

# Volleyball Manual 2008-2009

**MSHSAA**  
Missouri State High School Activities Association

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

1 N. Keene St.  
P. O. BOX 1328  
Columbia, MO 65205  
Telephone: (573) 875-4880 - Fax: (573) 875-1450  
Email: email@mshsaa.org - Web site: www.mshsaa.org

## EXECUTIVE STAFF

Dr. Kerwin Urhahn, Executive Director  
George 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  
Jason West, Communications Director  
Craig Long, Chief Financial Officer  
Janie Barck, Administrative Assistant

\* Indicates MSHSAA contact person for volleyball

## TABLE OF CONTENTS

|  |         |
|--|---------|
| PURPOSE AND PHILOSOPHY .....                         | PAGE 3  |
| SECTION 1: USING THIS MANUAL .....                   | PAGE 3  |
| SECTION 2: CHAMPIONSHIP SCHEDULE .....               | PAGE 4  |
| SECTION 3: ENTRY PROCEDURE.....                      | PAGE 6  |
| SECTION 4: TERMS & CONDITIONS .....                  | PAGE 7  |
| SECTION 5: FINANCIAL INFORMATION.....                | PAGE 10 |
| SECTION 6: INSTRUCTIONS FOR MANAGERS.....            | PAGE 11 |
| SECTION 7: MEDIA INFORMATION .....                   | PAGE 18 |
| SECTION 8: POINTS OF EMPHASIS.....                   | PAGE 19 |
| SECTION 9: VIDEOTAPING POLICY .....                  | PAGE 22 |
| APPENDIX A: MSHSAA PROTEST PROCEDURE .....           | PAGE 22 |
| APPENDIX B: SECTIONAL TOURNAMENT BRACKET.....        | PAGE 24 |
| APPENDIX C: SAMPLE BRACKETS.....                     | PAGE 25 |
| APPENDIX D: SITE SELECTION PROCESS .....             | PAGE 27 |
| APPENDIX E: BOARD POLICY ON PLAYER LIMITATIONS ..... | PAGE 28 |
| INDEX .....  | PAGE 30 |

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

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VOLLEYBALL ADVISORY COMMITTEE

**SOUTH CENTRAL DISTRICT (2010)**

Dwayne Clingman  
Owensville HS  
Phone: (573) 437-2174

**SOUTHWEST DISTRICT (2011)**

Tammy Miller  
Logan-Rogersville HS  
Phone: (417) 753-2813

**NORTHEAST DISTRICT (2008)**

Stephanie Whitehead  
Fulton HS  
Phone: (573) 642-6806

**CENTRAL DISTRICT (2009)**

Stacey Thomas  
Santa Fe HS  
Phone: (660) 674-2236

**EX-OFFICIO MEMBER**

President of MHSVCA  
Ken Corum  
Oak Park HS  
Phone: (816) 413-5300

*All terms expire in July of year indicated*

**KANSAS CITY DISTRICT (2010)**

TBA

Phone:

**SOUTHEAST DISTRICT (2011)**

Kris VanDeven  
Dexter High School  
Phone: (573) 614-1031

**NORTHWEST DISTRICT (2008)**

Kayla Schoonover  
Mound City HS  
Phone: (660) 442-5429

**ST. LOUIS DISTRICT (2009)**

Susan Dean  
Parkway West HS  
Phone: (314) 415-7500

**EX-OFFICIO MEMBER**

State Tournament  
Officials Coord.  
Cathy Viets  
Mora, MO  
Phone: (573) 377-2787

## 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 commentary on incidental information 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 its primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport, and to evaluate and compare the best 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 COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches, and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill this respect in 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 role contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to 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 should read the instructions in this manual carefully. Also, check the [MSHSAA website](#) and make note of all deadline dates for submitting entry forms which relate to volleyball. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office, 1 N. Keene St., P.O. Box 1328, Columbia, Missouri 65205. Phone No.: 573/875-4880. FAX No.: 573/875-1450.

## SECTION 2: CHAMPIONSHIP SCHEDULE

- A. **DISTRICT ASSIGNMENTS:** District assignments, listing host sites and local managers will be published on the MSHSAA website early in the season.
- B. **SCORING FORMAT:** The scoring format to be used for 2008-09 district and state series competition will be: two out of three games rally scored to 25 points, with no point caps.
- C. **DISTRICT TOURNAMENTS:** The tournament series consists of sixteen district tournaments in each class scheduled to be played during the week of October 27-30. All District tournaments will end Thursday, October 30, 2008
- D. **SECTIONAL TOURNAMENTS:** Matches will be held at four sites in each class on Saturday, November 1, 2008. (See bracket in Appendix B) Time Schedule and Pairings for Sectional Tournaments:

| <u>Site</u>  | <u>Match-Up</u>    | <u>Time</u> |
|--------------|--------------------|-------------|
| Sectional #1 | District 1 vs. 3   | 3:00 p.m.   |
|              | District 4 vs. 2   | 4:30 p.m.   |
| Sectional #2 | District 5 vs. 7   | 3:00 p.m.   |
|              | District 8 vs. 6   | 4:30 p.m.   |
| Sectional #3 | District 9 vs. 11  | 3:00 p.m.   |
|              | District 12 vs. 10 | 4:30 p.m.   |
| Sectional #4 | District 13 vs. 15 | 3:00 p.m.   |
|              | District 16 vs. 14 | 4:30 p.m.   |

**BREAK BEFORE FINAL:** Following the second semi-final match, both coaches shall meet with host administration to determine the length of the intermission period. There shall be an intermission of thirty minutes between the second and third matches in addition to the 6-6 warm-up, unless participating coaches mutually agree to a lesser time. Host administration may need a period of time (to be included within the thirty minute intermission) for court cleaning, etc.; however, following this maintenance period (if necessary) each team may use only their half of the court for stretching and ball-handling. The full court may not be used by either team until the pre-match warm-up period begins.

- E. **STATE TOURNAMENT:** Four teams from each class will advance to the state tournament to be held at the Municipal Auditorium in Kansas City and will take place on Friday and Saturday, November 7-8, 2008.
- F. **STATE TOURNAMENT TIME SCHEDULE AND PAIRINGS:** Please note that matches may start later than the time listed below depending on play.

### Friday, November 7, 2008

| <u>Session</u> | <u>Time</u> | <u>Class</u>    | <u>Court 1</u> | <u>Court 2</u> |
|----------------|-------------|-----------------|----------------|----------------|
| 1              | 8:57 a.m.   | National Anthem |                |                |
|                | 9:00 a.m.   | Class 1         | 1 vs. 3        | 4 vs. 2        |
|                | 10:00 a.m.  | Class 2         | 1 vs. 3        | 4 vs. 2        |
|                | 11:00 a.m.  | Class 1         | 1 vs. 2        | 3 vs. 4        |
|                | 12:00 noon  | Class 2         | 1 vs. 2        | 3 vs. 4        |
|                | 1:00 p.m.   | Class 1         | 1 vs. 4        | 2 vs. 3        |
|                | 2:00 p.m.   | Class 2         | 1 vs. 4        | 2 vs. 3        |

|   |           |                 |         |         |
|---|-----------|-----------------|---------|---------|
| 2 | 3:57 p.m. | National Anthem |         |         |
|   | 4:00 p.m. | Class 3         | 1 vs. 3 | 4 vs. 2 |
|   | 5:00 p.m. | Class 4         | 1 vs. 3 | 4 vs. 2 |
|   | 6:00 p.m. | Class 3         | 1 vs. 2 | 3 vs. 4 |
|   | 7:00 p.m. | Class 4         | 1 vs. 2 | 3 vs. 4 |
|   | 8:00 p.m. | Class 3         | 1 vs. 4 | 2 vs. 3 |
|   | 9:00 p.m. | Class 4         | 1 vs. 4 | 2 vs. 3 |

**Saturday, November 8, 2008**

| <u>Session</u> | <u>Time</u> | <u>Class</u>    | <u>Location</u> | <u>Match</u> |
|----------------|-------------|-----------------|-----------------|--------------|
| 3              | 8:57 a.m.   | National Anthem |                 |              |
|                | 9:00 a.m.   | Class 1         | Court 1         | Third Place  |
|                | 10:30 a.m.  | Class 2         | Court 1         | Third Place  |
|                | 12:00 noon  | Class 1         | Court 1         | Championship |
|                | 1:30 p.m.   | Class 2         | Court 1         | Championship |
| 4              | 3:57 p.m.   | National Anthem |                 |              |
|                | 4:00 p.m.   | Class 3         | Court 1         | Championship |
|                | 5:30 p.m.   | Class 4         | Court 1         | Championship |
|                | 7:00 p.m.   | Class 3         | Court 1         | Third Place  |
|                | 8:30 p.m.   | Class 4         | Court 1         | Third Place  |

G. **ROUND ROBIN SEMIFINAL ROUNDS (FRIDAY):** The semifinal round of the state tournament will consist of three rounds of two-game matches to determine the teams that qualify to play in the championship match. Each of the four sectional winners will play 6 games (two vs. each team) in the semifinal round. Placement into the final bracket will be determined by the won/loss records.

H. **ROUND ROBIN SEMIFINAL TIE-BREAKING PROCEDURES:**

1. Breaking a win/loss record tie within the final match(es) (i.e. tie between seeds 1 and 2 OR tie between seeds 3 and 4) Use procedures 1a-1d in order; stop after the step that breaks the tie:
  - a) Head to head competition
  - b) Point differential for games between those two teams only
  - c) Total point differential for those two teams
  - d) Random draw or coin toss
2. Breaking a three-way win/loss record tie (i.e. tie between seed 1, 2, and 3 OR tie between 2, 3, and 4): Total point differential is used to determine seed #1 in the first example or seed #4 in the second example if possible; that team is then moved onto the final bracket (as seed 1 or seed 4, respectively). If two tied teams remain (seeds 2 and 3), move to procedure 3 to break this tie. If there is a three-way tie in total point differential or if there is a two-way tie in total point differential for seeds 1 and 2 or 3 and 4, three 25-point games will be played to break the tie, after which the win/loss records (out of 2) will be considered first. If a tie still remains, then step 2 will be started again.
3. Breaking a win/loss record tie to determine the second team to play in a final match (Championship or Third Place) (i.e. tie between seeds 2 and 3 only) Use procedures 3a-3b in order; stop after the step that breaks the tie:
  - a) Head to head competition
  - b) If the two teams split during pool play, then a tie still remains and one 25-point game will be played. Neither point differential between the two teams nor total point differential will be considered.

EXAMPLE:            Round I            Round II            Round III  
 (2-Game Match)    A vs B            A vs C            A vs D  
                              D vs C            B vs D            C vs B

| Team   | Team A                | Team B                | Team C                | Team D                | w | L | Total Point Differential | Place          |
|--------|-----------------------|-----------------------|-----------------------|-----------------------|---|---|--------------------------|----------------|
| Team A | X                     | 25-23<br>25-17<br>+10 | 25-19<br>25-20<br>+11 | 15-25<br>28-30<br>-12 | 4 | 2 | +9                       | 2<br>(step 3a) |
| Team B | 23-25<br>17-25<br>-10 | X                     | 21-25<br>21-25<br>-8  | 12-25<br>18-25<br>-20 | 0 | 6 | -38                      | 4              |
| Team C | 19-25<br>20-25<br>-11 | 25-21<br>25-21<br>+8  | X                     | 26-24<br>26-24<br>+4  | 4 | 2 | +1                       | 3<br>(step 3a) |
| Team D | 25-15<br>20-28<br>+12 | 25-12<br>25-18<br>+20 | 24-26<br>24-26<br>-4  | X                     | 4 | 2 | +28                      | 1<br>(step 2)  |

- I. **FINALS MATCHES (SATURDAY):** Regulation final matches (2 out of 3) will be played for third place matches and championship matches on Saturday.
- J. **COACHES MEETING:** Head coaches of qualifying schools are asked to attend the state coaches meeting on Thursday, November 6, 2008 in the Municipal Auditorium. See the sectional winners packet for more information.
- K. **ONE-DAY FORMAT IF NEEDED:** In case of an emergency which prevents a two-day state volleyball tournament, the pool-play standings of a one-day format will be used to determine the top four places.

### SECTION 3: ENTRY PROCEDURE

- A. **SPORTS REGISTRATION FEE:** Schools which submitted the Tournament Registration Fee for volleyball have been assigned to a District Volleyball Tournament.
- B. **MSHSAA BY-LAW PROVISIONS:** In order to enter students in the MSHSAA State Volleyball Championships Series, the following provisions must be met:
  - 1. A school must have employed a volleyball coach and offered instruction in volleyball as provided in MSHSAA By-Law 120.
  - 2. A school must meet all provisions of MSHSAA By-Law 312 concerning the number of matches which must be scheduled.
  - 3. In part, By-Law 312 indicates "No individual student shall be entered who has not represented her school in interscholastic competition in that sport during the season." In volleyball, as all sports, if a player is to be entered in the district tournament she shall have played in at least one regular season contest PRIOR to the district tournament.
- C. **ENTRY PROVISIONS:** Schools shall submit the required forms, completed properly and entirely, as described below. All required forms are available on the MSHSAA website under the volleyball area. Retrieval of some forms may require the coach to be logged in, by entering user name and password. The AD can arrange for log-in access for the head coach.
  - 1. **ENTRY FORMS:** The District Entry and Information Form shall be completed and either faxed or hand-

delivered to the tournament manager by 4:00 p.m. five calendar days prior to the meeting date to draw the district tournament bracket. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series.

2. **PASS LIST:** The District pass list shall be faxed or hand-delivered to the district manager by 4:00 p.m. five calendar days prior to the start of the district tournament.
3. **LATE ENTRIES:** Managers are allowed to accept late entries until the time the meeting to draw the district tournament bracket commences. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the meeting to draw the District tournament bracket begins. The district manager shall notify the MSHSAA regarding any late entries for the tournament.
4. **ACCURACY:** The Missouri State High School Activities Association strives to publish errorless Championship programs for all of its events. Since a majority of the information contained in Championship programs is submitted by coaches of qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications and complete records, results and statistics of participants and teams from the coaches. The MSHSAA Board of Directors has approved a fine process for all incomplete or illegible submissions for MSHSAA Championship programs. Schools that do not submit their program information forms to the MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense. In activities that require the electronic submission of program information, faxed or mailed copies of this information will not be accepted. Electronic reports must be submitted by the appropriate due date in the format and style included with the report instructions. It is the responsibility of the school to verify that the MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.
5. **ADDITIONS/SUBSTITUTIONS:**
  - a. **Prior to Districts:** The school may substitute, prior to their first match in districts, any athlete from its eligibility list to replace one listed on the roster section of the District Volleyball Entry and Information Form. Substitutions after their first game begins may be made only in case of illness verified by a physician. Any player who is thus replaced may not return to competition in the district tournament, but may return to competition during the sectional and/or state tournament provided her name has been added to the team roster prior to the first game of the state series tournament (see below). No additions may be made to the team roster after it is submitted for the district tournament, even if the number of names listed is less than the maximum of 14.
  - b. **After Districts but Prior to Sectionals:** A school may substitute or add to the team roster which was submitted for district play, prior to the start of the first match of the state tournament (sectional semi-finals). Any additions or substitutions shall be made in writing to the MSHSAA office and the sectional manager. No additions or substitutions can be made after the first match of the state tournament. Additions may only be made until the maximum roster limit of 14 is reached.
6. **OFFICIALS RECOMMENDATIONS:** All coaches are to complete the District Volleyball Officials Recommendation Form, available on the MSHSAA website under the volleyball area, and submit it to the district manager, via fax or hand-delivery no later than 4:00 p.m. on Monday of Week number 13 (Sept. 29, 2008).

#### SECTION 4: TERMS AND CONDITIONS

- A. **CLASSIFICATION:** The district, sectional and state volleyball tournaments will be administered under a two-year (2008-09 and 2009-10) classification. Based upon the total number of schools participating in the sport, schools shall be divided equally into four classes; Class 1, 2, 3 and 4. Lowest enrollment schools shall be Class 1 with the highest enrollment schools being Class 4. (Enrollment is based upon grades 9-12) **NOTE:** Due to the two-year classification assignments, no change in classes shall be made during the middle of the two-year assignments.
- B. **SPORT SEASON:** Only those schools participating in the fall girls volleyball season, as outlined in MSHSAA Athletic By-Laws will be eligible to enter a girls district volleyball tournament.
- C. **GAME RULES:** The current National Federation Volleyball Rules Book shall govern all competition except

where modified by the MSHSAA. MSHSAA By-Law 311 and Board policies regarding all tournaments shall be followed by volleyball tournament managers.

D. **PARTICIPATION IN DISTRICT TOURNAMENT:** Any team scheduled to play in the district tournament that does not appear as scheduled is subject to a forfeit and shall be responsible for paying the scheduled officials' fees.

E. **TOURNAMENT FORMAT:**

1. **SINGLE ELIMINATION:** Tournaments will be conducted as single elimination. There will be no third place matches at districts.
2. **BEST TWO-OUT-OF-THREE:** Tournament play shall consist of a best two-out-of-three regulation-game match and a match shall end when one team has won two games.
3. **WARM-UP:** For district tournaments, the time between matches shall be a maximum of 17 minutes, consisting of 5 minutes of shared stretching and ball handling followed immediately by the 12-minute warm-up (6-6; Receiving team, Serving team, serving time has been included in six minute warm-up). The clock and countdown shall not begin until the conclusion of the pre-match conference. The District tournament committee may lengthen this time allowance only if conditions warrant.
  - a. The 5-minute stretching and ball-handling period should start as soon as the court is available.
  - b. Each team is entitled to one half of the court for the 5-minute stretching and ball-handling period.
  - c. Each team will get the full court for six minutes to warm-up.
  - d. The team that will receive first will warm-up (full-court) first.
  - e. The serving team will warm-up (full-court) during the second six minutes.
  - f. The six minute warm-up for each team includes serving.
  - g. Back-to-back matches: See number 7 below.
  - h. If space permits, teams shall be allowed to warm-up during the match prior in a designated area of the host school's facility.
4. **WARM-UP BALLS:** Unless notified otherwise by the district and sectional managers, individual schools shall be responsible for providing their own volleyballs for warm-ups.
5. **HOME TEAM:** The top team on the bracket will be the home team. The bottom team on the bracket shall be the visiting team and shall call the toss for serve.
6. **MATCHES IN A DAY:** Unless some unusual scheduling problems arise, a team shall not be required to play more than two matches in one day.
7. **BREAK BEFORE FINALS:** When district semifinal and final matches are being played on the same date the two teams from the top half of the bracket shall play the first match, the two teams from the bottom half of the bracket shall play the second semifinal match. Following the second semi-final match, both coaches shall meet with host administration to determine the length of the intermission period. There shall be an intermission of thirty minutes between the second and third matches in addition to the 6-6 warm-up, unless participating coaches mutually agree to a lesser time. Host administration may need a period of time (to be included within the thirty minute intermission) for court cleaning, etc.; however, following this maintenance period (if necessary) each team may use only their half of the court for stretching and ball-handling. The full court may not be used by either team until the pre-match warm-up period begins.
8. **MAXIMUM PARTICIPANTS:** A maximum of 14 players may be on the roster and in uniform for tournament games. Boys may not play in the district, sectional, or state matches of the girls volleyball series.
9. **PRACTICE:** Visiting schools participating in the district or sectional rounds will not be allowed to practice at the tournament site prior to the start of the tournament.
10. **MUSIC:** Prerecorded music at the district and state series tournaments shall not be played by the individual schools in the playing/practice areas, but the host school may provide music for all schools if approved by the tournament committee.

- F. **TOURNAMENT SERIES PASSES:** The District Volleyball Passlist, available on the MSHSAA website in the volleyball area, will be used as a gate checklist. Names shall be placed on this form which must be submitted to the tournament manager as per the deadline date on the form.
1. **PRINTED PASSES:** Tournament managers may issue individual printed passes to participating schools for admission rather than using the checklist sheets if so desired. Each participating school shall be allowed twenty-four complimentary passes to be used for fourteen players, coaches, administrators, faculty supervisors, managers, and bus driver, if the school so desires.
  2. **CHEERLEADERS:** Varsity cheerleaders in uniform from each school shall be admitted free at each session in which their team participates (See District Passlist for instructions). All cheerleaders must arrive as a group with their coach for admittance; coach must be listed on the passlist.
  3. **MSHSAA LIFETIME PASSES:** Lifetime Passes issued to present and past Board and staff members and Appeals Committee members are to be honored for any MSHSAA event.
- G. **SPECTATOR RESTRICTIONS:** It is recommended that these guidelines be enforced during the regular season also.
1. Drums, musical instruments, and mechanical noisemakers are prohibited at all MSHSAA district, sectional and state volleyball tournaments.
  2. Megaphones may be used by cheerleaders only to direct instructions to their pep squad and/or fans, not as noisemakers. School bands may be approved by the committee if play is for the mutual entertainment of fans and does not favor any participating team.
  3. Because of problems resulting from the school display of banners and posters, all such banners and posters are prohibited at all MSHSAA volleyball tournaments with the exception of the school's official banner. The practice of tearing paper for use as confetti, the tearing down of an opposing school's banner, balloons, etc., shall be prevented by the school administrators or their representatives in charge of students from the school.
  4. Participating schools are responsible for eliminating pranks and/or any other activity involving destruction such as stomping bleachers, removing signs, etc. and/or theft of game equipment and materials. Any such acts shall be considered gross acts of unsportsmanlike conduct and fall under By-Law 810.
  5. Administrators of participating schools shall aid in the supervision of students attending district tournament games. Faculty supervisors shall be responsible for actively supervising the conduct of their students and shall work closely with the tournament manager. Administrators should be asked to wear identifying badges so the tournament manager will be able to communicate with them.
  6. Spectators, players, coaches, etc. are not permitted to play music during the tournaments on site. Any music being played shall be provided by the host school and should be agreed upon by the tournament committee.
  7. Fans shall not be permitted to gather and stand near the sidelines or endlines while the match is in progress. Continuous standing of fans is not allowed in the volleyball state series. Should this occur, the host administrator or the tournament manager shall have the fans return to their seats or leave the gymnasium. The match shall not resume until the fans comply. The primary responsibility for maintaining compliance falls with the tournament manager, but competing schools are responsible for seeing that their fans remain in their seats.
- H. **DISTRICT WINNERS:** Each team that qualifies for sectional play will be provided a packet of instructions by the district tournament manager. The sectional tournament manager may have additional instructions to give competing schools upon arrival. If there is a change in the team roster, the change shall be provided to the tournament manager in advance of the tournament. (Changes must adhere to the substitution policy.)
- I. **AWARDS:** Plaques will be awarded to the first and second place teams in each district tournament. Trophies will be presented to the first, second, third and fourth place teams in the state tournament along with individual

medals for 14 players, the head coach, and the assistant coach.

- J. **ROSTER & BENCH PERSONNEL:** During the district and state series, only 14 players may be listed on the roster. These 14 players, team coaches and two managers shall be permitted to sit on the team bench.

## SECTION 5: FINANCIAL INFORMATION

### A. DISTRICT TOURNAMENT FINANCES:

1. **ADMISSION:** Admission for the District Tournament is \$3.00 for all individuals age six and above.
2. **OFFICIALS:** District Hosts will pay the referee and umpire \$40.00 per match actually officiated plus 38¢ per mile for each round trip actually made by the official to the tournament. (If two officials share rides, mileage shall be paid for only one car each trip.) Registered officials serving as line judges at the district and sectional tournaments shall be paid \$15.00 per match worked with no allowance for mileage.
3. **COMMITTEE:** Tournament Committee members shall be paid expenses of 38¢ per mile per round trip not to exceed two round trips for the tournament.
4. **HOST RECEIPTS:** Proceeds from concessions and program sales shall be the property of the host school.
5. **HOSPITALITY ROOMS:** Hospitality rooms will not be sponsored or reimbursed by the MSHSAA.
6. **PROGRAMS:** The printing of a tournament program is strongly suggested, however the cost of such is not an allowable district expense. It is suggested that programs are sold so that hosts are able to cover their costs.
7. **OVERHEAD:** The Board of Directors has ruled that the cost of heat, lights, and water shall be borne by the host school in return for its share of the proceeds.
8. **FINANCIAL REPORT:** The steps in computing shares from the receipts of district tournaments shall be included in the tournament manager's packet. This packet will contain the necessary forms and instructions for prorating shares to participating schools. PLEASE MAKE AND KEEP COPIES OF ALL FORMS BEFORE THEY ARE SENT TO THE MSHSAA.
9. **DUE DATE:** Managers shall submit the District Financial Report Form (found in the District Manager's Packet) to the MSHSAA office within ten days following the tournament. If a host plans to issue the MSHSAA check at a later date, please indicate, but do not postpone sending the financial report to MSHSAA. Please do not hold the financial report beyond ten days.

### B. SECTIONAL TOURNAMENT FINANCES:

1. **ADMISSION:** Admission for the Sectional Tournament is \$5.00 for all individuals age six and above.
2. **TOURNAMENT RECEIPTS:** All tournament receipts shall be deposited at a local bank and a cashiers check for that full amount, made payable to the MSHSAA, shall be submitted along with the Financial Report. The MSHSAA will then reimburse all workers and officials.
3. **OFFICIALS:** MSHSAA will arrange for sectional referees and umpires and will pay those individuals (\$45.00 per match actually officiated) following the sectional tournament based on the information submitted by the manager on the Financial Report Form. If two officials share rides, mileage expense should be submitted only for one car each trip. Officials traveling over 80 miles will be allowed expenses for one meal.
4. **LINE JUDGES:** One or two line judges for the sectional tournament shall be secured by the manager and must be MSHSAA registered officials. These individuals will be paid (\$15.00 per match) by the MSHSAA office based on the information submitted by the manager on the Financial Report Form.

5. **HOST RECEIPTS:** Proceeds from concessions and program sales shall be the property of the host school and this amount should not be included in the cashier's check mailed to the MSHSAA.
6. **HOSPITALITY ROOMS:** Hospitality rooms will not be sponsored or reimbursed by the MSHSAA.
7. **PROGRAMS:** The printing of a tournament program is strongly suggested, however the cost of such is not an allowable sectional expense. It is suggested that programs are sold so that hosts are able to cover their costs.
8. **OVERHEAD:** The Board of Directors has ruled that the cost of heat, lights, and water shall be borne by the host school in return for the gym rental.
9. **FINANCIAL REPORT:** Instructions for completing the Sectional Financial Report will be included in the Sectional Manager's packet along with the forms themselves. (Any deficit will be paid by MSHSAA.)  
PLEASE MAKE AND KEEP COPIES OF ALL FORMS BEFORE THEY ARE SENT TO THE MSHSAA.
10. **DUE DATE:** Managers shall submit the Sectional Financial Report Form (found in the Sectional Manager's Packet) to the MSHSAA office within ten days following the tournament. Please do not hold the financial report beyond ten days.

**C. STATE TOURNAMENT FINANCES:**

**ADMISSION:** Admission for the State Tournament is \$8.00 per session for all individuals age six and above.

- D. SECTIONAL TEAM EXPENSE:** A school playing in a sectional round that is located less than 130 miles from the site of the tournament will be paid for one round trip made to the tournament site on the day its team participates. The following allowances approved by the Board of Directors are as follows:

1. \$1.20 per mile actually driven to the tournament site on the day the team plays, regardless of the type of vehicle used.
2. Meal allowance for a maximum of nineteen persons if more than 130 miles from the site shall be three meals or a maximum of one meal if more than eighty miles and less than 130 miles from the game site. Meal allowance shall be issued at the following rates:

Breakfast -- \$3.00      Lunch -- \$4.50      Dinner -- \$7.00

NOTE: Expenses for meals are to be paid only when provided for players away from home. An itemized receipt must accompany each meal to be reimbursed. If no receipt is included the meal(s) shall not be reimbursed.

3. Lodging allowances of \$11.00 per person up to a maximum of 19 persons on a night the team plays if the school is located more than 130 miles away from the site and the team stays overnight. The maximum lodging allowance shall not exceed \$209.00.
  4. Within the limit of 19, lodging and meals will be allowed for one bus driver, if needed.
  5. A separate expense statement must be filed for each tournament site where your team participates to enable the MSHSAA Office to compile accurate tournament reports. Please send the tournament expense statement to the MSHSAA Office immediately after your team plays its last match at a site.
- E. STATE TEAM EXPENSE:** Information concerning state team expense will be included in the packet each sectional winner receives upon qualifying for the state tournament and/or in the state coaches packet.

## SECTION 6: INSTRUCTIONS FOR MANAGERS

**DISTRICT MANAGERS:** Each district tournament will be under the control and direction of the manager appointed by the Board of Directors. Managers will receive a packet of materials containing detailed instructions on the administration of the tournament. Prior to the arrival of this packet, managers should follow the instructions listed in

this section.

- A. **MANUAL:** Managers should study this Manual carefully. It contains detailed information concerning the tournament and the terms and conditions for participation. Managers should be very familiar with this information.
- B. **TOURNAMENT COMMITTEE:** The manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her as a tournament committee. As many conferences as possible shall be represented, and at least one coach shall be included on the committee.
- C. **COMMITTEE DUTIES:** In general, committee members shall assist the manager in the administration of the tournament. The committee shall also make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament. Committee members and district coaches should be called upon to assist in the planning, preparation, and management of the tournament.
- D. **ENTRY FORMS:** District schools shall submit the District Entry and Information Form, available on the MSHSAA website in the volleyball area, to the district manager either via fax or hand-delivery by 4:00 p.m. five calendar days prior to the meeting date to draw the district tournament bracket.
- E. **LATE ENTRIES:** The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information for district seeding (non-participating teams). The MSHSAA shall invoice any school(s) owing a late entry penalty fee. All late entry penalty fees will be paid to the host school by MSHSAA.
- F. **SEEDING MEETING:** The committee shall schedule a meeting to draw the tournament bracket. The meeting should be scheduled during the evening or on Saturday to avoid conflicts with school time. All schools assigned to the tournament should be notified of the time and place for the meeting at least seven days in advance, and all schools are requested to send a representative. Faxed information or a conference call may be used in place of an actual meeting.

1. District schools shall submit the District Volleyball Entry and Information Form, which is available on the MSHSAA website in the volleyball area, to the district manager according to the instructions on the form.

NOTE: The district manager shall advise the MSHSAA Office, either in writing or by phone, of any school not submitting the necessary information for district seeding.

2. At the seeding meeting, the participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how this may affect each coach's team. Each coach shall rank each team in the district, excluding his/her own team, from top to bottom on a secret ballot that will then be published in open forum and tallied to determine the overall seeding.
3. When ranking teams, the committee shall take into account each team's win-loss record (varsity games only), head-to-head competition, caliber of competition, and common opponents they have played over the season.

NOTE: Tournament records shall be recorded as a match won if two games are won, as a match lost if two games are lost, and as a tie if there is a split in pool play.

NOTE: If a one-game playoff format is utilized to determine the advancement of teams to the finals, this one game is not counted in match play.

4. If a tie should occur in this seeding process, the tournament committee shall look at the tied teams only and their individual seeds from the other schools in the district to break the tie. Based upon each ballot, the tied teams would be assigned one or two points based upon their relative seeds. The team with the fewest points shall be awarded the higher seed.
5. Should a tie still exist, the tournament committee shall determine the seeds of the tied teams. A tournament committee member whose team is involved in the tie shall abstain.

6. The tournament committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. The committee shall reserve the right to accept or reject the coaches' recommendations.
  7. This specific procedure shall be followed by the district manager.
  8. The teams shall be placed on the bracket by the committee. In districts of eight or fewer teams, the teams shall be placed on the bracket according to seeding as illustrated by the sample 8-team bracket in the back of this manual. Any byes are to be given to the first-seeded team, then the second-seeded team, etc. In districts of nine or more teams, the teams shall be placed on the bracket according to seeding as illustrated by the sample sixteen-team bracket in the back of this manual. Any byes are to be given to the first seeded team, then the second-seeded team, etc.
  9. A copy of the bracket should be released by the committee to the newspapers and radio stations covering the tournament area. Please instruct participating schools to release the bracket to their local news media.
  10. Plans for the tournament should be reviewed at the seeding meeting.
- G. **OFFICIALS:** Game officials shall be selected by the tournament committee from the MSHSAA Roster of Registered Officials. The referee and umpire shall be MSHSAA registered volleyball officials.
1. **OFFICIALS RECOMMENDATIONS:** Manager should collect the Officials Recommendation Forms from participating schools. These forms are available on the MSHSAA website in the volleyball area. The form must be received no later than 4:00 p.m. on Monday of Week 13 (Sept. 29, 2008) From these recommendations, the committee should make a "preferred list" of officials. Please send a copy of the preferred list to the MSHSAA immediately to assist the staff in the selection of the sectional tournament officials.
  2. **OFFICIALS NOTIFICATION DATE:** Officials CANNOT be contacted (written or verbally) **until 6:00 A.M.** or after on the officials notification date for volleyball: THURSDAY, OCTOBER 9, 2008.
  3. **CONFLICTS OF INTEREST:** The committee should take special care to ensure that no official has any conflict of interest with the competing schools, e.g., employed by the same school district as a team entered, a recent graduate of a school with a team entered, etc.
  4. **OFFICIALS DRAFTS:** Officials drafts are held in Kansas City and St. Louis to organize the assigning of officials to provide a more equitable distribution. These meetings shall be the evening prior to the date of district notification. Information concerning these meetings will be included in the District Manager's Information Packet.
  5. **PENALTIES:** Schools that contact officials prior to the date of notification are subject to disciplinary action by the Board of Directors. Further, officials who accept assignments prior to the date of notification are subject to suspension from the MSHSAA.
  6. **CONTRACT:** The referee and umpire shall be engaged through a contract signed by the district manager.
  7. **LINE JUDGES:** Two line judges shall be utilized for each district match. It is strongly recommended that the line judges at the district tournament be MSHSAA registered officials. If registered officials are utilized, they shall receive fees of \$15.00 per match worked. NOTE: The MSHSAA Board of Directors recommends that adults be used for line judging whenever possible throughout the regular season, and that this position be considered game personnel, along with the official scorer, assistant scorer, scoreboard operator (timer), etc.
  8. **SCORERS AND ASSISTANT SCORERS:** A scorer and an assistant scorer (libero tracker) shall be provided by the host school. The scorer shall wear a black and white striped official's shirt during his/her scorekeeping responsibilities.

H. **TOURNAMENT PREPARATION:**

1. **INSTRUCTIONS TO SCHOOLS:** A sheet of instructions for participating schools should be prepared and sent to schools or distributed at the seeding meeting. The information sheet should include important information such as: directions to the school, instructions for Coaches, information on your gym facility, parking arrangements for buses and fans, location of pass gate, time schedule, supervision responsibilities, dressing room arrangements, care of property, admission prices, information for Pep Squads indicating specific seating assignments, information for fans, local restaurants, etc. Include provision that hats or other items not included as legal uniforms are not to be worn on the bench.
2. **WORKERS:** The necessary workers for the tournament should be organized early (ticket sellers and takers, scorers, police officers, parking attendants, etc.). These workers are to be paid at local rates. Plan for traffic control and the direction of bus and car movement in the lots both before and after the matches. Be sure the passgate personnel are aware of the procedures for handling passes.
3. **TICKETS/PASSES:** Arrange for printing or purchase of serial numbered tickets and passes. Serial numbered tickets should be provided for the protection of the host school in the event an audit is required. You may find that printing passes to distribute to participating schools is more convenient than using the passlists provided. Host schools shall limit complimentary passes to tournament workers and members of the administration. These should be issued only to those having specific responsibilities for administering the event. Because of the abuse and impossibility of controlling the matter, the Board of Directors has ruled that MSTA membership cards, or other similar types of passes, shall not be honored as passes to the tournaments.
4. **ADVERTISING:** The committee should arrange for releases to area press, radio and television. Each school should involve students and faculty in advertising the event through press releases, posters, reporting results, etc. Local publicity efforts by each participating school is important in order to receive adequate press coverage.
5. **PROGRAMS:** A tournament program that includes names of players and positions should be provided, and should contain statements regarding the educational objectives of interscholastic athletics and the importance of sportsmanship. (Refer to the MSHSAA Website for suggested PA announcements and statements.)

**NOTE TO DISTRICT MANAGERS:** Please mail a copy of your tournament program to the manager of the sectional tournament in which your district winner will compete. This will assist in preparing a Sectional Program.

**I. GENERAL INFORMATION:**

1. **AWARDS:** The tournament plaques (2) will be mailed directly to the tournament manager. They should be opened upon arrival and checked for damage.
2. **COURT/EQUIPMENT:** Check the playing court for correct markings and check all equipment for compliance with National Federation Volleyball Rules.
3. **CHEERLEADERS:** Varsity cheerleaders in uniform from each school shall be admitted free at each session in which their team participates. All cheerleaders must arrive as a group with their coach for admittance; cheer coach must be listed on the pass list for free admittance.
4. **GAME BALL:** The official game ball for districts and the state tournament series for 2007-08, 2008-09 and 2009-10 is the Baden LEXUM 15-0. A game ball will be shipped to all sites from the MSHSAA Office. Please check the ball for proper pressure, and always moisten the needle before adding air to the ball.
5. **LOCKER ROOMS:** If locker rooms are a problem, arrange for each team to use a classroom. Teams should have a private place in which to prepare and not be expected to share meeting facilities. Provide for dressing room security and assist teams in the safeguarding of personal belongings. Incidents of theft due to lack of security or locker rooms not being locked have occurred. These situations can be prevented through prior planning and providing personnel and teams with specific instructions and procedures.
6. **MEDICAL ASSISTANCE:** The host school should have a physician or athletic trainer present at the

tournament. Provisions should also be made for any medical emergencies that could occur.

7. **MUSIC:** Advise school representatives at the seeding meeting that prerecorded music shall not be played by the individual schools in the playing/practice areas. The host school may provide music for all schools if approved by the tournament committee.
8. **NATIONAL ANTHEM:** The National Anthem shall be played before the first MSHSAA contest of the day and/or session at each site. If it is not possible to have the National Anthem played before the first contest the Anthem should not be performed later in the session.
9. **RADIO/TELEVISION BROADCASTS:** See Section 7: Media Information.
10. **RESULTS:** Make arrangements to report results of each session to local area press, radio and television media. This is important in order to receive adequate press coverage.
11. **SUPERVISION:** All tournament committees are being instructed to request administrators of participating schools to aid in the supervision of students attending district tournament games. Please identify these administrators prior to each contest and be prepared to contact them in the event you need assistance. Participating schools shall assist in controlling their students and fans.
12. **BOARD POLICY REGARDING FANS AT SIDELINES OR ENDLINES:** See item G-7: "Spectator Restrictions" in Section 4.

**J. FOLLOWING THE TOURNAMENT:**

1. **WINNER'S PACKET:** Present the winner of the district tournament their packet of instructions for the sectional tournament immediately after the final match. It is imperative that the winning team receive these instructions IMMEDIATELY.
2. **CALL MSHSAA RESULTS LINE:** See District Manager's Packet for instructions on making this important call.
3. **FINANCIAL REPORT:** Prepare the District Financial Report and submit one copy to MSHSAA within ten days following the completion of the tournament. If a check will be issued at a later date please indicate by including a future payment voucher but do not postpone sending the financial report to MSHSAA.

**SECTIONAL MANAGERS:** Each sectional tournament will be under the control and direction of a manager appointed by the Board of Directors. Managers will receive a packet of materials containing detailed instructions on the administration of the tournament. Prior to the arrival of this packet, managers should follow the instructions listed in this section.

- A. **MANUAL:** Managers should study this Manual carefully. It contains detailed information concerning the tournament and the terms and conditions for participation. Managers should be very familiar with this information.
- B. **OFFICIALS:** The Sectional Volleyball Tournament officials (three) shall be assigned and contracted by the MSHSAA for a fee of \$45.00 per match actually officiated.
  1. **LINE JUDGES:** The site manager is responsible for contracting one or two registered officials to serve as line judges. This expense should be listed on the Sectional Financial Report and these individuals will be reimbursed by the MSHSAA (\$15.00 per match judged). Line judges at the sectional tournaments must be MSHSAA registered volleyball officials.
  2. **SCORERS AND ASSISTANT SCORERS:** A scorer and an assistant scorer (libero tracker) shall be provided by the host school. The scorer shall wear a black and white striped official's shirt during his/her scorekeeping responsibilities.

**C. TOURNAMENT PREPARATION:**

1. **INSTRUCTIONS TO SCHOOLS:** A sheet of instructions for participating schools should be prepared and FAXED to schools as soon as qualifiers are known. The information sheet should include important information such as: directions to the school, instructions for Coaches, information on your gym facility, parking arrangements for buses and fans, location of pass gate, time schedule, dressing room arrangements, care of property, admission prices, information for Pep Squads indicating specific seating assignments, information for fans, local restaurants, etc. Include provision that hats or other items not included as legal uniforms are not to be worn on the bench.
2. **WORKERS:** The necessary workers for the tournament should be organized early (ticket sellers and takers, scorers, police officers, parking attendants, etc.). These workers are to be paid at local rates. Plan for traffic control and the direction of bus and car movement in the lots both before and after the matches. Be sure the passgate personnel are aware of the procedures for handling passes.
3. **TICKETS:** Arrange for printing or purchase of serial numbered tickets. Serial numbered tickets should be provided for the protection of the host school in the event an audit is required. Handle any request for advance ticket sales. It is strongly recommended that arrangements be made with the administrators of the participating schools to sell tickets in advance through the schools whenever possible. (Do not offer reserved seat tickets.)
4. **PASSES:** Team passes are supplied to competing teams by MSHSAA; no passlist is necessary. Host schools shall limit complimentary passes to tournament workers and members of the administration. These should be issued only to those having specific responsibilities for administering the event. Because of the abuse and impossibility of controlling the matter, the Board of Directors has ruled that MSTA membership cards, or other similar types of passes, shall not be honored as passes to the tournaments.
5. **ADVERTISING:** The manager should arrange for releases to area press, radio and television prior to the Sectional date. The school should involve students and faculty in advertising the event through press releases, posters, etc. Local publicity efforts by the participating schools should also take place in order to receive adequate press coverage.
6. **PROGRAMS:** A tournament program that includes names of players and positions should be provided, and should contain statements regarding the educational objectives of interscholastic athletics and the importance of sportsmanship. (Refer to MSHSAA website for suggested PA announcements and statements.) Set up a procedure to secure the rosters of the teams advancing to your site. (This must be accomplished by phone or fax due to the limited time between districts and sectionals.)

**D. GENERAL INFORMATION:**

1. **AWARDS:** No awards are presented at the Sectional tournaments.
2. **CHEERLEADERS:** Varsity cheerleaders in uniform from each school shall be admitted free at each session in which their team participates. All cheerleaders must arrive as a group with their coach for admittance; the coach must have a pass or a ticket.
3. **COURT/EQUIPMENT:** Check the playing court for correct markings and check all equipment for compliance with National Federation Volleyball Rules.
4. **GAME BALL:** The official game ball for the state tournament series for 2007-08, 2008-09 and 2009-10 is the Baden LEXUM 15-0. A game ball will be shipped to all sites from the MSHSAA Office. Please check the ball for proper pressure, and always moisten the needle before adding air to the ball.
5. **LOCKER ROOMS:** If locker rooms are a problem, arrange for each team to use a classroom. Teams should have a private place in which to prepare and not be expected to share meeting facilities. Provide for dressing room security and assist teams in the safeguarding of personal belongings. Incidents of theft due to lack of security or locker rooms not being locked have occurred. These situations can be prevented through prior planning and providing personnel and teams with specific instructions and procedures.
6. **MEDICAL ASSISTANCE:** The host school should have a physician or athletic trainer present at the tournament. Provisions should also be made for any medical emergencies that could occur.

7. **MUSIC:** Advise participating schools that they may not play prerecorded music in the playing/practice areas. The host school may provide music for all schools if approved by the host school's principal.
8. **NATIONAL ANTHEM:** The National Anthem shall be played before the first MSHSAA contest of the day and/or session at each site. If it is not possible to have the National Anthem played before the first contest the Anthem should not be performed later in the session.
9. **RADIO/TELEVISION BROADCASTS:** See Section 7: Media Information
10. **RESULTS:** Make arrangements to report results of each session to local area press, radio and television media and that of participating teams. This is important in order to receive adequate press coverage.
11. **SUPERVISION:** Managers should request administrators of participating schools to aid in the supervision of students attending district tournament games. Please identify these administrators prior to each contest and be prepared to contact them in the event you need assistance. Participating schools shall assist in controlling their students and fans.
12. **BOARD POLICY REGARDING FANS AT SIDELINES OR ENDLINES:** See item G-7: "Spectator Restrictions" in Section 4.

**E. FOLLOWING THE TOURNAMENT:**

1. **WINNER'S PACKET:** Present the winner of the sectional tournament their packet of instructions for the state tournament immediately after the final match. It is imperative that the winning team receive these instructions IMMEDIATELY.
2. **CALL MSHSAA RESULTS LINE:** Call (573) 875-2870 (ext. 3009) *immediately* after the conclusion of each district championship match and sectional match. Be prepared to leave the final scores of your match or matches as well as the current win-loss record of the winning team(s).
3. **FINANCIAL REPORT:** Prepare the Sectional Financial Report and submit one copy to MSHSAA within ten days following the completion of the tournament. If a check will be issued at a later date please indicate this, but do not postpone sending the financial report to MSHSAA.

**AUTHORITY OF CONTEST MANAGER:** 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 that 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 game officials prior to the contest. These guidelines are limited to the authority of a contest manager as it relates to whether or not:

1. A contest shall begin after all participants have arrived.
2. 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.

Decisions concerning rescheduling a contest for a different day due to conduct should involve the MSHSAA.

NOTE: If the contest is to be resumed at another time, be certain to make note of all pertinent details; for example,

score, players on the floor, yellow or red card violations, unsportsmanlike conduct penalties. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.

**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.

**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:

1. Details regarding the incident.
2. 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 is necessary as they administer their duties.

## SECTION 7: MEDIA INFORMATION

- A. **District and Sectional Press Passes:** Members of the media who need working passes for District and Sectional contests should contact the site manager of the site at least 24 hours before the event 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 (where available) 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 except basketball, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe.
- C. **Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District or Sectional events: (in order of priority)
1. MSHSAA (call the results line at (573) 875-2870, ext. 3009)
  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 a high priority after your event has concluded. Site managers are also responsible for taking and filling media requests for results after the event is over.
- D. **Radio Broadcasts:** Permission to conduct a live or delayed radio broadcast from a District or Sectional 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 broadcast 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 live 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 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 than can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools;
  9. No rights fee shall be charged for broadcasts at MSHSAA District or Sectional contests. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast MSHSAA Championship-level events. Lines at the final site are provided at no charge, but no station may make any long-distance or toll calls from these lines.
- 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 event 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 a-g above (under Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:
1. 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
  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: \$100 per District game, \$125 for Regional, Sectional and Quarterfinal games, \$200 for Semifinal and Third-place games and \$300 for state Championship games; Commercial Cable Stations: \$50 for District and Regional games, \$100 for Sectional and Quarterfinal games, \$150 for Semifinal and Third-place games and \$200 for state Championship games; Cable Access Stations: All non-commercial, educational or community-based cable access stations shall pay a \$25 for District and Regional games, \$50 for Sectional and Quarterfinal games, \$75 for Semifinal and Third-place games and \$100 for state Championship games.
- F. **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 online 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](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 Championship (state-level credentials).

## SECTION 8: POINTS OF EMPHASIS

- A. **REGULAR SEASON WARM-UP PROCEDURE:** The Board has approved a revision of the statewide regular season warm-up procedure in volleyball which is consistent with the district and state series warm-up

procedure of seventeen minutes, in order to insure a more safe and consistent procedure throughout the state. Neither individual schools nor conferences may reduce warm-up time prior to the match; however, the five-minute shared stretching and ball-handling portion of the warm-up may take place in another appropriate area of the facility prior to teams taking the competition court for the remainder of the pre-match warm-up. [Note: The regular season, district and state series warm-up is: 17 minutes, consisting of 5 minutes of shared stretching and ball handling followed immediately by the 12-minute warm-up (6-6; Receiving team full court, which includes serving, Serving team full court, which includes serving). The clock and countdown shall not begin until the conclusion of the pre-match conference.

- B. **VOLLEYBALL CLOCK PROTOCOL AND COUNTDOWN:** The following clock protocol for volleyball matches is to be implemented for consistency during warm-ups. Thank you.

**Time on Scoreboard**

|       |   |
|-------|---|
| 18:00 | Start clock at the conclusion of shared pre-match conference; 5 minutes shared stretching/ball handling Receiving Team and Serving Team |
| 13:00 | Sound Horn – 6 minutes (full court) Receiving Team  |
| 7:00  | Sound Horn – 6 minutes (full court) Serving Team  |
| 1:00  | Sound Horn – clear court, prepare for announcement of team line-up; National Anthem (if performed) etc.                                 |

C. **APPROVED FORMATS OF ABBREVIATED POOL PLAY:**

1. 2 games rally scored (no third game) (choice of points, win by two)
  2. 2 out of 3 games rally scored (choice of points, third game must be abbreviated, win by two)
- NOTE 1: Point caps are allowable under any of the above forms of abbreviated pool play.  
NOTE 2: See also By-Law 311.0 in the MSHSAA Handbook.

D. **LINE JUDGES:**

1. It is recommended that adults be used as line judges during regular season play, and that this position be considered game personnel, along with the official scorer, scoreboard operator, etc.
2. Registered officials are to be used as line judges at Sectionals and the State tournament matches and at other matches when possible.

- E. **JUNIOR HIGH COMPETITION:** All National Federation volleyball game rules shall apply to the competition. However, schools with prior mutual agreement, may lower the net to 7 feet to accommodate this age group.

- F. **GOOD SPORTSMANSHIP** is an integral part of school activities. Coaches, players and fans should display only those actions which reflect the highest ideals of sportsmanship in the athletic program at all times. Any type of cheering, yelling, and other similar actions which are done in a fashion to disconcert or be derogatory toward the opposing team or a specific opponent at the point play is occurring is considered inappropriate. Cheering, yelling, and other support should be in a positive nature toward the school team and not done to taunt or disconcert opponents.

- G. **UNSPORTSMANLIKE CONDUCT:** The Board of Directors is vested with the power to suspend schools from membership for the unsportsmanlike conduct of teams, coaches, students or fans. Each school is responsible for the conduct of its teams, coaches, students and fans at games both at home and away.

1. The Board may delegate to the Executive Director power to take immediate action when a situation demands such. The party or parties concerned shall have the privilege of requesting a hearing before the Board of Directors at its next regularly scheduled meeting for a review of the case and the action taken by the MSHSAA Office.
2. The Board of Directors may, at its discretion, substitute a fine not to exceed the sum of \$25.00 for each offense in lieu of suspension from the Association or to take any action that it deems advisable that does not exceed the maximum penalty of 365 days suspension from the association.

- H. **REMOVAL OF TEAM FROM GAME:** Any school whose coach removes a team from play in protest may be

required to appear before the Board at its next meeting to show reason why the school shall not be suspended.

- I. **CELLULAR TELEPHONES:** The MSHSAA Board of Directors has adopted a policy to prohibit the use of cell phones in locker rooms at MSHSAA events as a preventative measure and concern for an individual's privacy. Modern technology now permits a "picture phone" to distribute a picture to the internet with uncontrolled distribution. To be proactive and prevent perhaps an indiscriminate use of the cell phone and be possible to monitor by the coaching staff a "no use" policy is now in place for the locker room area only at all MSHSAA events. During all district, sectional, quarterfinal games and semifinal games in football, the local tournament manager shall be responsible to post signs outside and inside of each locker room indicating "Cell Phone Use is Prohibited in the Locker Room at all MSHSAA Events." The MSHSAA staff shall be responsible to post signs in the same locations at all final site locker rooms. It is the responsibility of the school administration to ensure that all students and coaches have been informed of this policy prior to the event and to monitor the policy within the school's assigned locker room at MSHSAA events.
- J. **SANCTIONING:** Anytime an MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. 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. (Also see MSHSAA By-Law 311)
- K. **TOBACCO/ALCOHOL/DRUG RESTRICTION POLICY:** Use of any tobacco, alcohol, or controlled substance (other than prescription) by any participant while at an MSHSAA event at any event building/grounds is prohibited. Violation shall result in disqualification from the event.

It is also important that all adults involved in the interscholastic activities program set the proper example for our participants with regard to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music, speech, cheerleading, academic competitions, dance and other similar group events.

Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA.

- L. **MSHSAA POSITION ON USE OF DRUGS, MEDICINE, AND FOOD SUPPLEMENTS:** The MSHSAA has adopted the following NFHS position statement on the use of drugs, medicine, and food supplements: "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 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."
- M. **HAZING:** Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

**HARASSMENT:** Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students.

Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

## SECTION 9: MSHSAA BOARD OF DIRECTORS VIDEOTAPING 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 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 have been made with the event manager and provided 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 event 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. Videotape/film shall not be used for the purpose of protesting a contest.

## APPENDIX A: MSHSAA PROTEST PROCEDURE

**PROTEST PROCEDURE** (MSHSAA Board Policy): The Board of Directors has adopted the following Policy to address protests. The Board acknowledges that mistakes are made by game officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by game officials at the game 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 athletics.

1. Within the guidelines of each individual sport rule 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(s), 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 Rules book, National Federation Case Book, MSHSAA Rules Meeting Announcement 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 with 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) 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 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.
6. The MSHSAA Board of Directors and/or Staff shall not review contest protests.

## APPENDIX B: SECTIONAL TOURNAMENT BRACKET

Sectional Semi's      Sectional Finals      State Qualifiers



See Section 2 for the sectional and State Championship schedule.

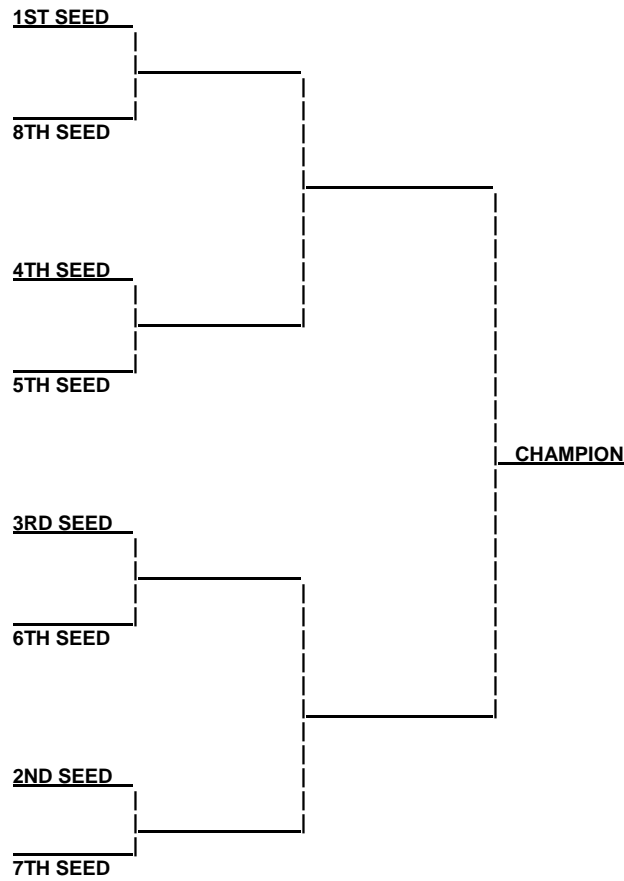
The State Tournament will be held at the Municipal Auditorium in Kansas City.

**State Manager: TBD**

See Section 2 for information concerning the round-robin format of the State Tournament Semi-final round.

# APPENDIX C: SAMPLE BRACKETS

SAMPLE 8-TEAM BRACKET  
(To be used in districts of 8 or less teams)



SAMPLE 16-TEAM BRACKET  
(To be used in districts of 9 or more teams)



## APPENDIX D: SITE SELECTION PROCESS

DISTRICT HOST SELECTION PROCESS: The following procedure was developed in response to a 1996 MSHSAA Questionnaire item to which schools responded that they strongly favored selecting their district host sites (specific deadline dates will be released by season in other MSHSAA publications and announcements):

### A. GENERAL CRITERIA

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one Athletic Administrator or Principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via fax by the MSHSAA staff.
4. Each chairperson will receive by fax the list of schools assigned to his/her specific district.
5. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a meeting (telephone conference call, fax ballot, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting.
6. The request shall be to select the host site(s) for both years of the two-year classification cycle in most sports. The host site may be the same school for both years or a different school each year. Some activities have school participation levels that fluctuate too much to have the host site assignment made for two years. Those activities will be indicated in the sports specific information provided by the MSHSAA staff.
7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s).
8. The district chairperson shall contact the MSHSAA office, via fax, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
10. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including regional, sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors.
11. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
12. The District managers' packets shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

### B. MSHSAA Specific Criteria for Volleyball Districts:

1. Facility/Sight must be located within the boundaries of the State of Missouri, as per Board policy.
2. Seating capacity shall be adequate to accommodate anticipated attendance.

3. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
4. Adequate off-street parking available for the seating capacity of the facility - required.
5. Adequate concessions available for spectators - required.
6. Adequate team locker rooms and private dressing facilities for match officials are preferred.

#### APPENDIX E: BOARD POLICY ON VOLLEYBALL PLAYER LIMITATIONS

**THREE-OUT-OF-FIVE FORMAT OPTIONAL:** Missouri schools may utilize the 3/5 format or the 2/3 format for **varsity level dual matches only** (not in triangulars, quads or tournaments). In the 3/5 format, the first school to win three games wins the match and the fifth game, if needed, is played to 15 points rather than 25 points (win by two). Schools and/or conferences may utilize the 3/5 format for one or more of their varsity dual matches, as agreed upon by both schools and officials in advance. The format for the match must be clearly specified on the game contract and the officials' contracts prior to the contest. Lower level contests (junior high, freshmen, junior varsity) will continue to be played in the 2/3 format only. The 2/3 format will continue to be used in the district and state series until a majority of volleyball playing schools support moving the district and state series to the 3/5 format. Such support will be monitored annually through the Annual Questionnaire process.

**TWO-OUT-OF-THREE FORMAT:**

When a team is participating in dual competition on one calendar date against the same school during regular season, and the varsity squad is playing the 2-out-of-3 format, the following player limitations will be in effect on that date:

1. A player may participate in a maximum of three games, or one full match at a lower level plus one game in a second match at a higher level.

**THREE-OUT-OF-FIVE FORMAT:**

When a team is participating in dual competition on one calendar date against the same school during regular season, and the varsity squad (only) is playing the 3-out-of-5 format, the following player limitations will be in effect on that date:

1. A player that will be playing exclusively on the varsity squad may participate in up to 5 games on that date.
2. A player that is splitting time between the junior varsity match and the varsity match may participate in 4 or 5 games on that date only in a combination that would prevent the student from participating in two complete matches (see table below for specific legal combinations).
3. A player that is participating on three different levels may participate in a maximum of three games.
4. A player that is playing exclusively on the junior varsity squad, or splitting between the junior varsity match and a freshman match may participate in any legal combination that is outlined for the 2-out-of-3 game format.

(See Example Grid on Following page)

**Example Grid:** For dual competition on one calendar date against the same school during regular season.

**LEGAL COMBINATIONS** for matches and nights that ALL levels are playing **2-out-of-3:**

| # of JV games played | # of Varsity games played | Legal? |
|----------------------|---------------------------|--------|
| 2                    | 0                         | Yes    |
| 0                    | 2                         | Yes    |
| 3                    | 0                         | Yes    |
| 0                    | 3                         | Yes    |
| 2                    | 1                         | Yes    |
| 1                    | 2                         | Yes    |
| 1 FR and 1 JV        | 1                         | Yes    |
| 3                    | 1                         | Yes    |

**ILLEGAL / NOT ALLOWABLE** for matches and nights that ALL levels are playing **2-out-of-3:**

| # of JV games played | # of Varsity games played | Legal?    |
|----------------------|---------------------------|-----------|
| 1                    | 3                         | <b>NO</b> |
| 2                    | 2                         | <b>NO</b> |

**LEGAL COMBINATIONS** for matches and nights when the VARSITY LEVEL ONLY is playing **3-out-of-5:**

| # of JV games played<br>2 of 3 format                   | # of Varsity games played<br>3 of 5 format | Legal? |
|---|--|--------|
| Any 2 of 3 legal combination is still legal for 3 of 5. |  | Yes    |
| 2 (full match)  | 2 (partial match)                          | Yes    |
| 3 (full match)  | 2 (partial match)                          | Yes    |
| 1 (partial match)                                       | 3 (full match)                             | Yes    |
| 1 (partial match)                                       | 4 (full match)                             | Yes    |
| 0   | 4 (full match)                             | Yes    |
| 0   | 5 (full match)                             | Yes    |

**ILLEGAL / NOT ALLOWABLE** for matches and nights when the VARSITY LEVEL ONLY is playing **3-out-of-5:**

| # of JV games played<br>2 of 3 format | # of Varsity games played<br>3 of 5 format | Legal? |
|---------------------------------------|--|--------|
| 1 FR and 1 JV                         | 3 (too many levels)                        | NO     |
| 1 FR and 1 JV                         | 2 (too many levels)                        | NO     |
| 2 (full match)                        | 3 (full match)                             | NO     |

## INDEX

- A** Abbreviated Matches, p. 20  
Additions to Roster, p. 7  
Admission, p. 10  
Advertising, p. 14  
Alcohol Policy, p. 21  
Authority of a Contest Mgr., p. 17-18  
Awards, p. 9, 14, 16
- B** Balls, p. 8, 14, 16  
Banners, p. 9  
Boys Participation, p. 8  
Brackets, sample, p. 24-26  
Break before Finals, p. 8  
By-Laws, p. 7
- C** Cell Phone, p. 20-21  
Cheerleaders, p. 9, 14, 16  
Classification, p. 7  
Coin Toss (Home Team), p. 8
- D** District Assignments, p. 4  
Drug Policy, p. 21
- E** Emergency Format (One-Day Format), p. 6  
Entry, p. 6-7  
Expenses  
    Sectional, p. 10-11  
    State, p. 11
- F** Finances  
    District, p. 10  
    Sectional, p. 10-11  
    State, p. 11
- G** Game Ball, p. 14, 16  
Game Rules, p. 7
- H** Hazing, p. 21  
Home Team, p. 8  
Hospitality Rooms, p.10-11
- L** Late Entries, p. 7  
Line Judges, p. 13-15  
Locker Rooms, p. 14-16
- M** Managers Instructions  
    District, p. 11-15, 17-18  
    Sectional, p. 15-18  
Manual, p. 11-12  
    Purpose, p. 3  
    Using, p. 3  
Media, p. 18-19  
Medical Assistance, p. 14, 16  
Mission Statement, p. 3  
Music, p. 9, 14-15, 16
- N** National Anthem, p. 15, 17
- O** Officials  
    District, p. 10, 13  
    District Notification Date, p. 13  
    Drafts, p. 13  
    Recommendation, p. 7, 13  
    Sectional, p. 15
- P** Passes, p. 9, 14  
Philosophy, p. 3  
Plaques, p. 9  
Player Limitations, p. 28  
Pool Play Abbreviated Match, p. 20  
Posters, p. 9  
Practice, p. 8  
Pre-recorded Music (see Music)  
Programs, p. 10-11, 14, 16  
Protests, p. 22  
Purpose of Manual (see Manual)
- R** Rally Scoring (see Scoring Format)  
Results, p. 15, 17  
Roster Limit, p. 9-10  
Round Robin Scoring, p. 5-6
- S** Sample Brackets, p. 25-26  
Sanctioning, p. 21  
Schedule  
    Championships, p. 4-7  
    Sectionals, p. 4  
Scorers, p. 13, 15  
Scoring Format, p. 4  
Sectionals, p. 4  
Seeding, p. 12-13  
Signs, p. 9  
Site Selection Process, p. 27-28  
Spectator Restrictions, p. 9  
Sportsmanship, p. 20  
State, p. 4-6  
Substitutions to Roster, p. 7  
Supervision, Players & Fans, p. 3, 9, 15
- T** Terms and Conditions, p. 7-10  
Tickets, p. 14, 16  
Tobacco Policy, p. 21  
Tournament Committee, p. 10, 12  
Tournament Format, p. 8
- V** Videotape Policy, p. 22
- W** Warm-up, District, p. 8  
Warm-up, Regular Season, p. 19-20  
Warm-up Balls, p. 8