

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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## FOOTBALL ADVISORY COMMITTEE

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## **PURPOSE AND PHILOSOPHY**

- A. MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is their primary philosophy and purpose.
- D. PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.
- E. SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coaches' respect for others and school property is necessary in order to instill this respect in players. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school. A school also should inform its players, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. 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: REGULAR SEASON**

- A. GAME MANAGEMENT STAFF:**
1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
  2. Adequate security shall be provided for game officials.
  3. Make necessary arrangements for marking field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker. All football contests shall be played with NFHS hash marks.
- B. GAME UNIFORMS:** In accord with National Federation Football Rules, "Jerseys of opposing teams must be of contrasting colors". The home or host team shall wear its dark color and the visiting team its light color. The visiting team is responsible for avoidance of similarity of colors, but if there is a doubt the referee may request the home team to change.

**C. GAME BALLS:** Only approved composition-covered football, in accord with National Federation Rules, may be used. The Wilson F1300 GTS is the official ball for the MSHSAA Championships. The local game manager will be shipped two official top grade leather footballs for the post season contest. Each team is to be given one of the game balls following the game. Teams do not have to use the official game ball; if they choose not to they must provide two of their game balls at the contest.

**D. OFFICIALS:**

1. The home team will contract all game officials. All game officials must be registered with MSHSAA. The MSHSAA Office will assign the game officials Regionals thru the State Championship.
2. Officials' decisions shall be final.

**E. GAME MANAGEMENT:** For Security reasons and fan support, teams and their fans should be located on the same side of the field (this is required regionals through semifinals).

**Warm-up:** Warm-up prior to game time shall be limited to a maximum of 75 minutes.

**A sample time schedule would be as follows for pregame activities:**

- 6:39 p.m. Poms/Cheerleaders/Dance Routines (both schools should have equal time)
- 6:49 p.m. Star Spangled Banner
- 6:51 p.m. Player Introductions
- 6:57 p.m. Coin Toss - **All games.** The head coach and captain(s)(Limited to Four) shall attend the actual or simulated coin toss at the three minute mark. This does not preclude having an early toss.

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

**Bands:** The participation of bands at a football contest is an exciting aspect of the event. The band contributes to the event by increasing the level of excitement and adding a "touch of class" to the festivities. In order to maintain a proper perspective and to insure equity in competition for the participating teams, a few guidelines must be followed. During the contest, bands are to play only during pre-game, half-time, post-game, between quarters, during time-outs (except injury time-outs) and between plays (stopping prior to the referee's whistle for "ready for play"). Bands that are seated near the end zone should not play if the line of scrimmage is inside the 10-yard line on the end closest to the band. See the MSHSAA Music Manual for more details.

1. **Team Box:** Only coaches, players, managers, statisticians, and team physicians will be permitted on the field. **No** tunnels will be formed on the playing field for the players to run through.
2. **Vandalism:** Schools will be held responsible for seeing that **NO DAMAGE** to property, tearing down of goal posts, etc., is done by their students or fans. Students engaging in vandalism will be considered ineligible. School administrators are to be present, both home and away, and responsible for supervising and controlling coaches, players, cheerleaders, band members, other student groups, and all of their fans. Administrators are to take steps to prevent vandalism, violence, and other acts of unsportsmanlike conduct.
3. **Noisemakers:** During the contest noisemakers are to be used only during the pre-game, half-time, post-game, the time between quarters, time-outs (except injury time-outs), and between plays (stopping prior to the referee's whistle for "ready for play"). Noisemakers are not permitted indoors (Edward Jones Dome).
4. **Locker rooms:** Schools are reminded that all precautions should be taken to provide secure locker rooms. All participating schools should caution players about bringing items that are not needed, and coaches should have someone collect and be responsible for any personal items. Cell phones shall not be used in the locker rooms.
5. **Pre-game Actions:** Pre-game taunting and desecration of team logos on the field is prohibited, and officials shall penalize the team demonstrating such behavior as unsportsmanlike conduct assessed to the head coach.
6. **Sideline Personnel:** It is required that ball persons and all other sideline personnel (statisticians, water persons, etc.) be at least in 7th grade (for safety reasons) during district and state tournament games. This is recommended for all other games as well.
7. **Tie Games:** ALL varsity high school games (regular and playoff contests) that end in a tie at the end of regulation play shall follow a "25-yard Overtime Procedure" to determine a winner. The procedure, as outlined in the National Federation Football Rules Book, will be followed with the following exceptions:
  - a. The ball will be placed on the 25-yard line instead of the 10-yard line.

- b. First and tens may be obtained to maintain possession. Once the line-to-gain has not been achieved, the ball will be turned over to the defense.

**Note:** Games contested below the senior high school varsity level (Junior Varsity and Freshman) that end in a tie at the end of regulation play may utilize one (1) overtime period to break the tie. If a tie remains at the end of the overtime period, the contest will remain a tie. Combined 8th and 9th grade contests that end in a tie will remain a tie.

- 8. **Forfeited Games:** Forfeited games which are not played or which are started and not completed will count as wins or losses.
- 9. **25-Second Clock:** When available, 25-second clocks may be used in all football contests using the following guidelines:
  - a. Clocks are to be installed at both ends of the field. They are to be in full view from all angles of play and be located a safe distance (minimum of 15 ft.) from the playing area.
  - b. A competent adult operator is to be trained to operate the 25-second clocks only. Experience in football officiating (possibly a past or current football official) would be desirable.
  - c. Visiting teams should be notified in advance of their arrival at the site, of your intentions to use the on field 25-second clocks.
- 10. **Point Differential:** Point differential applies to all football contests. The National Federation's Football Rules Committee made a change in playing rules which permit state associations to adopt a "running clock" when a point differential is attained. The Football Advisory Committee, with approval of the Board of Directors, has approved the following plan for all football playing schools for all levels: After the first half, any time the score differential reaches 35 points or more for 11-man or 45 points or more for 8-man, the following changes (and only these changes) will be made regarding rules determining when the clock will be stopped:

**The clock will be stopped when:**

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

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

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

**F. FILM and VIDEO TAPE:**

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

- G. PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS:** Games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption unless the teams agree otherwise or there are conference, league, or state association rules which apply (Rule 3-1-4).

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

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

**Develop criteria for suspension and resumption of play:**

1. When thunder is heard or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
2. Thirty-minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
3. If there is any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock; another 30-minute count should begin.

If there are extenuating circumstances (such as extreme travel distances, rescheduling problems, etc.) which make it desirable to try to complete the game, and the principals of both schools or their designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

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

## **BOARD OF DIRECTORS POLICY ON SITE PROTESTS OF ATHLETIC CONTESTS**

1. Within the guidelines of each individual sport rules code, the head coach must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official, he/she shall then file a formal, verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.
3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Sport Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcements and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s), case book play(s), or other information from the MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
4. All Protests shall be resolved at the contest site before any further game action occurs.
5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed. In football, a protest must be made prior to the time the ball becomes live following the play to be reviewed.
6. The MSHSAA Board of Directors and/or staff shall NOT review contest protests.
7. Videotape/film shall not be used for the purpose of protesting a contest.

## **SECTION 2: CRITERIA FOR POST SEASON**

### **A. GENERAL INFORMATION:**

1. **Registration:** All schools that have indicated participation in the state football series will be assigned to a district. Schools will be assigned to districts for a two-year basis, beginning with the Fall of 1990.
2. **Classification:** A school's classification will be determined by its co-ed enrollment in grades 9-12 as of the fourth Wednesday in September for public schools. For private and parochial schools, the official enrollment will be as of October 1. (The enrollment for all boys' schools shall be doubled for classification purposes; the enrollment for all non-public schools shall be multiplied by 1.35 for classification purposes.) The classification for playoffs shall be determined as follows:
  - a. **8-Man:** Schools shall be in one class. Only schools with enrollments of 200 or less may participate in 8-Man football.
  - b. **11-Man:** Schools will be divided into six classes starting with the 2002 season.

**By enrollment:**

    - i. The largest 32 schools shall be in Class 6
    - ii. The smallest 64 schools are placed in Class 1
    - iii. The next 64 schools are placed in Class 2
    - iv. The next 64 schools are placed in Class 3
    - v. The next 64 schools are placed in Class 4
    - vi. The remaining schools are placed in Class 5

**Note:** If two or more schools of identical enrollment fall at a class breaking point, they shall be assigned to a class using the previous year's enrollment. If more than 320 schools register for football, Class 5 becomes the catch-all class. There are currently 339 schools registered for 11-man football, thus there will be 51 schools in class 5.
3. **Number of Districts:** There shall be four districts in 8-Man, twelve districts in Class 5, eight districts in Class 6 and sixteen districts each in Classes 1-4. Each district champion and runner-up shall qualify for the playoffs.
4. **District Assignment Procedure.** Schools are grouped in Districts based on geographical location and conference affiliation. The Board of Directors has indicated that when assigning schools to districts the ability to complete a conference schedule (when possible) should take priority.
5. **Minimum Games:** A team shall have scheduled at least half (5) of the number of contests permitted (10) to be eligible for participation in the playoffs (By-Law 312).

6. **Individual Minimum:** In part, By-Law 312 indicates: "No individual student shall be entered who has not represented his or her school in interscholastic competition in that sport during the season." In football, this means a player must have played in at least one regular season contest (game playing weeks 1 through 10) before the sectional contest. This applies to football only, due to the fact that district contests are part of the regular season. In all other sports, the athlete must have competed in at least one contest prior to the first district contest.

7. **Breaking Ties for Qualifying Positions:** District Winners and runner-ups qualify for post season play. The district winner qualifying team shall be the team with the best won-lost percentage as determined in district games. If a tie occurs the following procedure shall be used to determine the qualifier:

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

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

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

Team B and C would be ranked above team A. Team A would be eliminated from consideration. Team B would be the district champion due to the fact that B defeated C 19 to 3 in game 2.

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

## SECTION 3: CHAMPIONSHIP SERIES SCHEDULE

### A. INSTRUCTIONS FOR SCHOOLS (Sectional through Semifinal Contests):

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

Sunday, October 31:    Class 4    12:00 p.m. -    1:30 p.m.  
                                  Class 3    1:30 p.m. -    3:00 p.m.  
                                  Class 2    3:00 p.m. -    4:30 p.m.  
                                  Class 1    4:30 p.m. -    6:00 p.m.

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

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

- Practice:** There shall be no practice held on the playoff field except for the home team on their home field unless the game is moved to a neutral site with an artificial surface. In this situation, if the field is available to both teams, one practice would be permitted for each team.
- Head Coach State Finals:** The MSHSAA Board of Directors (at the January, 2005, Board Meeting), upon the recommendation of the Football Advisory Committee, took action mandating the head coach of each team be required to attend the coaches meeting prior to the football championships due to the nature of material covered and responsibilities of head coach prior to, during, and after the game.

### B. PLAYOFF SCHEDULE:

#### 8-MAN

Quarterfinals                      Friday, November 5:                      7:00 p.m.  
 Semifinals                              Friday, November 12:                      7:00 p.m.

#### 11-MAN

Class 1-5 Regionals                      Wednesday, November 3:                      7:00 p.m.  
 Class 6 Sectionals                      Friday, November 5:                      7:00 p.m.  
 Class 1-5 Sectionals                      Monday, November 8:                      7:00 p.m.  
 Class 6 Quarterfinals                      Friday, November 12:                      7:00 p.m.  
 Class 1-5 Quarterfinals                      Saturday, November 13:                      1:30 p.m.  
 Class 5-6 Semifinals                      Friday, November 19:                      7:00 p.m.  
 Class 1-4 Semifinals                      Saturday, November 20:                      1:30 p.m.

#### **SHOW-ME BOWL: Edward Jones Dome (St. Louis)**

#### Friday, November 26

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

#### Saturday, November 27

12:00 p.m.    Class 2  
 3:15 p.m.    Class 4  
 6:30 p.m.    Class 6

**Note:** Game times will be 7:00 p.m. for weeknight contests and 1:30 p.m. for Saturday contests through the semifinal round.

- Classes 1-5 (weeknight games):** In the event the host school's playing site does not have lights, it is the responsibility of the host to secure an adequate site with lights. The game may be played during the afternoon only if the host school does not have lights and the visiting school administration agrees to play in the afternoon.

2. **Classes 5 and 6 (night games):** In the event the visiting school must travel 200 miles or more (one way), the game may be played on Saturday afternoon at the visiting school's administration discretion. In the event that the host school's playing field does not have lights, the game may be played on Saturday afternoon at the host school's administration discretion.

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

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

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

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

**D. HOSTING PROCEDURE:**

1. **8-MAN:**
  - Quarterfinal: The host team for the quarterfinal round will be the team qualifying as a district winner.
  - Semifinal: The host team for the semifinal round will be determined by the following:
    - 1) If a district winner plays a district runner-up, the district winner will host;
    - 2) If two district winners or two district runners-up play, the host will be the team on the top of the bracket in odd-numbered years and the team on bottom of the bracket in even-numbered years.

**2. 11-MAN: Classes 1-4:**

- Regional: The host team for the regional round will be the team qualifying as a district winner.
- Sectional: The host team for the sectional round will be determined by the following:
- 1) If a district winner plays a district runner-up, the district winner will host;
  - 2) If two district winners or two district runners-up play, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- Quarterfinal: The host team for the quarterfinal round will be determined by the following:
- 1) First, total the number of playoff games each team has hosted (including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least;
  - 2) If both teams have hosted the same number of games, the host will be the team that did not host the sectional round;
  - 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the sectional round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- Semifinal: The host team for the semifinal round will be determined by the following:
- 1) First, total the number of playoff games each team has hosted (including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least;
  - 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
  - 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

**3. 11-MAN: Class 5: With twelve districts (51 total teams) in Class 5, the MSHSAA Board of Directors established the bracket (for 2010-2011) that includes eight regional games. This bracket can be found on the website under "Football."**

- Regional: The host team for the regional round will be determined by the following:
- 1) If a district winner plays a district runner-up, the district winner will be the host.
  - 2) If two district runners-up play, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- Sectional: The host team for the sectional round will be determined by the following:
- 1) If a district winner plays a district runner-up, the district winner will be the host.
  - 2) If two district winners play, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- Quarterfinal: The host team for the quarterfinal round will be determined by the following: (A district winner will host if they are playing a district runner-up from the same district) Then:
- 1) First, total the number of playoff games each team has hosted (including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least;
  - 2) If both teams have hosted the same number of games, the host will be the team that did not host the sectional round;
  - 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the sectional round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- Semifinal: The host team for the semifinal round will be determined by the following:
- 1) First, total the number of playoff games each team has hosted (including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least;
  - 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
  - 3) If both teams have hosted the same number of games and in the event that both teams

hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

**4. 11-MAN: Class 6:**

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

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

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

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

- 1) First, total the number of playoff games each team has hosted (including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least;
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

## **SECTION 4: INSTRUCTIONS FOR MANAGERS**

### **Hosting Football Games During the Playoffs**

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

1. Providing participating schools with any information not included in this manual.
2. Making necessary arrangements for press and radio. (Note policies for radio and television at the end of this manual.)
3. Engaging statisticians and designating one as official scorer.
4. Arranging for a competent timer and scoreboard operator.
5. Making arrangements for managing of concessions (profit to go to host school).
6. Arranging to have a doctor present unless, after checking with participating schools, it is determined that both schools will have doctors accompanying the teams. Arrangements shall be made to have an ambulance available for emergencies.
7. Arranging for an adequate number of law enforcement officers or guards.
8. Securing ticket sellers and ticket takers. No tickets are provided by the MSHSAA up to the finals.
9. Assigning seating and dressing rooms to teams and game officials in advance.  
**Note:** Schools hosting playoff games should make sure that equal facilities and conveniences be provided to the competing schools. The "home" schools should share all convenience and support facilities and understand that this is not their home game. It is an MSHSAA State Tournament event and no "home field" advantage is intended.
10. Making arrangements necessary for any half-time activities by school bands. Contact participating schools to determine whether or not their bands will perform at half-time.
11. Provide for the playing of the Star Spangled Banner prior to kickoff.
12. Assisting teams in making any necessary housing arrangements. (Each school will be responsible for its own housing arrangements, but may want the help of the manager.) No lodging shall be charged unless PRIOR approval is obtained from the MSHSAA Office.
13. Arranging for game programs. Host schools may provide game programs; however, expenses for the printing and distribution is not an allowable expense. Profit, if any, will be retained by the host school.
14. Filing a financial report with the MSHSAA Office within five days.
  - a Any manager's fee shall be paid from the host's share. It is not an allowable expense.
  - b. Hospitality room expense is not an allowable expense.
15. Team Benches: If spectator bleachers are available on one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance for sectional through semifinal contests.

**B. PASSES:**

1. In the regional, sectional, quarterfinal, and semifinal games, pass lists shall be provided to the manager by the participating schools. (Do not include players, coaches, or managers that arrive with the team. Anyone not arriving with the team shall be listed on the pass list. Cheerleaders in uniform shall not be listed; however, the cheerleader sponsor shall be listed). Scouts from potential opponents must have a letter from their school administrator for admittance; otherwise, they will be required to purchase an admission. It is recommended that the host manager be contacted in advance if a scout is scheduled to attend. It is permissible for a scout to videotape.
2. Missouri Sportswriters and Sportscasters Membership Cards will be honored through semifinal contests. Other press passes shall be honored only if the bearer has proper identification from the newspaper, radio station, or television station and the bearer of the pass is actually covering the event.
3. Band members and band directors in uniform from the participating schools who are going to march are to be admitted free (refer to Section 4, Item A5, Page 8).
4. Board of Directors' passes are to be honored.
5. Managers shall not issue any passes except to their school administrators and the workers at the game. If additional passes are desired by the host school, they may be purchased from their share of the net receipts.
6. No passes are to be provided for high school or college coaches. (The Board of Directors has become concerned about the abuse of passes at events. Hence, your full cooperation will be appreciated.)

**C. GAME MANAGEMENT STAFF:**

1. Arrange for competent sideline officials (announcer, timer, line-to-gain crew, ball handlers, statistician, etc.) and other administrative help.
2. Adequate security shall be provided for game officials.
3. Make necessary arrangements for marking field in accord with the diagram in the NFHS Rules Book and provide yardage chain and down marker.

**D. GAME UNIFORMS:** In accord with National Federation Football Rules: "Jerseys of opposing teams must be of contrasting colors." The home or host team shall wear its dark color and the visiting team its light color. The visiting team is responsible for avoidance of similarity of colors, but if there is a doubt the referee may request the home team to change.

**E. GAME BALLS: DO NOT PURCHASE GAME BALLS.** The local game manager will be shipped two official top-grade leather footballs for the contest. Each team is to be given one of the game balls following the game. Managers should instruct the officials concerning this matter. If a participating team desires to use an approved composition-covered football in accord with National Federation Rules, it may do so; but the school must provide two balls of their own for the game. The Wilson F1300 GTS is the official ball.

**F. OFFICIALS:**

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

**G. AWARDS:**

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

**H. AUTHORITY OF CONTEST MANAGER:**

1. **Guidelines:** It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. The following guidelines are limited to the authority of a contest manager as it relates to whether or not:
  - a. A contest shall begin after all participants have arrived.
  - b. A contest should continue after it has started.
  - c. In both cases, the manager will be concerned only with playing conditions; i.e., weather, facilities, equipment, and/or crowd control.

- d. Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest.
- e. The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control.
- f. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.
- g. If, because of conduct, the contest is to be rescheduled on a different day, the MSHSAA Office should be involved in that decision.

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

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

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

## **APPENDIX A: CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL**

### **Education**

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians is the key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete's physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official's organization will require annual concussion training and maintain a signed head injury information sheet for each official.

### **Recognition and Evaluation of the Athlete with a Concussion**

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.

3. The coach, (Certified Athletic Trainer) ATC, or physician on site should evaluate the athlete in a systemic fashion:
  - a. Assess for airway, breathing, and circulation (basic CPR assessment)
  - b. Assess for concussion
    - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
    - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include:

<u>PHYSICAL</u>	<u>COGNITIVE</u>	<u>EMOTIONAL</u>
Headache	Feeling mentally “foggy”	Irritability
Nausea/Vomiting	Feeling slowed down	Sadness
Dazed/Stunned	Difficulty concentrating	More emotional
Balance problems	Difficulty remembering	Nervousness
Visual problems	Forgetful of recent information	
Fatigue	Confused about recent events	
Sensitivity to light	Answers questions slowly	
Sensitivity to noise	Repeats questions	

5. Evaluation:
  - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT2 are effective assessment tools that are readily available and can assist with the assessment.
  - b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.
6. Management of a Concussion and Return to Play:
  - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
  - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. “WHEN IN DOUBT, SIT THEM OUT!”
  - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
  - d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
  - e. An athlete must be asymptomatic at rest and with exertion prior to return to play
  - f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.

## **Appendix B: MEDIA INFORMATION**

- A. **Playoff Press Passes:** Members of the media who need working passes for district, sectional or quarterfinal contests should contact the site manager of the playoff site at least 24 hours before the game he/she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.

- B. Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the field or floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to the media department at the MSHSAA.
- C. Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each district championship, or playoff game to: (in order of priority)
1. The MSHSAA website.
  2. Local television stations.
  3. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA website a high priority after the game has concluded.
- D. Playoff Radio Broadcasts:** Permission to conduct a live or delayed radio broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all playoff game radio broadcasts:
1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information.
  2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
  3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e.- alcohol, tobacco, lottery/gaming advertisements).
  4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
  5. Stations are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall.
  6. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
  7. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA.
  8. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools.
  9. No rights fee shall be charged for broadcasts at MSHSAA district or sectional contests. See Radio Broadcast agreement for fee structure.
  10. Beginning with the Quarterfinal round of the MSHSAA playoff series, radio rights fees will be the following: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.
- E. Playoff Internet Broadcasts:** Permission to conduct a live or delayed internet broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 48 hours before the intended contest. Broadcasting entities are solely responsible for installing or arranging the use of phone lines or internet lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting entities. The following regulations also apply to all playoff game internet broadcasts:
1. Each broadcasting entity is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information.
  2. Each station must provide a completed MSHSAA internet broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
  3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. - alcohol, tobacco, lottery/gaming advertisements).
  4. Entities are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
  5. Entities are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all registered companies each fall.
  6. Entities shall provide competent and professional-like broadcasting and shall not present or otherwise

- dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
7. The MSHSAA reserves the right to discontinue the broadcasting right of an entity at any time in the event previous broadcasting by the entity is considered to have been in poor taste or incompatible with the educational values of the Association.
  8. If more entities request permission to broadcast than can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for entities representing both participating schools.
  9. A rights fee shall be charged for broadcasts at MSHSAA postseason contests. See Internet Broadcast Agreement for fee structure, also listed below:

Internet-audio only:

**Class 1-** \$25

**Class 2-** \$30

**Class 3-** \$35

**Class 4-** \$40

**Class 5-** \$45

**Class 6-** \$50

Internet- video broadcasts:

**Delayed Broadcast:** (Districts through MSHSAA Quarterfinal)- \$250 per game

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

**Live Broadcast:** (Districts through MSHSAA Quarterfinal)- \$500 per game

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

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

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

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

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

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

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

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

**H. Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org)). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.

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

**J. Championship Internet Broadcasts (audio only):** The same regulations as E. above apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.

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