



2012-2013



Sectional Soccer Manager's Manual

MSHSAA

Missouri State High School Activities Association

2012-13 SOCCER SECTIONAL & QUARTERFINAL MANAGERS TIMELINE

General Conditions: In keeping with the purposes of district and state contests as listed in the MSHSAA sports manual, each school is requested to assist in administering various levels of championship play. Both the MSHSAA and member schools should attempt to keep administrative costs at a minimum.

In an effort to offset some of the participating school's expenses and in turn keeping sport entry fees at a minimum, hosting schools should select sites that have capabilities of charging admission. These same playing sites need to be situated so as to be convenient for fans and spectators, as this is the audience for which the contestants will have an opportunity to display their skills.

The following checklist is provided as a guide and is not intended to be all inclusive. Any details or questions not answered should be directed to the MSHSAA Office at (573) 875-4880.

- _____ Brackets are found on the MSHSAA website. Sites for sectional and quarterfinal contests are determined by criteria on pages 12-13 of the *MSHSAA Soccer Manual*. The sectional and quarterfinal manager is responsible for contacting the teams and confirming details as to site, time and admission, etc. as it would pertain to the upcoming contest.
- _____ Officials will be assigned by the MSHSAA Office. Make contact with officials to verify time and location of game. Officials will be listed on the sectional and quarterfinal brackets on the website.
- _____ Sectional and quarterfinal managers should provide security, ticket sellers, ticket takers, etc.
- _____ Each school must submit a pass list to the sectional or quarterfinal manager via the MSHSAA website for admittance. The pass list from the district tournament may be updated after a school qualifies for the sectional or quarterfinal round. After the pass list has been updated, it should be submitted to the sectional or quarterfinal manager. Cheerleaders: All varsity cheerleaders shall be admitted free to the session in which their team plays providing they are in official cheerleading uniform, enter as a single group, and shall be accompanied by their cheer coach whose name should appear on the pass list.
- _____ Each qualifying school is asked to submit their Eligibility Roster on the MSHSAA website to all sectional and quarterfinal managers in conjunction with their pass list. Players must be listed on the Eligibility Roster in order to be deemed eligible. Rosters may be updated after a school qualifies for the sectional or quarterfinal round; simply update and submit it to the sectional or quarterfinal manager.
- _____ The host school will be deemed the home school at the sectional and quarterfinal games.
- _____ Sectional and quarterfinal managers must submit all results on the MSHSAA website **immediately following each game**. (Refer to Section 1: Website Instructions for Site Managers.)
- _____ A winners packet shall be given to the coach of the winning school. The winners packet contains information and instruction that the winners need to progress to the next round of the state tournament. It is vital that the winners packet be safeguarded and that the correct packet is placed in the hands of the coach of the proper team.
- _____ Sectional and quarterfinal managers must submit the financial statement to the MSHSAA Office within five days after the contest. With the financial statement, please include a check or future payment voucher.

**MISSOURI STATE HIGH SCHOOL
ACTIVITIES ASSOCIATION**

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

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

EXECUTIVE STAFF

Dr. Kerwin Urhahn, Executive Director
Harvey Richards, Associate Executive Director
Stacy Schroeder, Associate Executive Director
Davine Davis, Assistant Executive Director
***Kevin Garner, Assistant Executive Director**
Greg Stahl, Assistant Executive Director
Tim Thompson, Assistant Executive Director
Craig Long, Chief Financial Officer
Jason West, Communications Director

****MSHSAA CONTACT PERSON FOR SOCCER***

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DISTRICT ASSIGNMENTS AND STATE TOURNAMENT BRACKETS
MAY BE FOUND ON MSHSAA WEBSITE (www.mshsaa.org)

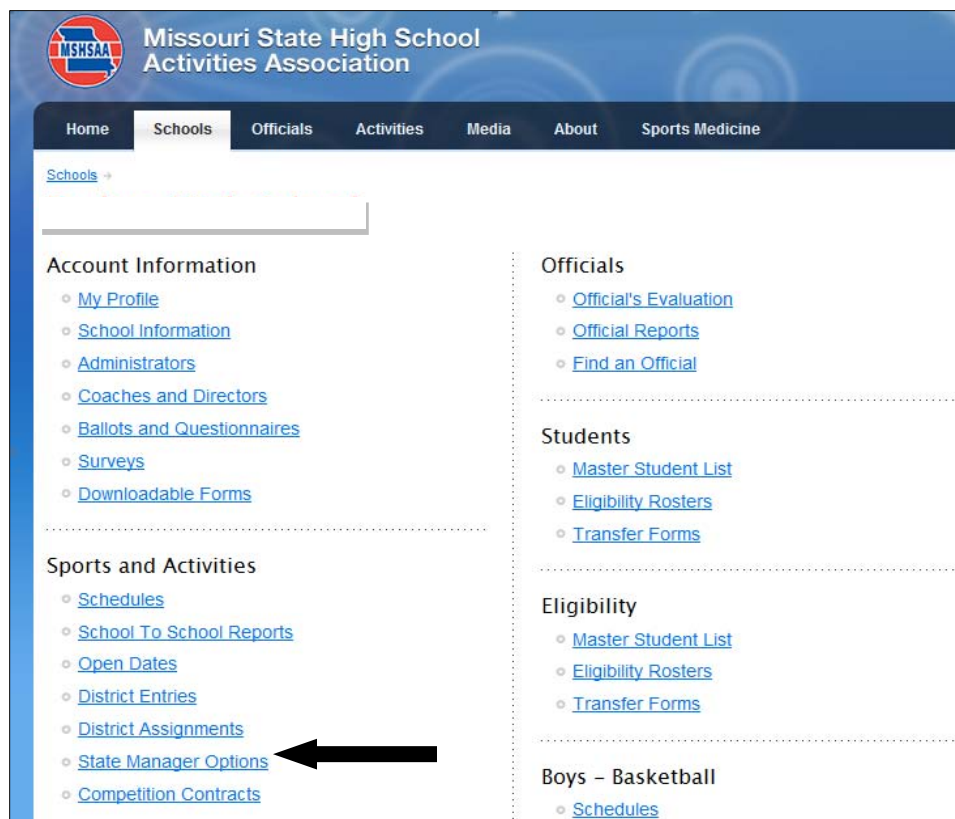
This manual is to be used for both boys and girls seasons.

SECTION 1: WEBSITE INSTRUCTIONS FOR SITE MANAGERS

Dear Sectional and Quarterfinal Managers:

Thank you in advance for all of your hard work in helping put on the MSHSAA Soccer Tournament. Your lead up site is a valuable and integral part of the State Series. The following directions should help you navigate the website so you can obtain valuable information on the participating teams, officials and the reporting of scores. Please review the tutorial below and if you have any questions regarding any of the information, please do not hesitate to contact Kevin Garner, Charla Boggs or Josh Hauptmann at (573) 875-4880.

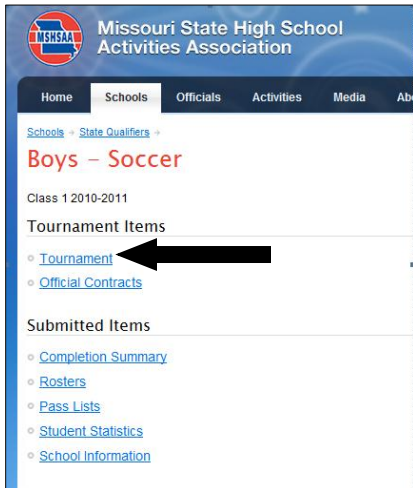
1. Please log into the MSHSAA website. Under the heading “Sports and Activities” you will click on **“State Manager Options.”**



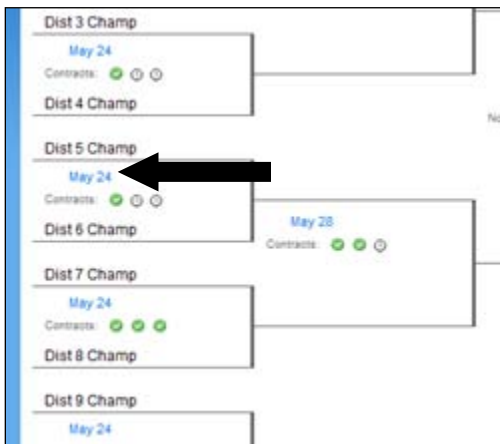
2. The following screen will appear. Click on **“Boys – Soccer”** or **“Girls – Soccer.”**



3. To update the time and location of the sectional and/or quarterfinal game, please click on “Tournament.”



4. The state bracket will appear. The game in which you are the host manager will be highlighted with a blue date and time and three green checkmarks. Simply click on the blue date and time to update the time and location of your sectional and/or quarterfinal game. You will be able to find your assigned officials here as well. **Please contact your officials to confirm they are aware of the location and time of your contest.**



5. The following screen will give you an example of the information you will need to update for your sectional and/or quarterfinal contest.

Class 1 Tournament

Date: 5/24/2011

Start Time: 12 : 00 AM

Location Type: Facility Custom

Location: Class 1 Sectional

Street Address: Districts 7-8

City: TBA

State: MC

Zip Code: 00000 -

Location Notes: The location and the time of the game on this date has not yet been determined. The host school for the sectional game will be the top team on the bracket in odd years.

79 Characters Left

Top District: District 7

Bottom District: District 8

Auto Assign Manager:

Scores

Dist 7 Champ	<input type="checkbox"/>	<input type="checkbox"/> FFT
Dist 8 Champ	<input type="checkbox"/>	<input type="checkbox"/> FFT

Overtime:

It is imperative that you complete the “Location” information on the website – which means School, Street Address (you must put a street address here), City, State, and Zip Code. Remove the information originally placed in these boxes.

Please do this immediately so that the general public has the location information.

The “Location Notes” do not show up on the bracket on the public side of the website.

Immediately following the game, you will use this same process to input the final score.

Please note: In “Location Notes” the host school for the boys sectional game will be the bottom team on the bracket in even years and the host school for the girls sectional game will be the top team on the bracket in odd years.

SECTION 2: MANAGERS INSTRUCTIONS

A. **LOCAL MANAGERS:** District, sectional and quarterfinal tournaments shall be under the control and direction of local managers appointed by the host school, selected by the Board of Directors.

B. **AUTHORITY OF CONTEST MANAGER:**

1. **Guidelines:** It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. These 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.

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

- c. 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.
- d. 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.
- e. 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. Documentation of these details should be made in the form of a signed agreement by the representatives of the 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 in Section 1-B-1 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; and
- b. Plans, if any, for rescheduling or resuming the contest.

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

C. **SECTIONAL AND QUARTERFINAL GAMES**

1. The host school for the sectional game will be the top team on the bracket in odd years and the bottom team on the bracket in even years.
 - a. All soccer sectional games must have a starting time between 4:00 p.m. and 6:00 p.m. A starting time scheduled outside these parameters must be approved in advance by both school administrators and the MSHSAA staff.
 - b. Schools that do not meet the minimum state field dimensions (60 yards by 110 yards) or do not have lighted fields and are scheduled to host a sectional or quarterfinal game must secure a suitable alternative location or portable lighting at no cost to the MSHSAA. If the host school is unable to secure an alternative site or portable lighting at no cost to the MSHSAA, the game shall be played at the non-host schools location. If the non-host school is unable to provide a suitable playing field or is unable to secure an alternative site at no cost to the MSHSAA, both schools will incur the expense of securing a neutral site. A host site

that forfeits or is unable to host a round of the playoffs will still be considered as hosting that round when it comes to the formula in determining the host site for the next round.

The pairings for sectional games shall be comprised of the following districts:

Sectional A: Districts 1 vs. 2	Sectional E: Districts 9 vs. 10
Sectional B: Districts 3 vs. 4	Sectional F: Districts 11 vs. 12
Sectional C: Districts 5 vs. 6	Sectional G: Districts 13 vs. 14
Sectional D: Districts 7 vs. 8	Sectional H: Districts 15 vs. 16

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

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

The pairings for Boys and Girls Classes 1, 2, and 3 quarterfinal games:

Quarterfinal 1: Winner Sectional A vs. Winner Sectional B
Quarterfinal 2: Winner Sectional C vs. Winner Sectional D
Quarterfinal 3: Winner Sectional E vs. Winner Sectional F
Quarterfinal 4: Winner Sectional G vs. Winner Sectional H

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

3. The sectional games shall be played:
Boys: Tuesday of Week #19 (November 6, 2012)
Girls: Tuesday of Week #47 (May 21, 2013)
 4. The quarterfinal games shall be played:
Boys: Saturday of Week #19 (November 10, 2012)
Girls: Saturday of Week #47 (May 25, 2013)
 5. The manager shall give the packet containing tournament instructions to the coach of the winning team immediately following the sectional and quarterfinal games.
- D. **OFFICIALS:** Officials are assigned by the MSHSAA Office. Please check the MSHSAA website and bracket for officials assigned for your game. All officials shall be fully registered with the MSHSAA Office (no reciprocal officials). Officials will be paid per MSHSAA Contracted Rate for district, sectional, and quarterfinal games. The MSHSAA Office will pay all game officials. In case of inclement weather, making 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/she will be paid a game fee and travel expenses.

E. ELIGIBILITY ROSTER:

1. Additions or substitutions may be made to the team roster that was submitted for the district tournament. Each school must make all changes to the roster at least 24 hours before the scheduled game. Any player who is thus replaced may not return to competition in the district tournament but may return for the state tournament. However, the player must be included on the team roster prior to the first game of the state tournament – sectional game in all classes – even though the availability of the player is doubtful due to the injury.
2. A school may substitute or add to the team roster, which was submitted for district play, prior to the start of the first game of the state tournament (sectional game for all classes). Any additions or substitutions must be submitted on the MSHSAA website. No additions or substitutions can be made after the first game of the state tournament.

- F. PASS LIST:** The pass list shall be submitted on the MSHSAA website. A pass list shall be used for the sectional and quarterfinal contests. The pass lists are to be used at the site – not sent to the MSHSAA Office. At the semifinal and final contests, individual gate passes will be given to players, coaches, administrators, trainers, cheerleading coaches, etc. of qualifying teams.

Passes for semifinal/final contests will be required for all players and coaches. The number of passes issued to qualifying schools will be based on the numbers submitted on the District Winners Report. The passes you receive are to be distributed to your players and coaches. An additional seven passes will also be provided to be distributed to managers, bus driver, and student supervisors. A pass for the superintendent, principal, athletic director and cheer coach will be available at the will call window with photo identification.

Varsity cheerleaders shall be admitted free to the session their team plays in semifinal/final contests provided they are in their official school cheerleader uniforms and are accompanied by their cheer coach who must have a pass. They must enter as a group with their coach to gain free admission. The number of varsity cheerleaders is to be verified by the school principal or superintendent.

- G. TOURNAMENT ADVERTISEMENT:** Draw up plans for advertising the tournament. Your committee should arrange for releases to area press and radio. Each school should involve students and faculty in advertising the event through press releases, posters, reporting results, etc.
- H. DISTRICT FINAL, SECTIONAL AND QUARTERFINAL GAME WINNERS:** The managers will give the winning coach a packet immediately following the game. The packet contains information and instructions that require immediate attention of school administration. For information not included in the packet, the school should contact Kevin Garner, Assistant Executive Director of the MSHSAA, at (573) 875-4880.
- I. SAFETY AND SECURITY:** The host school or site manager is directly responsible for the safety and security of all game officials before, during, and after all interscholastic contests. Officials are encouraged to notify the school and the MSHSAA by the Special Report Process when their safety and security are not provided for.
- J. PARTICIPATING SCHOOL INSTRUCTIONS:** Prepare a sheet of instructions for participating schools. The bulletin should include important information such as: local conveniences, special rules, time schedule, supervision responsibilities, dressing room assignments, care of property, admission prices, information for pep squads indicating specific seating assignments, bus parking, etc., and instructions for coaches (color of jersey to be worn, team benches, etc.). Include provision that hats or other items not included as legal uniforms are not to be worn on the bench.
- K. GATE:** Arrange for serial numbered tickets. Serial numbered tickets shall be provided for the protection of the host school in case for some reason an audit would be requested. A pass list must be provided by each participating school via the MSHSAA website.
- L. TOURNAMENT WORKERS:** Arrange for tournament help: ticket sellers and takers, scorers, timers, police, etc. and make arrangements for medical emergencies. Arrange to have a physician present

at the tournament or have adequate provisions for medical emergencies if a physician cannot be present at the site. Be sure to plan for traffic control and the directing of bus and car parking in the lots both before and after the games. Timers should be provided a horn to use at the close of the half. It is recommended that a second person be used to help watch the clock at the close of the half. Adequate provisions for crowd control shall be made and participating schools shall be requested to assist in controlling their students and fans. Discontinue ticket sales when crowd warrants. Be sure the pass gate personnel are aware of the procedures for handling the pass list.

- M. **TABLE PERSONNEL AND PROCEDURES:** Personnel to be assigned to the scorer's table: (1) official scorer, (2) official timer, and (3) P.A. announcer. In addition, if space permits, the scorekeeper from each team will sit at the end of the scorer's table nearest their team bench. Scorer's table personnel are very important. Select experienced adults – those who have been keeping score or timing for you during the regular season. Interested and dependable faculty members usually do the best work, although there are exceptions. Above all, select those individuals for these very important jobs that have plenty of poise, good judgment, sense of impartiality, and who you are sure will not get caught up in the emotion of the game, but will concentrate instead on the job.
1. If space is not available to accommodate the team scorekeepers at the scorer's table, they are to sit on the end of their respective benches next to the scorer's table.
 2. If a scoring question should arise, the referee will confer with the official scorer and check the official book for errors. The umpire, in addition to assisting the referee, will bring each team's scorekeeper, along with their scorebooks, to the front of the scorer's table in the event the referee decides they are needed for reference. All coaches and team members are to remain at their benches. Head coaches are to be called to the table together and notified of the official's decision.
 3. **Official Scorer:** Reference Rule 6 in the current National Federation Soccer Rules Book.
 4. **P.A. Announcer:** In an impartial and neutral manner, the P.A. announcer makes only periodic announcements pertinent to the game, e.g., starting lineups, substitutes, player who scores a field goal or free throw, etc. If fouls on players are announced, this should be done only after the foul is reported by the floor official so as to avoid mistake. The P.A. announcer can also assist in verifying to the official scorer, by jersey color and number, those players who fouled and those who are designated as free throw shooters.
- N. **PROGRAMS:** Your tournament program should contain statements regarding the educational objectives of interscholastic athletics and sportsmanship expectations. The cost of printing and selling programs is not an allowable expense; it is suggested that programs be sold to cover their costs. Any profit from the sale of programs remains with the host.
- O. **LOCKER ROOMS:** If locker rooms are a problem, arrange for a classroom, etc. for each team to use for their half-time meeting. Teams should have a private place in which to meet and not be expected to share meeting facilities. Provide for locker room security and assist teams in the safeguarding of personal belongings. We have had some incidents of theft because of lack of security or locker rooms not being locked. These situations can be prevented through prior planning and providing personnel and teams with specific instructions and procedures.
- P. **CELL PHONE POLICY:** During all district, sectional, and quarterfinal games in all sports (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."
- Q. **GAME BALL:** All game balls used for interscholastic competition shall possess the NFHS Authenticating Mark. Game officials shall inspect all balls provided for competition for the NFHS Authenticating Mark. Should the host school be unable to provide conforming balls, the official will put into play conforming balls provided by the visiting school. Contest officials are required to notify the MSHSAA office in writing regarding the failure of any host school to provide the marked balls. No contest shall be cancelled and no contest penalties shall be assessed for nonconforming balls. The MSHSAA will provide game balls beginning with the district tournament. The official ball used this year will be the Wilson NCAA Avanti WTH9000XDEF soccer ball.

- R. **UNIFORMS/PLAYER EQUIPMENT:** The designated home team will be responsible for providing a uniform clearly distinguishing it from the other team. The home team shall wear white or light colored jerseys and socks (Rule 4-1-1a,b). (Starting Fall 2013, the home team shall wear solid white jerseys and solid white socks and the visiting team shall wear dark jerseys and dark socks.) The visiting team shall wear dark jerseys and dark socks. Schools shall be reminded to take both light and dark jerseys and socks to every game so conflicts can be easily resolved.

In sectional, quarterfinal, semifinal, and final play the bottom team on the bracket in even-numbered years will be considered the home team and wear light jerseys and light socks. In odd-numbered years the top team on the bracket will be considered the home team.

Exception: Rule 4-2-1h – Missouri has adopted the wearing of caps as long as they are all identical.

Artificial Limbs: Rule 4-2-5 – Any participant wearing an artificial limb must have a letter from the MSHSAA indicating that the artificial limb has been reviewed and in the judgment of the MSHSAA, it is permissible to play with such. This permission must be granted PRIOR to the student's participation.

Protective Face Mask: Rule 4-2-8 – A protective face mask may be worn by a player with a facial injury. The mask may be made of a hard material, but must be worn molded to the face with no protrusions. A medical release for the injured player signed by a physician (MD/DO) shall be available at the game site.

- S. **HOME TEAM/UNIFORMS:** The designated home team shall wear white jerseys and the visiting team shall wear dark jerseys.
- In sectional, quarterfinal, semifinal, and final play, the bottom team on the bracket in even-numbered years will be considered the home team. In odd-numbered years the top team on the bracket shall be considered the home team.
- T. **NATIONAL ANTHEM:** All site managers are reminded that the National Anthem is to be played before the first game of a session. It is to be played only once and only before the first game of each nightly (or daily) session. Please insure that the American Flag is prominently displayed.
- U. **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.
1. 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:
 - a. 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.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash or lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.
 2. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated

representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (See Section 1-AA for what constitutes a completed game.) The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

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

V. **DURATION OF GAME/OVERTIME PROCEDURES:** All games will be 80 minutes in length divided into two equal halves of 40 minutes each.

1. In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played and a winner can be determined (score is not tied). If less than one-half has been played or a winner cannot be determined then the game will be resumed from point of interruption (NFHS Rule 7-1-3 adoption). (See *Hazardous Weather Conditions* Section 1-Z)
2. District and State Tournament Series – the overtime procedure shall be two fifteen-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary (third place games will result in a tie after regulation – no overtime will be played). The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their seasonal records.

W. **MERCY RULE:** Rule 7-1-5 – The MSHSAA has adopted a point differential (10 goals) whereby at the end of the first half if one team has gained the established point differential or if it secures such differential during the second half the game shall be terminated.

SECTION 3: FINANCIAL INFORMATION

- A. **Admission Charges:** Admission charges (ages 6 and above) shall be as follows:
1. District Games (Students and Adults) \$4.00
 2. State Sectional Games (Students & Adults) \$6.00
 3. State Quarterfinal Games (Students and Adults) \$6.00
 4. State Semifinal Games (Students & Adults) \$7.00
 5. State Championship Games (Students & Adults) \$7.00
- B. **Financial Report:** The financial report will be emailed the week of November 5th. The report is now an electronic spreadsheet and you will email the report back to the MSHSAA office (kevin@mshsaa.org) when the sectional/quarterfinal contest is complete. A financial report shall be filed by the manager on the form provided by the MSHSAA Office within five days. (Do not hold the financial report form.)
- C. **Financing the Sectional/Quarterfinal Contest:** Each sectional/quarterfinal manager will be paid a \$50 stipend for conducting the contest. This stipend will be paid by the local school out of the sectional/quarterfinal contest fund. This stipend is for managing and supervising the contest.

Each sectional/quarterfinal host school will be granted a \$225 stipend for conducting the contest. This \$225 is for gate workers, supervision, scorers, field preps, athletic trainers, etc. If volunteers are used and less than the \$225 is spent, the school will keep the remaining balance of the \$225 stipend to use at their discretion.

The manager's fee and official fees are not included in the \$225 stipend. The official fees will be paid by the MSHSAA Office from the financial report. The official fees and manager's fee are included in calculating the net profit. The host school will receive 20% of the net profit from the sectional/quarterfinal contest.

****Receipts from concessions will go to the host school and will not be included in the financial report.**

****Any school that is hosting and unable to collect a gate should contact the MSHSAA Office immediately.**

- D. **Programs:** The printing of a sectional/quarterfinal contest program is strongly suggested. However, the cost of such is not an allowable expense. It is suggested that programs are sold so that hosts are able to cover their cost and potentially make money for the host site.

SECTION 4: 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 (alcohol, tobacco, lottery/gaming 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 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.

- E. **Delayed Television Broadcasts:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No game shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses 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 have not been made.)
Delayed Broadcast: (Districts through MSHSAA Quarterfinal)- \$750 per game
Delayed Broadcast: (MSHSAA Semifinal/MSHSAA Championship)- check with MSHSAA office.
Live Broadcast: (Districts through MSHSAA Quarterfinal)- \$1500 per game
Live Broadcast: (MSHSAA Semifinal/MSHSAA Championship)- check with MSHSAA office.
- F. **Live Television Broadcasts:** There is a significant rights fee charged for all live broadcasts. All requests to broadcast live must receive prior approval from the MSHSAA by contacting 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.
- G. **Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website (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.
- H. **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. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.

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

APPENDIX A: CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

Education

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

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

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

Recognition and evaluation of the athlete with a concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, ATC, or physician on site should evaluate the athlete in a systemic fashion :
 - a. Assess for airway, breathing, and circulation (basic CPR assessment)
 - b. Assess for concussion
 - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
 - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include :

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

5. Evaluation
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and 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: CONTEST ANNOUNCEMENTS

Please have your public address announcer use the following announcements during your tournament.

To be Read Prior to Each Game -

Good sportsmanship is vital to the educational integrity of interscholastic activities. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. Coaches, players, officials and spectators can (and are expected to) assist in the promotion and achievement of good sportsmanship ideals by taking personal responsibility for keeping this contest at a high level of fair, wholesome competition.

On behalf of the Missouri State High School Activities Association we are pleased to welcome you to this (district/sectional/quarterfinal) soccer contest.

Good luck to all teams!

To Be Read During Tournament -

The Missouri State High School Activities Association and our member soccer schools give a special thanks to **Wilson** . . . a supporter of the (2012/2013) State Soccer Tournament. The **NCAA Avanti Soccer Ball** is the official ball of the (2012/2013) state series. Special thanks are extended for Wilson's support of Missouri soccer.

APPENDIX C: LIFETIME PASSES



Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201-6645 • P.O. Box 1328, Columbia, MO 65205-1328
Phone (573) 875-4880 • Fax (573) 875-1450 • www.mshsaa.org • email@mshsaa.org

Dr. Kerwin Urhahn, Executive Director

Harvey Richards, Associate Executive Director Stacy Schroeder, Associate Executive Director
Davine Davis, Assistant Executive Director Kevin Garner, Assistant Executive Director Craig Long, Chief Financial Officer
Greg Stahl, Assistant Executive Director Tim Thompson, Assistant Executive Director Jason West, Communications Director

TO: Athletic Administrators
FROM: MSHSAA Office
RE: Lifetime Pass and Observers Pass



These passes are either gold with black lettering (as shown) or silver with red lettering and border etched on metal. They should be easy to identify.

Please honor this pass at all MSHSAA events.



MSHSAA Officials Observer's Pass

_____ has been appointed an Observer of Athletic Game Officials for the Missouri State High School Activities Association for the school year 2012-13. The MSHSAA would appreciate you admitting the above named person to any football, volleyball, basketball or wrestling contest at your school.

Observer's Signature

Kerwin Urhahn
MSHSAA Executive Director

This pass is white with blue lettering and has the MSHSAA seal in red ink and should be easy to identify.

Please honor this pass at all MSHSAA events and assist the observer in any way you can.

"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."

APPENDIX D: PROTEST PROCEDURE

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 E: POLICY ON HAZING AND HARASSMENT

HAZING: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

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

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 2.2.

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