



Football Manual

2008-2009

MSHSAA

Missouri State High School Activities Association

Missouri State High School Activities Association

1 N. Keene St.
PO Box 1328
Columbia, MO 65205-1328
Telephone: 573-875-4880 - Fax: 573-875-1450
Email: email@mshsaa.org – Web site: www.mshsaa.org

EXECUTIVE STAFF

Kerwin Urhahn, Executive Director
***George R. Blase, Assistant Executive Director**
Stacy Schroeder, Assistant Executive Director
Fred Binggeli, Assistant Executive Director
Davine Davis, Assistant Executive Director
Kevin Garner, Assistant Executive Director
Tim Thompson, Assistant Executive Director
Craig Long, Chief Financial Officer
Jason West, Media Coordinator
Janie Barck, Administrative Assistant

****MSHSAA contact person for football***

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FOOTBALL ADVISORY COMMITTEE

KANSAS CITY

Greg Oder (2010)
Blue Springs HS
Blue Springs 64014
(816) 224-1315

SOUTH CENTRAL

Chip Stutzman (2010)
Hermann HS
Hermann 65041
(573) 486-5425

SOUTHWEST

Rick Scholten (2011)
Fair Grove HS
Fair Grove 65648
(417) 759-2233

SOUTHEAST

Bob Stolzer (2011)
Ste. Genevieve HS
Ste. Genevieve 63670
(573) 883-4500

NORTHWEST

Todd Dunn (2012)
Lawson HS
Lawson 64062
(816) 580-7270

NORTHEAST

Matt Smith (2012)
Clark County HS
Kahoka 63445
(660) 727-3319

8-MAN (Northwest)

Vernon Pike (2012)
DeKalb HS
DeKalb 64440
(816) 685-3211

CENTRAL

George Bruto (2009)
Adrian HS
Adrian 64720
(816) 297-4460

ST. LOUIS

Cliff Ice (2009)
Webster Groves HS
Webster Groves 63119
(314) 918-4185

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: USING THIS MANUAL

All coaches and athletic administrators shall read the instructions in this manual carefully. It is the responsibility of each school to make certain that entries are properly submitted on or before the deadline date. Any question concerning these instructions should be referred to the MSHSAA Office.

SECTION 2: CHAMPIONSHIP SCHEDULE

A. PLAYOFF SCHEDULE:

8-MAN

Quarterfinals Saturday, November 8 - 1:30 p.m.
Semifinals Saturday, November 15 - 1:30 p.m.

11-MAN

Class 1-5 Regionals Wednesday, November 5, 7:00 p.m.
Class 6 Sectionals Friday, November 7, 7:00 p.m.
Class 1-5 Sectionals Monday, November 10, 7:00 p.m.
Class 6 Quarterfinals Friday, November 14, 7:00 p.m.
Class 1-5 Quarterfinals Saturday, November 15, 1:30 p.m.
Class 5-6 Semifinals Friday, November 21, 7:00 p.m.
Class 1-4 Semifinals Saturday, November 22, 1:30 p.m.

SHOW-ME BOWL Edward Jones Dome—St. Louis

Friday, November 28

9:00 a.m. 8-Man
1:00 p.m. Class 1 (TV)
4:15 p.m. Class 3 (TV)
7:30 p.m. Class 5 (TV)

Saturday, November 29

Noon Class 2
3:15 p.m. Class 4
6:30 p.m. Class 6

NOTE: Game times will be 7:00 p.m. for week night contests and 1:30 p.m. for Saturday contests through the semifinal round. Classes 1-5 (week night games) - In the event the host school's playing site does not have lights, it is the responsibility of the host to secure an adequate site with lights. The game may be played during the afternoon only if the host school does not have lights and the visiting school administration agrees to play in the afternoon. Classes 5 and 6 (night games) - In the event the visiting school must travel 200 miles or more (one way), the game may be played on Saturday afternoon at the visiting school's administration discretion. In the event the host school's playing field does not have lights, the game may be played on Saturday afternoon at the host school's administration discretion.

B. MINIMUM FACILITY GUIDELINES FOR HOSTING FOOTBALL PLAYOFF GAMES (Sectional through 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.

- Separate dressing rooms for each team.** Each dressing room to contain showers, toilets, and wash basins. If dressing rooms are not adequate, additional classroom space shall be made available.
- 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.
- Adequate unobstructed space outside of and around the perimeter of the playing field** (Rule book recommends 15 feet or more.)
- Bleachers with strong understructure** (recommend masonry or steel) with footboards and properly maintained for both visitor and home fans.
- 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.

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:**

8-MAN:

Quarterfinal—The host team for the quarterfinal round will be the team qualifying as a district winner.

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

- 1) If a district winner plays a district runner-up, the district winner will host;
- 2) If two district winners or two district runners-up play, the host will be the team on the top of the bracket in odd-numbered years and the team on bottom of the bracket in even-numbered years.

11-MAN:

Classes 1-4

Regional—The host team for the regional round will be the team qualifying as a district winner.

Sectional—The host team for the sectional round will be determined by the following:

- 1) If a district winner plays a district runner-up, the district winner will host;
- 2) If two district winners or two district runners-up play, 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.

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 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;
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the sectional 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 sectional 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.

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 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;
- 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.

Class 5—With eleven districts (45 total teams) in Class 5, the MSHSAA Board of Directors established the bracket (for 2008-2009) that includes six regional games including the eleven district runners-up and one district winner, determined by random draw from the top half of the bracket one year (District 5 in 2008) and the bottom half in the other year (District 9 in 2009). District 7 with five teams was excluded from the random draw. When establishing the bracket, the Board of Directors insured that a district winner would not play the same district runner-up before the quarterfinal round.

Regional—The host team for the regional round will be determined by the following:

- 1) If a district winner plays a district runner-up, the district winner will be the host.
- 2) If two district runners-up play, 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.

Sectional—The host team for the sectional round will be determined by the following:

- 1) If a district winner plays a district runner-up, the district winner will be the host.
- 2) If two district winners play, 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.

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 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;
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the sectional 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 sectional 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.

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 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;
- 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.

Class 6:

Sectional—The host team for the sectional round will be the team qualifying as a district winner.

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

- 1) If a district winner plays a district runner-up, the district winner will host;
- 2) If two district winners or two district runners-up play, 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 teams for the semifinal round will be determined by the following:

- 1) First, total the number of playoff games each team has hosted (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;
- 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: ENTRY PROCEDURES

A. GENERAL INFORMATION

1. **Registration.** Only those schools that requested to be included in the football playoffs on the Activities Registration Entry Form returned to the MSHSAA Office have been assigned to districts. Schools will be assigned to districts for a two-year basis, beginning with the Fall of 1990.
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 shall be multiplied by 1.35 for classification purposes.) The classification for playoffs shall be determined as follows:

8-Man: Schools shall be in one class. Only schools with enrollments of 200 or less may participate in 8-Man football.

11-Man: Schools shall be divided into six classes starting with the 2002 season. The largest 32 schools by enrollment shall be in Class 6 (1797-3030); the next 32 schools shall be in Class 5 (1325-1793); the next 64 schools shall be in Class 4 (770-1319); the next 64 schools shall be in Class 3 (456-769); the next

64 schools shall be in Class 2 (262-454) and the remaining schools (up to 64) shall be in Class 1 (92-248). 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 320 schools register for football, Class 5 becomes the catch-all class. There are currently 333 schools registered for 11-man football, thus there will be 45 schools in class 5.

3. **Number of Districts.** There shall be four districts in 8-Man, eleven districts in Class 5, eight districts in Class 6 and sixteen districts each in Classes 1-4. Each district champion shall qualify for the playoffs.
4. **District Assignment Procedure.** Schools are grouped in Districts based on geographical location and conference affiliation. The Board of Directors have indicated that when assigning schools to districts the ability to complete a conference schedule (when possible) should take priority.

B. REGULAR SEASON SCHEDULE

1. **Minimum Games:** A team shall have scheduled at least half (5) of the number of contests permitted (10) to be eligible for participation in the playoffs. (By-Law 312).
2. **Individual Minimum:** In part, By-Law 312 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 10) before the sectional contest. This applies to football only, due to the fact district contests are part of the regular season. In all other sports the athlete must have competed in at least one contest prior to the first district contest.
3. **Tie Games:** ALL varsity high school games (regular and play off 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, 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.
4. **Forfeited games,** which are not played, or which are started and not completed will count as wins or losses.
5. **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 (minimum of 15 ft.) from the playing area.
 - 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.
6. **Point differential** applies to all football contests. The National Federation's Football Rules Committee made a change in playing rules which 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
 - a. An official's time-out is called, except:
 - 1) when a first down is declared
 - 2) following a change of team possession
 - 3) to dry or change the game ball
 - b. A charged time-out is called;
 - c. At the end of a period;
 - d. A score occurs;

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."
7. **Coin Toss - All games.** The head coach and captain(s) shall attend the actual or simulated coin toss at the three minute mark. This does not preclude having an early toss.
8. **Hash Marks.** All football contests shall be played with NFHS hash marks.

C. BREAKING TIES FOR QUALIFYING POSITIONS

a) District Winners

The district winner qualifying team shall be the team with the best won-lost percentage as determined in district games. If a tie occurs the following procedure shall be used to determine the qualifier:

1. **If two teams are tied**, the district winner qualifying team shall be the one that has defeated the other tied team in district play.
2. **If three teams are tied**, the steps below will be applied in the order listed to break the tie and determine the district winner qualifier. If only one of the three teams is eliminated by applying a given step, the qualifier shall be the team that defeated the other remaining team in district play.
 - a. If three teams are tied, a 13-POINT TIE BREAKER WILL BE USED. The final scores of games played during district play will be recorded. The margin of victory or loss up to a maximum of thirteen (13) points, shall be determined for each district game. No team will add or subtract more than one (1) point in any contest which was determined in overtime. The total marginal points for the district games will then be determined by adding those for each district game won and subtracting those for each district game lost. The team(s) totaling the largest number of marginal points shall be ranked above the other team(s).

Note: A team winning a district playoff contest by forfeit will be awarded +13 marginal points unless the forfeiting team ends up tied for the district championship. In such cases, zero (0) marginal points shall be credited to both teams for the forfeited game when applying the tie-breaking procedure. The following is for example only;

EXAMPLE:	<u>Team A</u>	<u>Team B</u>	<u>Team C</u>
Game 1	Won 14-13 +1	Loss 13-14 -1	Won 13-0+13
Game 2	Won 13-12 +1	Won 19-3 +13	Loss 3-19 -13
Game 3	<u>Loss 6-37 -13</u>	<u>Won 14-13 +1</u>	<u>Won 37-6+13</u>
	Total -11	Total +13	Total +13

Team B and C would be ranked above team A. Team A would be eliminated from consideration.

Team B would be the district champion due to the fact that B defeated C 19 to 3 in game 2.

- b. If the tie remains, the district winner qualifying team will be determined by totaling the tied teams' won/loss record against common opponents. The district winner qualifier shall be the team that attained the highest winning percentage against common opponents. If two teams are still tied for the qualifying position, step C-1 will be applied to determine the district winner qualifying school. If three teams are still tied, the next step will be applied.
 - c. If the tie remains, the district winner qualifying team will be determined by totaling the tied teams won/loss record against all opponents played during the season. The district winner qualifier shall be the team that attained the highest winning percentage against all opponents. If two teams are still tied for the district winner qualifying position, step C-1 will be applied to determine the district winner qualifying school. If three teams are still tied, the next step will be applied.
 - d. If the above steps failed to break the tie, it shall be resolved by a coin toss.
- #### b) District Runner-up
1. The qualifying team will be the team with the second best won-lost percentage as determined in district games.
 2. If two teams are tied for the district winner qualifier by won-lost percentage, the runner-up will be the team that lost in district play.
 3. If two teams are tied with the second best won-lost percentage as determined in district games, the district runner-up qualifier is determined by the winner of the district game between those two teams.
 4. If three teams are tied for the district winner qualifier and once the district winner is determined by the previous three-team tie breaker process, the district runner-up is determined by the winner of the district game between the remaining two tied teams.
 5. If three teams are tied for the district runner-up by won-lost percentage, the district runner-up qualifier will be determined by the process described in C-2 above.

SECTION 4: TERMS AND CONDITIONS

A. INSTRUCTIONS FOR SCHOOLS (Sectional through semifinal contests.)

1. **Call-in Schedule.** Schools qualifying for the playoffs shall call the MSHSAA Office (573-875-4880, ext. 3004) on the day listed below during the assigned time period to confirm the name of your opponent and the site of the game.

Sunday, November 2:	Class 4	Noon	-	1:30 p.m.
	Class 3	1:30 p.m.	-	3:00 p.m.
	Class 2	3:00 p.m.	-	4:30 p.m.

	Class 1	4:30 p.m.	-	6:00 p.m.
Monday, November 3:	Class 5	8:30 a.m.	-	10:00 a.m.
	Class 6	10:00 a.m.	-	11:30 a.m.
	8 Man	11:30 a.m.	-	1:00 p.m.

Note: If a school has secured a playoff position prior to the close of the season they should call the MSHSAA Office the next school day following the contest to confirm.

2. **Practice.** There shall be no practice held on the playoff field except for the home team on their home field unless the game is moved to a neutral site with an artificial surface. In this situation, if the field is available to both teams, one practice would be permitted for each team.
3. **Warm-up.** Warm-up prior to game time shall be limited to a maximum of 75 minutes.
4. **Expenses.** A school may dress any number of players it chooses, who will be admitted free, but expense allowances will be limited to not more than the following: 8-Man - 30; Class 1 - 38; Class 2 & 3 - 44; Class 4, 5 & 6 - 50.
5. **Pass List.** Each participating school will use a pass list containing lines for school administrators, faculty supervisors, pep club sponsors, and bus drivers. Band members in uniform will be admitted free only if the band is going to perform on the field.
6. **Team Box.** Only coaches, players, managers, statisticians and team physicians will be permitted on the field. **No** tunnels will be formed on the playing field for the players to run through.
7. **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.
8. **Bands.** Each band performance shall be limited to a maximum of 6 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 squad or pom squad may perform with the band and shall be included during the 6 minutes allotted each school. If either school chooses not to play, the other school will be given 12 minutes for its performance.
9. **Hotels.** Each school will be responsible for making its own housing arrangements, but may contact the local manager for assistance. **Approval must be secured from the MSHSAA prior to staying overnight.** Housing, etc. for the Championship Games has been arranged by the MSHSAA.
10. **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; and to take steps to prevent vandalism, violence and other acts of unsportsmanlike conduct.
11. **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.
12. **Souvenir Sales.** The sale of Souvenirs/T-shirts is prohibited without prior approval of the MSHSAA.
13. **Programs.** The Board of Directors have 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.
14. **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.
15. **Star-Spangled Banner.** If played, it shall be completed prior to the required coin toss (3 minutes prior to kickoff) and the area between the 40 yard lines must be vacated by all non-toss participants at the same time.
16. **Bands.** The participation of bands at a 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 festivities. In order to maintain a proper perspective and to insure equity in competition for the participating teams, a few guidelines must be followed. During the contest, bands are to play only during 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"). 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 closest to the band. See the MSHSAA Music Manual for more details.
17. **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"). Noisemakers are not permitted indoors (Edward Jones Dome).

B. FILM & 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. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific National Federation Rule Book restrictions for each sport. (See video taping policy in the Appendix).
 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.

C. PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS.

1. **Games interrupted** because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption unless the teams agree otherwise, or there are conference, league or state association rules which apply. (Rule 3-1-4).
2. **The MSHSAA Board of Directors has approved the following policy:** The host school principal or designated representative and the head official have mutual authority to delay the start of a game anytime 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. The first step in suspension is to move the participants to a location providing shelter and safety until weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to remain in the bleachers. The length of the delay shall be determined by the weather conditions and by the Guidelines on Handling Contests During Lightening Disturbances on page 7 or the NFHS Football Rules Book. The game may be resumed at any time the principals of both schools or their designated representatives and the head official agrees it is safe to do so provided at least 30 minutes has passed since the last flash of lightening is witnessed or thunder is heard. If the hazardous weather does not subside the decision to postpone shall be made by the principals of both schools or their designated representatives after consultation with the head official. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for additional waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (All regular season senior high school football contests that are postponed shall be rescheduled on the earliest possible date but no later than four calendar days following the original date and in compliance with the football playoff scheduling regulations.) The purpose of this procedure is to first 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.

- D. 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.

BOARD OF DIRECTORS POLICY
ON SITE PROTESTS OF ATHLETIC CONTESTS

1. Within the guidelines of each individual sport rules code, the head coach must request a review of an official's application of a rule through appropriate channels.
2. If after the review is complete and the coach still believes there has been a misapplication of a rule, by a contest official, he/she shall then file a formal, verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.
3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Sport Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announce-

ments and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s), case book play(s), or other information from the MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.

4. All Protests shall be resolved at the contest site before any further game action occurs.
5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed. In football, a protest must be made prior to the time the ball becomes live following the play to be reviewed.
6. The MSHSAA Board of Directors and/or staff shall NOT review contest protests.

- E. **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.

SECTION 5: FINANCIAL INFORMATION

A. **FINANCIAL GUIDELINES** (Regional through semifinal contests)

1. Each of the two competing schools in the playoff games shall provide its own advance sales of admission tickets. These advance sale tickets shall be stamped and marked in such a way that the ticket takers can readily recognize them as legitimate tickets of admission. A copy or facsimile of the ticket should be sent in advance to the manager of the game so that it may be identified to the ticket takers.
2. The host school provides the game tickets that are to be sold at the game.
3. A strict accounting of all tickets sold is very necessary and it is the responsibility of the schools that are involved to make the accounting accurate. The visiting school shall take its ticket sales report to the host school manager. The manager shall in turn make a combined report to the MSHSAA.
4. The host school shall receive from the visiting school all moneys from ticket sales.
 - a. DETAILED INSTRUCTIONS CAN BE FOUND IN THE MANAGER'S FINANCIAL PACKET.
 - b. All hired help is to be paid at the same rate the host school would pay for a regular season home game.
Note: Student help is not to be paid.
 - c. Game managers shall retain a copy of the financial report for their records.

B. **ADMISSIONS**

1. Admission Prices: The ticket admission price for play-off games shall be as follows (Kindergarten through Adult):

<u>Regionals</u>	<u>Sectionals</u>	<u>Quarterfinals</u>	<u>Semifinals</u>	<u>Championships</u>
\$5.00	\$5.00	\$6.00	\$6.00	\$11.00

2. 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.

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

1. The following shall determine the amount to be received by the participating schools:
 - a. The visiting school shall receive \$1.20 per mile for one vehicle, one round trip, for transporting the football squad. In addition the visiting school shall receive a mileage stipend of \$150 for sectional and quarterfinal play, if the school is located 80 or more miles from the site of the contest. A mileage stipend of \$200 shall be provided for the semifinal and final contest.
 - b. The home team and the visiting team shall not receive a flat grant.
 - c. A maximum of 3 meals for 30 persons-8-Man, 38 persons-Class 1, 44 persons-Class 2 and 3 and 50 persons-Class 4, 5 and 6, if a school is located 130 miles or more from the game site, or a maximum of 1 meal if located 80 or more miles, but less than 130 miles from the game site at the following rates:
 - 1) Breakfast - \$3.00
 - 2) Lunch - \$4.50
 - 3) Dinner - \$7.00

- 4) One additional meal will be allowed at these rates for schools located 200 miles or more from the site of the game.
- 5) Expenses for meals are to be paid only when provided for players while traveling to and from the game. Receipts **MUST** be attached to expense form. **No receipts-No reimbursement.**
- 6) Meal allowance will not be provided for teams hosting playoff games.
- d. Lodging allowances of \$11.00 per person up to a maximum of 30 persons-8-Man, 38 persons-Class 1, 44 persons-Class 2 and , and 50 persons Class 4, 5 and 6, when a school is located more than 130 miles from the site of the game and the squad stays overnight. The maximum lodging allowance shall not exceed \$330.00-8-Man; \$418.00-Class 1; \$484.00-Class 2 and 3; and \$550.00-Class 4, 5 and 6. One additional lodging allowance may be spent for a bus driver who actually stays overnight. No lodging shall be charged unless PRIOR approval is obtained from the MSHSAA Office and receipts MUST be attached to the expense form.
- e. There will be no expense allowance for bands.
2. The host school shall receive 25% of the net profit after all expenses and school allowances have been paid. This amount shall not exceed \$1,000. No field rental shall be charged unless PRIOR approval is obtained from the MSHSAA.
Note: If one school is the host, but does not play the game on its home field, the expenses for rental (in excess of \$500.00), field marking, team transportation, meals and game administration costs shall be paid from the host school's share and shall not be charged as expenses on the financial report. Host schools shall not charge rental for use of their own facilities.
3. Official's Fees: Regionals = \$60, Sectionals = \$60, Quarterfinals = \$65, Semifinals = \$70 and Finals = \$75 plus \$0.38 per mile for one driver for each crew.

SECTION 6: INSTRUCTIONS FOR MANAGERS

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 T.V. 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. Arranging to have a doctor present unless, after checking with participating schools, it is determined that both schools will have doctors accompanying the teams. Arrangements shall be made to have an ambulance available for emergencies.
7. Arranging for an adequate number of law enforcement officers or guards.
8. Securing ticket sellers and ticket takers. No tickets are provided by the MSHSAA up to the finals.
9. Assigning seating, dressing rooms to teams, and to 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.) No lodging shall be charged unless PRIOR approval is obtained from the MSHSAA Office.
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.
 - a Any manager's fee shall be paid from the host's share. It is not an allowable expense.
 - b. Hospitality room expense 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 sectional through semifinal contests.

B. **PASSES.**

1. In the regional, sectional, 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 T.V. 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. (Refer to Section 4, item A5, p. 10).
4. Board of Director's 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.)

C. GAME MANAGEMENT STAFF.

1. Arrange for competent sideline officials (announcer, timer, chain 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.

D. 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.

E. 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 must provide two balls of its own for the game. The Rawlings ST5B is the official ball.

F. OFFICIALS.

1. All game officials (Regional through Finals) will be selected by the MSHSAA Office.
2. Officials' decisions shall be final.
3. TIE GAMES: ALL varsity high school games (regular season and play off 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.

G. AWARDS.

1. Team awards will be sent to each regional/sectional and semifinal manager to be awarded at the game.
2. Each district winner will receive a plaque prior to the start of the regional, sectional, or quarterfinal game.
3. Each semifinal loser will receive a trophy at the conclusion of the game.
4. Trophies will be awarded to the first and second place teams in each class at the Show-Me Bowl. Individual players and two coach's medal awards will also be awarded to the first and second place teams in each class.

H. 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 contest shall begin after all participants have arrived.

*A contest should continue after it has started.

In both cases, the manager will be concerned only with playing conditions, i.e., weather, facilities, equipment, and/or crowd control.

*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.

*The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control.

The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.

*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.

SECTION 7: MEDIA INFORMATION

- A. **PLAYOFF PRESS PASSES:** Members of the media who need working passes for District, Regional, Sectional or Quarterfinal contests should contact the site manager of the playoff site at least 24 hours before the game he or 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 in team bench areas during competition. Flash photography is permitted in all sports except basketball, 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 Rick Kindhart at the MSHSAA Office.
- C. **RESULTS:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District Championship, or playoff game to: (in order of priority)
1. The MSHSAA results line (573) 875-1112;
 2. Associated Press (800) 852-3590;
 3. Local television stations;
 4. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA results line a high priority after the game has concluded.
- It is vital that all site managers make reporting final results to the MSHSAA results line a high priority after the game has concluded.**

- D. **PLAYOFF RADIO BROADCASTS:** Permission to conduct a live or delayed radio broadcast from Regional through Semifinal contests should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the

site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all playoff game radio broadcasts:

1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin;
3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (alcohol, tobacco, lottery/gaming or political advertisements);
4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;
5. Stations are required to run or read the 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 rights 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 Radio broadcasts at MSHSAA District, Regional, Sectional or Quarterfinal contests. A \$25.00 fee will be assessed for all Semifinal Radio broadcasts.

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

1. A specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA-produced 30-second television spots during each game;
3. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
4. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast): Commercial "Over-The-Air" TV Stations: \$125 for Regional, Sectional and Quarterfinal games, \$200 for Semifinal games and \$300 for State Championship games; Commercial Cable Stations: \$100 for Regional, Sectional and Quarterfinal games, \$150 for Semifinal games and \$200 for State Championship games; Cable Access Stations: \$25 for District games, \$50 for Regional, Sectional and Quarterfinal games, \$75 for Semifinal games and \$100 for State Championship games.

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

G. **CHAMPIONSHIP PRESS PASSES:** Members of the media seeking working passes for the final site and MSHSAA Championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA web site (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 Championship (state-level credentials).

H. **CHAMPIONSHIP RADIO BROADCASTS:** The same regulations as Item D above apply to all Semifinal and Championship game broadcasts. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.

SECTION 8: POINTS OF EMPHASIS

- A. **TEAM BENCHES** for regional through semifinal contests. 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. The request for special arrangements shall be made at least 48 hours in advance.
- B. **BANDS.** During the contest, bands are to play and noisemakers are to be used only during 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"). 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 closest to the band. After a touchdown, field goal, extra point, or safety, the band may play the school fight song, etc. The band must stop playing prior to the next play.
- C. **STAR SPANGLED BANNER.** If played, it shall be completed prior to the required coin toss (3 minutes prior to kickoff) and the area between the 40 yard lines must be vacated by all non-toss participants at the same time.
- D. **COIN TOSS - ALL GAMES.** The head coach and captain(s) shall attend the actual or simulated coin toss at the three minute mark. This does not preclude having an early toss.
- E. **FINANCIAL GUIDELINES.** Please note receipts are to accompany expenses listed for meals and lodging as listed in Section 5.
- F. **SANCTIONS:** Any time a MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA office at least 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. MSHSAA By-Law 311.
If an event requires NFHS sanctioning approval the sanctioning processing fee is \$100. The late fee for any application that arrives in the NFHS office 15-59 calendar days prior to the event will \$50 for a total of \$150. If the application arrives in the NFHS Office less than 15 calendar days prior to the event, the late fee will be **\$150 plus a \$50 penalty for not forwarding the final list of actual entries for a total application fee of \$300. Payment should be made payable to the NFHS and included with the NFHS Sanction Application and forwarded directly to MSHSAA.**
- G. **CELL PHONES:** Due to the capability of modern cellular phones to take photos and the possibility of an inadvertent use of this capability to capture inappropriate images, the MSHSAA Board of Directors has established a no cell phone use policy. Preserving the privacy of all high school students while they are in the dressing and locker room facilities of this venue is important to the host school and the member schools of the MSHSAA. Thank you for your cooperation.
- H. **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 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.
- I. **QUARTERS OF PARTICIPATION:** MSHSAA By-Law 351 was amended by revising the way quarters of participation in kicking downs are now to be counted for play by counting kicking only downs within a game as only 1 quarter of participation.
- J. **HEAD COACH:** The MSHSAA Board of Directors at the January, 2005 Board Meeting upon the recommendation of the Football Advisory Committee took action mandating the head coach of each team be required to attend the coaches meeting prior to the football championships due to the nature of material covered and responsibilities of head coach prior to, during and after the game.

- K. **POLICY ON DRUGS, MEDICINE, AND FOOD SUPPLEMENTS:** The Board of Directors in April of 1999 adopted the following policy on the use of drugs, medicine, and food supplements. There is growing concern of the inappropriate use and distribution of supplements to "enhance performances." With concern and the responsibility to have our student athletes always participate and practice in a safe environment, school coaches and any other school personnel should never supply, recommend or permit the use of supplements for any performance enhancing purposes.
 "School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district.
 Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
 In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes."
- L. **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.
- M. **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 and it is recommended for all other games also.

MSHSAA VIDEO TAPING POLICY

- A. **Videotaping/Filming by Spectators:**
1. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
 2. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
 3. The contest and/or tournament site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed.)
 4. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
 5. Spectators may use equipment only in the spectator seating area.
 6. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
 7. Violation of these standards may result in the removal of the offender(s) from the premises.
- B. **Videotaping/Filming by School Representatives:**
1. A school representative may videotape/film a regular season or district contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific NFHS Rule Book restrictions for each sport.
 2. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
 3. Videotaping/filming of an MSHSAA sponsored contest and/or tournament by personnel from one or more of the actual participating schools is permitted provided prior arrangements are made with the event manager, and it is done at the expense of the school. A maximum of one individual per school is permitted to videotape/film unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
 4. An official school representative may videotape a district or state playoff series even involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his or her sole power source. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.
- C. **PROTESTS:** Videotape/film shall not be used for the purpose of protesting a contest.

2008 & 2009 DISTRICT ASSIGNMENTS

8 MAN FOOTBALL

DISTRICT 1

Chairman: Brian Wood, Miami
Chilhowee (Mid States)
Hardin Central (Indep)
Heartland (Indep)
Miami (Indep)
Norborne (Indep)

DISTRICT 2

Chairman: Danny Maggart, St. Joseph Christian
DeKalb (Platte Valley)
Southwest Ludlow (Platte Valley)
Stewartsville (Platte Valley)
St. Joseph Christian (Indep)
Union Star (Platte Valley)

DISTRICT 3

Chairman: Ted Quinlin, South Holt
Craig (275)
Mound City (275)
Nodaway Holt (275)
South Holt (275)
West Nodaway (275)

DISTRICT 4

Chairman: Greg Dias, Stanberry
North Andrew (Platte Valley)
North Nodaway (275)
South Nodaway (Platte Valley)
Stanberry (275)
Worth County (275)

CLASS 1 FOOTBALL

DISTRICT 1

Chairman: Bruce Valleroy, St. Vincent
Chaffee (SEMO South)
Hayti (SEMO South)
Portageville (SEMO South)
St. Vincent (MAFC Blue)

DISTRICT 2

Chairman: Sheila Meny, Van Far
Louisiana (Clarence Cannon)
Paris (Lewis Clark)
Valle Catholic (MAFC Blue)
Van Far (EMO)

DISTRICT 3

Chairman: Cliff Hawkins, Thayer
Cabool (South Central)
Marionville (Mid-Lakes)
Miller (SRVC)
Thayer (South Central)

DISTRICT 4

Chairman: Phil Lewis, Sarcoxie
Jasper (SRVC)
Lockwood (SRVC)
McAuley (Indep)
Sarcoxie (SRVC)

DISTRICT 5

Chairman: Terry Mayfield, Rich Hill
Greenfield (SRVC)
Liberal (SRVC)
Osceola (WEMO)
Rich Hill (WEMO)

DISTRICT 6

Chairman: Jerry Braschler, Drexel
Adrian (WEMO)
Appleton City (WEMO)
Archie (WEMO)
Drexel (WEMO)

DISTRICT 7

Chairman: Damon Paul, University Acad. Charter
Crest Ridge (I-70)
Lone Jack (Crossroads)
Midway (WEMO)
University Acad. Charter (Indep)

DISTRICT 8

Chairman: Ellen Allee, Tipton
Northwest (Hughesville) (Indep)
Sacred Heart (Indep)
Sweet Springs (I-70)
Tipton (Mid-MO)

DISTRICT 9

Chairman: Kelly Odneal, Westran
Fayette (Lewis/Clark)
Salisbury (Lewis/Clark)
Slater (Lewis/Clark)
Westran (Lewis/Clark)

DISTRICT 10

Chairman: Todd Shannon, Wellington-Napoleon
Concordia (I-70)
Santa Fe (I-70)
St. Paul Lutheran (I-70)
Wellington-Napoleon (I-70)

DISTRICT 11

Chairman: Kevin Miles, Putnam County
Marceline (Lewis/Clark)
Milan (Tri-Rivers)
Princeton (Grand River)
Putnam County (Tri-Rivers)

DISTRICT 12

Chairman: Kevin Gundy, Scotland County
Knox County (Tri Rivers)
North Shelby (Tri-Rivers)
Schuyler County (Tri-Rivers)
Scotland County (Tri-Rivers)

DISTRICT 13

Chairman: Randy Florence, Wentworth Mil. Acad.
Braymer (Indep)
Orrick (I-70)
St. Mary's (Indep) (Crossroads)
Wentworth Military Acad. (Indep)

DISTRICT 14

Chairman: Chris Johnson, Polo
Gallatin (Grand River)
Maysville (Grand River)
Penney (Grand River)
Polo (Grand River)

DISTRICT 15

Chairman: Brad Basel, West Platte
East Buchanan (KCI)
Mid-Buchanan (KCI)
North Platte (KCI)
West Platte (KCI)

DISTRICT 16

Chairman: Lee Rucker, Tarkio
Albany (Grand River)
King City (Grand River)
Rock Port (Indep)
Tarkio (Grand River)

CLASS 2 FOOTBALL

DISTRICT 1

Chairman: Ron Golden, Malden
Caruthersville (SEMO Central)
Charleston (SEMO-Central)
East Prairie (SEMO-South)
Malden (SEMO-South)

DISTRICT 2

Chairman: Barb Charboneau, St. Pius X (Festus)
Crystal City (MAFC-Blue)
Grandview: Hillsboro (MAFC-Blue)
Scott City (SEMO-South)
St. Pius X: Festus (MAFC-Blue)

DISTRICT 3

Chairman: Jana Haywood, Transportation & Law
Carnahan (PHL Div II)
Cleveland NJROTC (PHL Div II)
Maplewood Richmond Heights (MAFC-Blue)
Transportation & Law (PHL Div II)

DISTRICT 4

Chairman: Brad Warrick, Principia
Brentwood (Indep)
Clopton (EMO)
Orchard Farm (EMO)
Principia (ABC)

DISTRICT 5

Chairman: Richard Lagemann, Wright City
Centralia (Clarence Cannon)
Hermann (Four Rivers)
Montgomery County (EMO)
Wright City (EMO)

DISTRICT 6

Chairman: Pat Lacy, Southern Boone
Blair Oaks (Tri-County)
Hallsville (Mid-MO)
South Callaway (Mid-MO)
Southern Boone (Mid-MO)

DISTRICT 7

Chairman: Tim Maddox, South Shelby
Mark Twain (Clarence Cannon)
Monroe City (Clarence Cannon)
Palmyra (Clarence Cannon)
South Shelby (Clarence Cannon)

DISTRICT 8

Chairman: Daniel Liebhart, Macon
Brookfield (Tri-Rivers)
Clark County (Tri-Rivers)
Highland (Clarence Cannon)
Macon (Clarence Cannon)

DISTRICT 9

Chairman: Brent Colley, Willow Springs
Cuba (Indep)
Houston (South Central)
Liberty: Mountain View (South Central)
Willow Springs (South Central)

DISTRICT 10

Chairman: Mike Wilson, Strafford
Ash Grove (Mid-Lakes)
Fair Grove (Mid-Lakes)
Pleasant Hope (Mid-Lakes)
Strafford (Mid-Lakes)

DISTRICT 11

Chairman: Mike Kenney, Stockton
Diamond (SRVC)
Lamar (Big 8)
Pierce City (SRVC)
Stockton (Mid-Lakes)

DISTRICT 12

Chairman: Loren Burke, Warsaw
Cole Camp (Indep)
Eldorado Springs (Indep)
Skyline (Mid-Lakes)
Warsaw (Tri-County)

DISTRICT 13

Chairman: Jeanette Lawson, Windsor
Butler (Indep)
Hogan Prep (Indep)
Sherwood (Crossroads)
Windsor (I-70)

DISTRICT 14

Chairman: Marlin Roach, Lexington
Carrollton (MRVC East)
Knob Noster (MRVC East)
Lafayette County (MRVC East)
Lexington (MRVC East)

DISTRICT 15

Chairman: Greg Stahl, Plattsburg
Lathrop (KCI)
Lawson (KCI)
Plattsburg (KCI)
Van Horn (Indep)

DISTRICT 16

Chairman: Kris Ockenfels, Trenton
Bishop LeBlond (Indep)
Maryville (MEC)
South Harrison (Grand River)
Trenton (Indep)

CLASS 3 FOOTBALL

DISTRICT 1

Chairman: Jeff Steffens, Perryville
Central: New Madrid Co. (SEMO Central)
Dexter (SEMO Central)
Kennett (SEMO-Central)
Perryville (MAFC-White)

DISTRICT 2

Chairman: Bob Stolzer, Ste. Genevieve
Central: Park Hills (MAFC-White)
Fredericktown (MAFC-White)
Potosi (MAFC-White)
Ste. Genevieve (MAFC-White)

DISTRICT 3

Chairman: Joseph Genoni, Priory
Herculaneum (MAFC White)
John F. Kennedy (AAA)
Lutheran South (ABC)
Priory (ABC)

DISTRICT 4

Chairman: Hamid Azimiaraghi, Soldan
Cardinal Ritter (AAA)
E. H. Lyle Charter (Indep)
Miller Career Acad. (PHL Div I)
Soldan (PHL Div II)

DISTRICT 5

Chairman: Vince Drake (Trinity Catholic (AAA)
John Burroughs (ABC)
Lutheran North (ABC)
McCluer South-Berkeley (Sub-East)
Trinity Catholic (AAA)

DISTRICT 6

Chairman: Scott Harris, Winfield
Bowling Green (EMO)
Borgia (Indep)
Lutheran (St. Peters) (AAA)
Winfield (EMO)

DISTRICT 7

Chairman: Jeff Hermann, Sullivan
Owensville (Four Rivers)
Salem (South Central)
St. James (Four Rivers)
Sullivan (Four Rivers)

DISTRICT 8

Chairman: Terry Metcalf, No. Callaway
Fulton (NCCMC)
Mexico (NCCMC)
Missouri Military Acad. (Indep)
North Callaway (Mid-MO)

DISTRICT 9

Chairman: Kent Chamberlain, Versailles
California (Tri-County)
Eldon (Tri-County)
Osage (Tri-County)
Versailles (Tri-County)

DISTRICT 10

Chairman: Tim Murphy, Mountain Grove
Ava (South Central)
Buffalo (Central Ozark S)
Logan-Rogersville (Central Ozark S)
Mountain Grove (South Central)

DISTRICT 11

Chairman: Sam Wutke, Springfield Catholic
Aurora (Big 8)
Mt. Vernon (Big 8)
Reeds Spring (Central Ozark S)
Springfield Catholic (Central Ozark S)

DISTRICT 12

Chairman: John Whitehead, Seneca
Cassville (Big 8)
East Newton (Big 8)
Monett (Big 8)
Seneca (Big 8)

DISTRICT 13

Chairman: Bob Glasgow, Oak Grove
Clinton (West Central)
Holden (MRVC East)
Pleasant Hill (MRVC West)
Oak Grove (MRVC West)

DISTRICT 14

Chairman: Jeff Southwick, Richmond
Boonville (NCCMC)
Moberly (NCCMC)
Odessa (MRVC West)
Richmond (MRVC East)

DISTRICT 15

Chairman: Rick Byers, St. Pius X: (KC)
Lincoln College Prep (ILKC)
Pembroke Hill (Indep)
O Hara (West Central)
St. Pius X: Kansas City (West Central)

DISTRICT 16

Chairman: Chris Wohlford, Smithville
Cameron (MEC)
Chillicothe (MEC)
Savannah (MEC)
Smithville (MEC)

CLASS 4 FOOTBALL

DISTRICT 1

Chairman: Greg Simpkins, West Plains
Farmington (SEMO-North)
Poplar Bluff (SEMO-North)
Sikeston (SEMO-North)
West Plains (Ozark)

DISTRICT 2

Chairman: Mike Rickermann, Windsor:Imperial
DeSoto (MAFC-Red)
Festus (MAFC-Red)
North County: Bonne Terre (MAFC-Red)
Windsor:Imperial (MAFC Red)

DISTRICT 3

Chairman: Mark Hacker, St. Mary's (St. L)
Affton (Sub-East)
Bishop DuBourg (AAA)
Ladue Horton Watkins (Sub-East)
St. Mary's (St.L) (AAA)

DISTRICT 4

Chairman: Keith Northway, Vashon
Beaumont (PHL Div I)
Gateway (PHL Div I)
Sumner (PHL Div I)
Vashon (PHL Div I)

DISTRICT 5

Chairman: Kim Loomis, University City
Clayton (Sub-East)
Jennings (Sub-East)
Normandy (Sub-East)
University City (Sub-South)

DISTRICT 6

Chairman: Alan Miller, Westminster Christian
Duchesne (GAC North)
MICDS (GAC North)
St. Charles (GAC North)
Westminster Christian (Indep)

DISTRICT 7

Chairman: Corey Hahn, Warren County
Ft. Zumwalt East (GAC North)
St. Charles West (GAC-North)
St. Dominic (AAA)
Warren County (GAC North)

DISTRICT 8

Chairman: Scott Latham, Marshall
Hannibal (NCCMC)
Helias (Indep)
Kirksville (NCCMC)
Marshall (NCCMC)

DISTRICT 9

Chairman: David Eads, Union
Hillsboro (MAFC-Red)
Pacific (Four Rivers)
St. Clair (Four Rivers)
Union (Four Rivers)

DISTRICT 10

Chairman: Jeff Staley, Willard
Bolivar (Central Ozark S)
Hillcrest (Ozark)
Marshfield (Central Ozark S)
Willard (Central Ozark L)

DISTRICT 11

Chairman: Tony Barry, Republic
Branson (Central Ozark L)
McDonald County (Indep)
Neosho (Central Ozark L)
Republic (Central Ozark L)

DISTRICT 12

Chairman: John Roderique, Webb City
Carl Junction (Big 8)
Carthage (Central Ozark L)
Nevada (Indep)
Webb City (Central Ozark L)

DISTRICT 13

Chairman: Keith Chapman, Warrensburg
Grain Valley (MRVC West)
Harrisonville (MRVC West)
Smith-Cotton (West Central)
Warrensburg (West Central)

DISTRICT 14

Chairman: Mark Simpson, Ruskin
Center (West Central)
Grandview (Sub-Blue)
Hickman Mills (Sub-Blue)
Ruskin (Sub-Blue)

DISTRICT 15

Chairman: Wanda Comeaux, Westport
Central: KC (ILKC)
Platte County (Sub-Blue)
Staley (Sub-Blue)
Westport (ILKC)

DISTRICT 16

Chairman: Russell Book, Lafayette
Benton (MEC)
Excelsior Springs (MRVC West)
Kearney (Sub-Blue)
Lafayette (SJ) (MEC)

CLASS 5 FOOTBALL

DISTRICT 1

Chairman: Todd Zell, Rockwood Summit
Central (Capr Gir.) (Semo-North)
Eureka (Sub-South)
Jackson (SEMO-North)
Rockwood Summit (Sub-South)

DISTRICT 2

Chairman: Jerry Collins, Webster Groves
Chaminade (Metro Cath)
Roosevelt (PHL Div I)
Vianney (Metro Cath)
Webster Groves (Sub-South)

DISTRICT 3

Chairman: Brian Kessler, Parkway West
Kirkwood (Sub-West)
Parkway Central (Sub-South)
Parkway North (Sub-South)
Parkway West (Sub-South)

DISTRICT 4

Chairman: Bob Hebrank, Pattonville
Ft. Zumwalt North (GAC North)
Hazelwood East (Sub-North)
McCluer (Sub-North)
Pattonville (Sub-North)

DISTRICT 5

Chairman: Bill Deckelman, Washington
Ft. Zumwalt South (GAC South)
Holt (GAC South)
Timberland (GAC North)
Washington (GAC North)

DISTRICT 6

Chairman: Josh Scott, Waynesville
Camdenton (Ozark)
Lebanon (Ozark)
Rolla (Ozark)
Waynesville (Ozark)

DISTRICT 7

Chairman: Phil Montgomery, Ozark
Glendale (Ozark)
Kickapoo (Ozark)
Nixa (Central Ozark L)
Ozark (Central Ozark L)
Parkview (Ozark)

DISTRICT 8

Chairman: Tom Kruse, Raymore-Peculiar
Belton (Sub-White)
Central (Springfield) (Indep)
Lee's Summit West (Sub-White)
Raymore-Peculiar (Sub-Gold)

DISTRICT 9

Chairman: Eric Holm, Truman
Northeast Law & Pub. Serv. (ILKC)
Raytown (Sub-White)
Raytown South (Sub-White)
Truman (Sub-Red)

DISTRICT 10

Chairman: Jeff Rich, Winnetonka
Ft. Osage (Sub-White)
North Kansas City (Sub-White)
William Chrisman (Sub-Red)
Winnetonka (Sub-Red)

DISTRICT 11

Chairman: John Sedler, Park Hill South
Central (St.J) (Sub-Gold)
Oak Park (Sub-Red)
Park Hill (Sub-Red)
Park Hill South (Sub-Red)

CLASS 6 FOOTBALL

DISTRICT 1

Chairman: Kevin Bowers, Seckman
Fox (MAFC-Red)
Northwest (Cedar Hill) (Sub-West)
Oakville (Sub-West)
Seckman (MAFC Red)

DISTRICT 2

Chairman: Dick Wehner, St. Louis University High
Lindbergh (Sub-West)
Mehlville (Sub-West)
Ritenour (Sub-North)
St. Louis University (Metro Cath)

DISTRICT 3

Chairman: Charles Allison, Parkway South
Christian Brothers (Metro Cath)
Lafayette (Sub-West)
Marquette (Sub-West)
Parkway South (Sub-West)

DISTRICT 4

Chairman: Mike Walters, Riverview Gardens
Hazelwood Central (Sub-North)
Hazelwood West (Sub-North)
McCluer North (Sub-North)
Riverview Gardens (Sub-North)

DISTRICT 5

Chairman: Mike James, Francis Howell North
DeSmet (Metro Cath)
Francis Howell (GAC-South)
Francis Howell Central (GAC-South)
Francis Howell North (GAC-South)

DISTRICT 6

Chairman: Jason Smith, Troy Buchanan
Ft. Zumwalt West (GAC-South)
Hickman (Indep)
Jefferson City (Indep)
Troy Buchanan (GAC South)

DISTRICT 7

Chairman: Pete Campbell, Rockhurst
Joplin (Ozark)
Lee's Summit (Sub-Gold)
Lee's Summit North (Sub-Gold)
Rockhurst (Indep)

DISTRICT 8

Chairman: Jennifer Mast, Rock Bridge
Blue Springs (Sub-Gold)
Blue Springs South (Sub-Gold)
Liberty (Sub-Gold)
Rock Bridge (Indep)

Complete 2008 Football Championship Brackets may be found on the MSHSAA Web Site

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