**

- 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

**2. 11-MAN: Classes 1-5:**

**Quarterfinal: The host team for the quarterfinal round will be determined by the following:**

- 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye “does not” count as hosting a playoff game. A bye occurs when a school has dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the district championships.
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the district championships, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

**Semifinal: The host team for the semifinal round will be determined by the following:**

- 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye “does not” count as hosting a playoff game. A bye occurs when a school has dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

## SECTION 3: INSTRUCTIONS FOR MANAGERS

### Hosting Football Games During the Playoffs

**A. ADMINISTRATION:** Each game will be administered by a local manager. His duties shall include:

1. Providing participating schools with any information not included in this manual.
2. Making necessary arrangements for press and radio. (Note policies for radio and television at the end of this manual.)
3. Engaging statisticians and designating one as official scorer.
4. Arranging for a competent timer and scoreboard operator.
5. Making arrangements for managing of concessions (profit to go to host school).
6. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).
7. Provide a safe environment with adequate supervision.
8. Securing ticket sellers and ticket takers. No tickets are provided by the MSHSAA up to the finals.
9. Assigning seating and dressing rooms to teams and game officials in advance.

**Note:** Schools hosting playoff games should make sure that equal facilities and conveniences be provided to the competing schools. The "home" schools should share all convenience and support facilities and understand that this is not their home game. It is an MSHSAA State Tournament event and no "home field"

advantage is intended.

10. Making arrangements necessary for any half-time activities by school bands. Contact participating schools to determine whether or not their bands will perform at half-time.
11. Provide for the playing of the Star Spangled Banner prior to kickoff.
12. Assisting teams in making any necessary housing arrangements. (Each school will be responsible for its own housing arrangements, but may want the help of the manager.)
13. Arranging for game programs. Host schools may provide game programs; however, expenses for the printing and distribution is not an allowable expense. Profit, if any, will be retained by the host school.
14. Filing a financial report with the MSHSAA Office within five days. Any manager's fee shall be paid from the host's share. It is not an allowable expense.
15. Team Benches: If spectator bleachers are available on one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance for district through semifinal contests. For security reasons and fan support, teams and their fans should be located on the same side of the field (this is required districts through semifinals).

## **B. AUTHORITY OF CONTEST MANAGER:**

1. **Guidelines:** It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. The following guidelines are limited to the authority of a contest manager as it relates to whether or not:
  - a. A contest shall begin after all participants have arrived.
  - b. A contest should continue after it has started.
  - c. In both cases, the manager will be concerned only with playing conditions; i.e., weather, facilities, equipment, and/or crowd control.
  - d. Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest.
  - e. The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control.
  - f. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.
  - g. If, because of conduct, the contest is to be rescheduled on a different day, the MSHSAA Office should be involved in that decision.

**Note:** If the contest is to be resumed, be certain you make note of all pertinent details. For example, in a football game, yard line, down, yards-to-go, time, unsportsmanlike penalties, etc. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.

2. **When a Coach is Contest Manager:** All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of contest manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to take action as a contest manager as provided above.
3. **Reporting System:** When a contest is not allowed to start after teams have arrived or is interrupted because of poor conduct on the part of spectators, contestants, and/or coaches, a letter of explanation must be sent to the MSHSAA office by the contest manager and the contest officials providing:
  - a. Details regarding the incident.
  - b. Plans, if any, for rescheduling or resuming the contest.

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

## **C. FINANCIAL INFORMATION:**

1. **FINANCIAL GUIDELINES (District Semi-finals through State Semifinal contests)**
  - MSHSAA will pay the officials directly for the District Semifinal through State Semifinal games.
  - Football Host Managers (host school Athletic Director), will have access to an "Event Settlement" report using their Football manager link located on their school home page. This Event Settlement report will calculate the amount that the school will keep for their host share, and we will also figure the amount that the school will remit to MSHSAA. Once the Event Settlement is approved by the MSHSAA office

the host school will be notified via email that the report has been approved so that payment can be made to the MSHSAA office.

- The Event Settlement report shall be completed as soon as possible by the host manager.
- MSHSAA does not pay the host site manager. If the school wishes to do so out of their stipend and/or 20% profit sharing, they may do so.
- The school will receive 20% of the profits PLUS the following stipend:
  - District Semifinal: \$ 750
  - District Championship: \$1,000
  - State Quarterfinal: \$1,000
  - State Semifinal: \$1,000

**2. ADMISSION:**

a. Admission Prices: The ticket admission price for playoff games shall be as follows (ages 6 and over):

<u>1<sup>st</sup> Round Districts</u>	<u>2<sup>nd</sup> Round Districts</u>	<u>District Championship</u>	<u>Quarterfinals</u>	<u>Semifinals</u>	<u>Championships</u>
Host sets Price	\$7.00	\$7.00	\$7.00	\$7.00	\$10.00

b. Each participating school has been instructed to notify the manager the day prior to the game of the number of tickets sold to enable him to determine the number of tickets to be sold in advance and at the gate if a sellout should occur. If a school fails to notify the manager, he is advised to contact the school.

**3. PRORATING RECEIPTS AND EXPENSES (To be calculated and paid by the MSHSAA Office)**

Officials' Fees: Official's fees' will be handled through the MSHSAA Office with the exception of Week 10 (First Round of District) by which the host school will pay that officials using the MSHSAA Zone Pay Chart.

**D. PASSES:**

1. In the districts, quarterfinal, and semifinal games, pass lists shall be provided to the manager by the participating schools. (Do not include players, coaches, or managers that arrive with the team. Anyone not arriving with the team shall be listed on the pass list. Cheerleaders in uniform shall not be listed; however, the cheerleader sponsor shall be listed). Scouts from potential opponents must have a letter from their school administrator for admittance; otherwise, they will be required to purchase an admission. It is recommended that the host manager be contacted in advance if a scout is scheduled to attend. It is permissible for a scout to videotape.
2. Missouri Sportswriters and Sportscasters Membership Cards will be honored through semifinal contests. Other press passes shall be honored only if the bearer has proper identification from the newspaper, radio station, or television station and the bearer of the pass is actually covering the event.
3. Band members and band directors in uniform from the participating schools who are going to march are to be admitted free.
4. Board of Directors' passes are to be honored.
5. Managers shall not issue any passes except to their school administrators and the workers at the game. If additional passes are desired by the host school, they may be purchased from their share of the net receipts.
6. No passes are to be provided for high school or college coaches. (The Board of Directors has become concerned about the abuse of passes at events. Hence, your full cooperation will be appreciated.)

**E. GAME MANAGEMENT STAFF:**

1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
2. Adequate security shall be provided for game officials.
3. Make necessary arrangements for marking field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker.
4. Inform visiting schools of Emergency Plans and Procedures. Provide medical assistance when possible. Make arrangements to have an ambulance available for emergencies (plan in place or on site).

**F. GAME UNIFORMS:** In accord with National Federation Football Rules: "Jerseys of opposing teams must be of contrasting colors." The home or host team shall wear its dark color and the visiting team its light color. The visiting team is responsible for avoidance of similarity of colors, but if there is a doubt the referee may request the home team to change. A jersey may only contain a school's nickname, school logo, school name and/or player name within the body and/or on the shoulders per NFHS rule 1-5-1(b-2)(b-3). Jerseys failing to meet the required rule will result in unsportsmanlike conduct charged to the head coach. An exemption letter from the state association shall be required for any jersey/uniform worn that does not comply with uniform rules.

**G. DISTRICT CHAMPIONSHIP GAME BALLS: DO NOT PURCHASE GAME BALLS.** The local game manager will be shipped two official top- grade leather footballs for the contest. Each team is to be given one of the game balls following the game. Managers should instruct the officials concerning this matter. If a participating team

desires to use an approved composition-covered football in accord with National Federation Rules, it may do so; but the school must provide two balls of their own for the game. The Wilson F1300 GST is the official ball.

- H. BANDS:** Half-time intermission shall be limited to a maximum of 15 minutes (12 minutes max for one band) plus the 3 minute warm-up prior to the start of the second half (20 minutes if both bands are performing; 7 minutes each band).

**Option 1 - One Band Performing:** The band performance shall be limited to a **maximum of 12 minutes** at half-time **including marching onto the field, performing, and marching off the field**. The band director shall consult the game manager concerning arrangement for half-time and pre-game activities. **A schools' dance team may perform during the 12 minutes allotted the school.**

**Option 2 - Two Bands Performing:** Each band performance shall be limited to a **maximum of 7 minutes** at half-time **including marching onto the field, performing, and marching off the field**. The band director shall consult the game manager concerning arrangements for half-time and pre-game activities. **A school's dance team may perform during the 7 minutes allotted each school.**

Schools will be expected to follow the information in **'Guidelines for Band during Regular Season Contest'** regarding when to play during the contest.

**NOTE:** Contact should be made with the host school if a pep band is coming to perform at any MSHSAA playoff game. This will avoid confusion and performance issues at the site.

**I. OFFICIALS:**

1. All game officials (District through Finals) will be selected by the MSHSAA Office.
2. Officials' decisions shall be final.

**J. AWARDS:**

1. Team awards will be sent to each district championship manager to be awarded at the game.
2. Each district winner will receive a plaque, as well as the runner-up.
3. Each semifinal loser will be sent a trophy.
4. Trophies will be awarded to the first and second place teams in each class at the Show-Me Bowl. Individual players and two coaches' medal awards will also be awarded to the first and second place teams in each class.

**K. PLAYOFF SCHEDULE:**

**PLEASE NOTE:**

- Game time is 7:00 p.m. for Friday contests.
- Game time is 1:00 p.m. for Saturday contests.
- Games 10-11-12(district 1<sup>st</sup> round, district semi-finals, district finals) will be played on Friday unless the field is unlit; if unlit, the game will be played on Saturday.
  - If two schools in the same district share a playing field, the higher seed will play on Friday; the lower seed will play on Saturday.
  - Teams mutually agree to play on Saturday by the time bracket information is due.
- Games 13-14(quarterfinals, semi-finals) will be played on Saturday at 1:00 p.m. unless teams mutually agree to play on Friday by the time bracket information is due.

**DISTRICTS – QUARTERFINALS – SEMIFINALS SCHEDULE (Locations TBA)**

<b>DATE</b>	<b>CLASS</b>	<b>ROUND</b>	<b>LEVEL</b>
Friday-Saturday: 10/20 or 10/21	Class 1 – 6 and 8-man	1 <sup>st</sup> round	Districts
Friday-Saturday: 10/27 or 10/28	Class 1 – 6 and 8-man	District Semis	Districts
Friday-Saturday: 11/3 or 11/4	Class 1 – 6 and 8-man	District Finals	Districts
Friday-Saturday: 11/10 or 11/11	Class 1 – Class 5	State	Quarterfinals
Friday-Saturday: 11/10 or 11/11	Class 6 – 8-man	State	Semifinals
Friday-Saturday: 11/17 or 11/18	Class 1 – Class 5	State	Semifinals

**SHOW-ME BOWL SCHEDULE (Missouri State University and University of Missouri)**

<b>DATE</b>	<b>TIME</b>	<b>CLASS</b>
Saturday, November 18, 2017	3:00 p.m.	8-man - MSU
Saturday, November 18, 2017	7:00 p.m.	Class 6 - MSU
Friday, November 24, 2017	3:00 p.m.	Class 2 - MIZZOU
Friday, November 24, 2017	7:00 p.m.	Class 4 - MIZZOU
Saturday, November 25, 2017	11:00 a.m.	Class 3 - MIZZOU
Saturday, November 25, 2017	3:00 p.m.	Class 1 - MIZZOU
Saturday, November 25, 2017	7:00 p.m.	Class 5 - MIZZOU

# 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 is the 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 B: MEDIA INFORMATION

- A. Playoff Press Passes:** Members of the media who need working passes for district or quarterfinal contests should contact the site manager of the playoff site at least 24 hours before the game he/she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the field or floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to the media department at the MSHSAA.
- C. Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each district championship, or playoff game to: (in order of priority)
  1. The MSHSAA website.
  2. Local television stations.
  3. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA website a high priority after the game has concluded.
- D. Playoff Radio Broadcasts:** Permission to conduct a live or delayed radio broadcast from a district or quarterfinal site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all playoff game radio broadcasts:
  1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information.
  2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
  3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e.- alcohol, tobacco, lottery/gaming advertisements).
  4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
  5. Stations are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall.
  6. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
  7. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA.
  8. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing

both participating schools.

9. No rights fee shall be charged for broadcasts at MSHSAA district contest. See Radio Broadcast agreement for fee structure.
10. Beginning with the Quarterfinal round of the MSHSAA playoff series, radio rights fees will be the following:  
**Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.

**E. Playoff Internet Broadcasts:** Permission to conduct a live or delayed internet broadcast from a district or quarterfinal site should be arranged through the site manager no less than 48 hours before the intended contest. Broadcasting entities are solely responsible for installing or arranging the use of phone lines or internet lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting entities. The following regulations also apply to all playoff game internet broadcasts:

1. Each broadcasting entity is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information.
2. Each station must provide a completed MSHSAA internet broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. - alcohol, tobacco, lottery/gaming advertisements).
4. Entities are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
5. Entities are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all registered companies each fall.
6. Entities shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unprofessional act, conduct or display on the part of participants or fans.
7. The MSHSAA reserves the right to discontinue the broadcasting right of an entity at any time in the event previous broadcasting by the entity is considered to have been in poor taste or incompatible with the educational values of the Association.
8. If more entities request permission to broadcast than can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for entities representing both participating schools.
9. A rights fee shall be charged for broadcasts at MSHSAA postseason contests. See Internet Broadcast Agreement for fee structure, also listed below:

Internet-audio only:

**Class 1-** \$25  
**Class 2-** \$30  
**Class 3-** \$35  
**Class 4-** \$40  
**Class 5-** \$45  
**Class 6-** \$50

Internet- video broadcasts:

**Delayed Broadcast:** (Districts through MSHSAA Quarterfinal) - \$250 per game  
**Delayed Broadcast:** (MSHSAA Semifinal/MSHSAA Championship) - check MSHSAA office  
**Live Broadcast:** (Districts through MSHSAA Quarterfinal) - \$500 per game  
**Live Broadcast:** (MSHSAA Semifinal/MSHSAA Championship) - check MSHSAA office

**F. Delayed Television Broadcasts:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No game shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses and liability resulting from staging and broadcasting of the game(s). Items 1-7 above (under Playoff Radio Broadcasts) shall apply to TV broadcasts, with the following exceptions:

1. A specific MSHSAA TV broadcast agreement shall be used rather than a radio broadcast agreement.
2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA produced 30-second television spots during each game.
3. Stations are required to provide the MSHSAA with a DVD copy of the final broadcast no later than 15 days after the game airs.
4. The following revised rights fee schedule shall apply to all broadcasts. (This fee must be paid in advance of the broadcast, if prior arrangements with MSHSAA have not been made.)

**Delayed Broadcast:** (Districts through MSHSAA Quarterfinal) - \$750 per game

**Delayed Broadcast:** (MSHSAA Semifinal/MSHSAA Championship) - check with MSHSAA office

**G. Live Television Broadcasts:** There is a significant rights fee charged for all live broadcasts. All requests to broadcast live must receive prior approval from the MSHSAA by contacting the MSHSAA Media Department, PO Box 1328, Columbia, MO 65205-1328 (573) 875-4880. All live broadcast stations must provide feeds for additional stations desiring the feed. Stations receiving the feed must also pay a rights fee and receive prior permission from the MSHSAA.

**Live Broadcast:** (Districts through MSHSAA Quarterfinal) - \$1500 per game

**Live Broadcast:** (MSHSAA Semifinal/MSHSAA Championship) - check with MSHSAA office

**H. Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org)). No late submissions will be honored.

All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.

- I. Championship Radio Broadcasts:** The same regulations as D. above apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.
- J. Championship Internet Broadcasts (audio only):** The same regulations as E. above apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.

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

## APPENDIX C: REPORTING PROGRAM INFORMATION AND STATISTICS

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 #20). 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 football teams advancing to the Show-Me Bowl:

- A. Rushing: Include up to four players, team totals and opponent totals**
- Attempts: Rushing Attempts for the season to date
  - Yards: Rushing yards for the season to date
  - Avg. per Carry: Total yards divided by attempts
  - Rushing TD: Touchdowns scored by run only
  - Yards per Game: Rushing yards divided by games played for that player
- B. Passing: Include up to two players, team totals and opponent totals**
- Att: Passing attempts to date
  - Comp: Pass completions to date
  - Yards: Passing yards to date
  - TD Passes: Touchdowns thrown
  - Interceptions: Interceptions thrown
- C. Receiving: Include up to four players, team totals and opponent totals**
- Rec: Passes caught to date
  - Yards: Total reception yards to date
  - Avg. Per Rec: Total yardage divided by receptions
  - Receiving TD: Pass receptions for touchdowns
  - Yards per Game: Total yardage divided by games played for that player
  - Note: Team receptions must equal the team total for pass completions; team TD
  - receptions must equal team TD passes thrown
- D. Defense: Include up to six players**
- Total Tackles: Includes solo tackles and assisted tackles
  - Sacks: Only tackles for loss on passing plays
  - Tackles for Loss
  - Interceptions
  - Fumbles Forced

- f. Fumbles Recovered
- E. Punting: Include up to two players**
- a. Punts
  - b. Yards: Yardage from line of scrimmage to point where punt was caught or downed
  - c. Punt average: Yards divided by punts
- F. Kicking: Include up to four players**
- a. PAT: Point after kicks converted
  - b. PAT Att: Attempts at PAT kicks
  - c. FG: Field goals converted
  - d. FG Att: Field goals attempted
  - e. Long FG: Yardage of longest successful FG kick
- G. Scoring: Include up to four players**
- a. TD: Touchdowns scored
  - b. PAT Kick: Points after kicked successfully
  - c. PAT 2 pt: Two-point conversions scored
  - d. FG: Field goals converted
  - e. Total Pts: Total number of points scored by individual (TD=6, PAT= 1, etc.)
- H. Punting: Include up to two players**
- a. Punts
  - b. Yards: Yardage from line of scrimmage to point where punt was caught or downed
  - c. Punt average: Yards divided by punts
- I. Kicking: Include up to four players**
- a. PAT: Point after kicks converted
  - b. PAT Att: Attempts at PAT kicks
  - c. FG: Field goals converted
  - d. FG Att: Field goals attempted
  - e. Long FG: Yardage of longest successful FG kick
- J. Scoring: Include up to four players**
- a. TD: Touchdowns scored
  - b. PAT Kick: Points after kicked successfully
  - c. PAT 2 pt: Two-point conversions scored
  - d. FG: Field goals converted
  - e. Total Pts: Total number of points scored by individual (TD=6, PAT= 1, etc.)

## APPENDIX D: Summary of Heat Acclimatization Period

### Days 1-5

1. Days 1 through 5 of the acclimatization period consist of the first 5 days of formal practice. During this time, athletes are not allowed to participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice may recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during Days 1-5 of the acclimatization period. A 1-hour recovery period is required between the practice and walk-through (or vice-versa).
4. During Days 1-2 of the acclimatization period in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted (goalies, as in the case of field hockey and related sports, may not wear full protective gear or perform activities that would require protective equipment. During Days 3-5, only helmets and shoulder pads may be worn. Beginning on Day 6, all protective equipment may be worn and full contact may begin.
  - a. Football Only: On Days 3-5 contact with blocking sleds and tackling dummies may be initiated.
  - b. Full-Contact Sports: 100% live contact drills may begin no earlier than Day 6.

### Days 6-16:

1. Beginning no earlier than Day 6 and continuing through Day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 1 hour continuous rest. When a double practice day is followed by a rest day, another double-practice day is permitted after the rest day.

2. On a double-practice day neither practice may exceed 3 hours in duration nor may student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time. The 2 practices must be separated by at least 3 continuous hours in a cool environment.
3. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, it is recommended that an athletic trainer be on site before, during and after all practices. This is not required.

Day	Level of Contact	Heat Acclimatization Practice Plan	Sports Equipment/Helmets/Pads
1	Air	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	helmet only spandex girdle or pants without pads allowed
2	Air	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	helmet only spandex girdle or pants without pads allowed
3	Air/Bag/Control	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	helmet shoulder pads blocking sleds tackling dummies only spandex girdle or pants without pads allowed
4	Air/Bag/Control	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	helmet shoulder pads blocking sleds tackling dummies only spandex girdle or pants without pads allowed
5	Air/Bag/Control	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	helmet shoulder pads blocking sleds tackling dummies only spandex girdle or pants without pads allowed
6-16	Air/Bag/Control Thud/Live	<ul style="list-style-type: none"> <li>• Alternate double practice days with a single practice day or a rest day.</li> <li>• Single Day - 1 walk through is permitted, separated from the practice by at least 1 hour continuous rest. When a double practice day is followed by a rest day, another double-practice day is permitted after the rest day.</li> <li>• Double Day - 3 hour max per practice. 5 hour max total with 3 hour minimum rest between the 2 single practice day - 3 hour max; Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time.</li> <li>• 1 hour walkthrough after 1 hour rest</li> </ul>	<p>all equipment full contact</p> <p>spandex girdle allowed WITH Football pants, kneepads included.</p>

**Definitions: Air, Bag, Control, Thud and Live are levels of contact as defined by USA Football. For detailed definitions of these levels of contact use the following internet link.**

<https://usafootball.com/health-safety/levels-of-contact>

**Special Notes:**

- 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.
- In football, the preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.
- Football will have a 5 day acclimatization period before full contact with pads during the summer.
- Days 1-5: Spandex Girdle may be worn but not covered with football pants.

**MSHSAA HANDBOOK - Section 1: School Essential By-Laws:**

1.7 **Heat Acclimatization**

1.7.1 **Heat Acclimatization Period:** For the health and safety of participants, member schools shall follow the Heat Acclimatization Schedule as described below and as summarized in Diagram 1.7 (1) and (2) for all fall sports. The Heat Acclimatization Schedule sets forth a progressive system of early practices along with periods of rest. The goal of the Heat Acclimatization Period is to increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions. This period shall begin on the first day of practice or conditioning.

1.7.2 **Heat Acclimatization Definitions:** Some definitions of terms used in the Heat Acclimatization system can be found in other sections of the MSHSAA Handbook, and are listed below:

- a. A “day” is defined as a calendar day (12:00 a.m. through 11:59 p.m.).
- b. **Recovery Period:** A recovery period is defined as the time between the end of one practice or walk-through and the beginning of the next practice or walk-through. During this time, students should rest in a cool environment, with no sport -related or conditioning-related activity permitted (e.g., speed or agility drills, strength training, conditioning, or walk-through). Treatment with the athletic trainer is permissible.
- c. **Fall Sports:**
  1. **Definition of Practice:** See By-Law 3.16.1
  2. **Definition of Conditioning Practice:** See By-Law 3.16.2
  3. **Definition of Walk-Through:** See By-Law 3.16.3

1.7.3 **Limits and Requirements within Heat Acclimatization Period:**

- a. **First Five Days:** Only one practice may be held on each of the first five days of the Heat Acclimatization Period. Further, one walk-through may be held after a rest period of one or more hours.
- b. **Practice Duration:** Each individual practice shall last no more than three hours. Warm-up, stretching, and cool-down activities are included as part of the three-hour practice time. Regardless of ambient temperature conditions, all conditioning and weight-room activities must be considered part of practice. Note: Days on which athletes do not practice due to a scheduled rest day, injury, or illness do not count toward the heat-acclimatization period, nor do they count as a “conditioning practice.”
- c. **Walk-Through Limits:** A walk-through is not part of the **three-hour** practice period, can last no more than **one hour** per day, and does not include conditioning or weight-room activities.
- d. **Double Practice Days:** Two double practice days may not be held back-to-back; a double practice day must alternate with a single practice day or a rest day. On a double practice day, a single practice may not exceed three hours, and total hours of practice may not exceed five hours. A minimum of one hour of rest must be provided between the two practices.
- e. **Required Rest Day:** If practice occurs on six consecutive days, participants shall have one day of complete rest (no conditioning, no practice, and no walk-throughs). Therefore, sixteen dates are required to complete the fourteen-day Heat Acclimatization Period.

## APPENDIX E: POSTSEASON BRACKET ROTATION

### MSHSAA FOOTBALL POSTSEASON BRACKET ROTATION

By action of the MSHSAA Board of Directors (Spring-2014), the following bracket rotations will be utilized to promote a rotation/cycling of matchups throughout the postseason. Information below is a projection of when each rotation will be used should the current playoff system remain the same.

#### Classes 1 – 5: (8 Districts per Class)

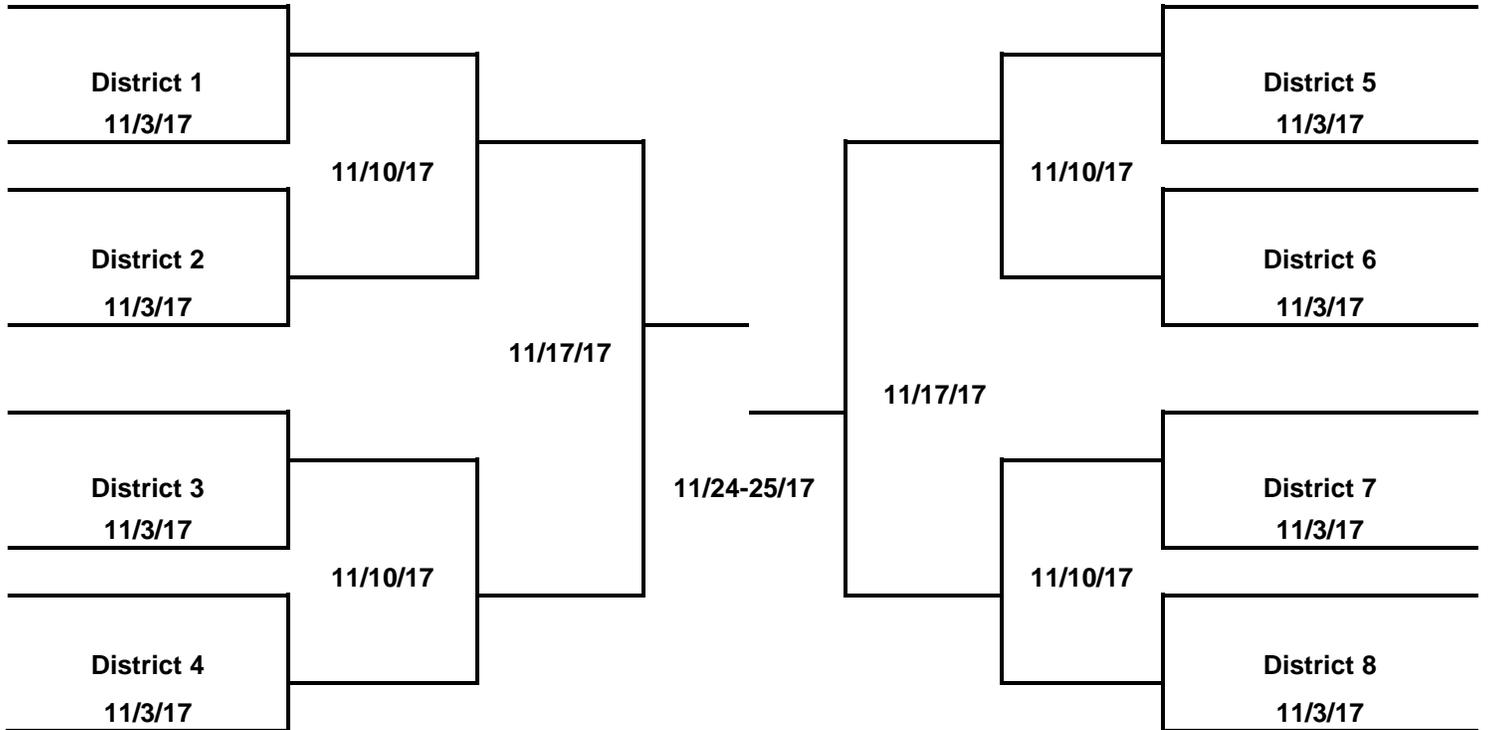
	<u>Left Side of Bracket</u>	<u>Right Side of Bracket</u>
2014 Season:	D1, D2, D3, D4	D5, D6, D7, D8 (Rotation Start)
2015 Season:	D1, D2, D5, D6	D3, D4, D7, D8
2016 Season:	D1, D2, D7, D8	D3, D4, D5, D6
2017 Season:	D1, D2, D3, D4	D5, D6, D7, D8 (Rotation Start)
2018 Season:	D1, D2, D5, D6	D3, D4, D7, D8
2019 Season:	D1, D2, D7, D8	D3, D4, D5, D6
2020 Season:	D1, D2, D3, D4	D5, D6, D7, D8 (Rotation Start)
2021 Season:	D1, D2, D5, D6	D3, D4, D7, D8
2022 Season:	D1, D2, D7, D8	D3, D4, D5, D6
2023 Season:	D1, D2, D3, D4	D5, D6, D7, D8 (Rotation Start)
2024 Season:	D1, D2, D5, D6	D3, D4, D7, D8
2025 Season:	D1, D2, D7, D8	D3, D4, D5, D6

#### Class 6 – 8 man: (4 Districts per Class)

	<u>Top Side of Bracket</u>	<u>Bottom Side of Bracket</u>
2014 Season:	D1, D2	D3, D4 (Rotation Start)
2015 Season:	D1, D3	D2, D4
2016 season:	D1, D4	D2, D3
2017 Season:	D1, D2	D3, D4 (Rotation Start)
2018 Season:	D1, D3	D2, D4
2019 season:	D1, D4	D2, D3
2020 Season:	D1, D2	D3, D4 (Rotation Start)
2021 Season:	D1, D3	D2, D4
2022 season:	D1, D4	D2, D3
2023 Season:	D1, D2	D3, D4 (Rotation Start)
2024 Season:	D1, D3	D2, D4
2025 season:	D1, D4	D2, D3

## 2017 FOOTBALL BRACKET MATCH-UP (Classes 1-5)

District Championship   Quarterfinals   Semi-finals   FINALS   Semi-finals   Quarterfinals   District Championship



**2017 FOOTBALL BRACKET MATCH-UP  
(Class 6 and 8-man)**

