

2021 DISTRICT MANAGERS TIMELINE

	<u>CLASS 1-3</u>	<u>CLASS 4-6</u>
_____ District Managers Site Meeting	January 8-20	January 8-20
_____ District Managers should establish a District Tournament Committee. All conferences should be represented.	January 18-24	January 18-24
_____ District Managers should contact schools to remind them to submit their officials recommendations via the MSHSAA website.	January 18	January 18
_____ Final date for schools to submit their officials recommendations to the District Managers.	January 25	January 25
_____ District Tournament Committee should determine tournament format and list of officials to be selected from the draft. *Class 4-6: Confirm any participating schools offering State ACT Test*	January 25-29	January 25-29
_____ The Basketball Officials Draft will be conducted in each of the eight MSHSAA Board Districts. See Appendix G.	January 30-Feb 6	February 6-13
_____ Schools should be notified <u>seven days prior</u> to when the District Seed Meeting will be held.	January 30-Feb 6	February 6-13
_____ District Seed Meetings held. All schools should have submitted their District Basketball Entries and information via the MSHSAA website.	February 6-13	February 13-20
_____ District Managers must input the district tournament bracket using the MSHSAA website immediately following the District Seed Meeting which should include times, dates, and locations.	February 13-20	February 20-27
_____ District Eligibility Rosters and Season Records are to be completed on the MSHSAA website under "District Entries."	February 13	February 20
_____ Pass Lists due. A Pass Gate checklist for players, cheerleaders, and school representatives are to be completed on the MSHSAA website.	February 19	February 26
_____ District Tournament. District Managers must update the MSHSAA website bracket <u>immediately after the completion of each game of the tournament.</u>	February 20-27	Feb 27-Mar 6
_____ District Winners Packets (one boys and one girls) shall be given to the coach of the winning school at the time the plaques are presented. The winners packet contains information and instruction that the winners need to progress to the first round of the state tournament. It is vital that the winners packets be safeguarded and that the correct packet is placed in the hands of the coach of the proper team.	February 20-27	Feb 27-Mar 6
_____ District Managers must complete the Event Settlement (financial statement) under the District Manager Option on the MSHSAA website.	Feb 27-Mar 6	March 6-13

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DISTRICT ASSIGNMENTS AND STATE TOURNAMENT BRACKETS
CAN BE FOUND ON THE MSHSAA WEBSITE AT WWW.MSHSAA.ORG

SECTION 1: MANAGERS INSTRUCTIONS

(TOC)

- 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. **District Managers Meeting:** A mandatory district managers meeting will be held in early January where you will receive a packet of materials with detailed instructions on the administration of your tournament. You will be notified on the specific date and location of this meeting.
- C. **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.
 - 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. 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.
 - f) 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-C-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.
 4. Each manager shall call a meeting of the competing schools, select dates, draw up the brackets, select referees, and take care of other arrangements necessary in managing the tournament game or games for which he/she is responsible.
- D. **Select Tournament Committee:** Select a representative, principal, athletic director from participating schools, other than the host school, to serve with you as a tournament committee.
1. **Committee Duties:** In general, committee members shall assist the manager in the administration of the tournament. The committee shall also make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament. Committee members and district coaches shall be called upon to assist in the planning, preparation, and management of the tournament.
- E. **District Tournament Schedule:** The principals and coaches are requested to follow the schedule in this manual.
1. District tournament games shall be played:

Classes 1-3: Saturday of Week #33 – Saturday of Week #34

Classes 4-6: Saturday of Week #34 – Saturday of Week #35

***Classes 4-6 may NOT play District games on Wednesday of Week #35.**

***Class 4-6 schools should verify any schools issuing the State ACT Test. If participating schools are taking the ACT, please contact the MSHSAA Office for modification options.**

2. Postponed games shall be played on the first possible date following the postponement.
 3. The schools winning district tournaments shall contact immediately the host site manager for necessary information and instructions.
 4. See the MSHSAA website at www.mshsaa.org for brackets for district, sectional, and quarterfinal game sites and times.
 5. Trophies will be presented to the place winners at the state tournament. Plaques will be given to district winners and runners-up. Plaques will be mailed directly to district managers and winners will receive the plaques at the site.
- F. **Officials:** 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.
1. **Official Recommendations:** Remind participating schools to submit the officials' recommendations and make a preferred list of officials. Tournament managers are to initiate contact with participating schools requesting them to submit official recommendations for the tournament. The Official Recommendations shall be submitted via the MSHSAA website. If an official is disapproved on the Official Recommendation Form, by one or both schools, he/she should not be assigned to games involving those schools. Disapproval by one or two schools should not automatically eliminate an official from the tournament. The Official Recommendation Forms are to be submitted to the website no later than **January 22, 2021**.
 2. **Officials Draft and Selection of Officials:** Game officials shall be selected by the tournament committee at the scheduled selection meeting from the roster of MSHSAA registered officials submitting applications. Committees shall have each participating school submit a list of recommended officials. These shall be submitted on the MSHSAA website. The committee is to ascertain any conflicts of interest of the recommended officials, e.g., employed by the same school district as a team entered, a graduate of the same school as a team entered, etc., and avoid employing those officials or officials not recommended for the tournament. Officials shall not be contracted (written or verbally) prior to the date of the area selection meeting. Officials who accept assignments prior to the date of notification are subject to suspension! Managers are not to contact selected officials until after the selection meeting. Please forward a list of the game officials and their assignments contracted to work your tournament to the MSHSAA Office. Complete instructions for the district tournament officials selection process will be forwarded to the district managers with the managers packets.
 3. **Officials Draft: Each district manager shall attend an officials selection draft to be conducted between Saturday, February 6, 2021, and Wednesday, February 10, 2021, at six pre-determined sites.** Special care should be taken to guarantee that no official has any conflict of interest with the competing schools.
- G. **District Seed Meeting:** Set a date for drawing the tournament within the dates listed previously, (avoid conflicts with school time) and notify the participating schools at least 7 days in advance of the site and time of the meeting to draw the bracket. Schools should have all scores on their Season Record up to date. When travel distances would create a hardship for several schools, a conference call may be used in place of an actual seeding meeting.
1. The mandatory seeding procedure is to seed each spot individually starting with the #1 seed, followed by the #2 seed, continuing to the last seed. Schools may not vote for themselves in the seeding process. The district schools participating in the meeting shall take into account each team's win-loss record (varsity vs. varsity games only), head to head competition, caliber of competition, and common opponents they have played over the season. After the tournament director receives each school vote after each round, the tournament director must make each vote known to all participating coaches in the room. If a tie should occur, a second vote would be used to determine the seed but only the district schools who are not involved with the tie would participate in the second vote. If a tie remains, it shall be broken based on head to head competition of the tied teams. Should a tie still exist, a coin flip shall determine the seeds of the tied teams. This specific procedure shall be followed by district manager.
 2. All teams shall be seeded by the committee. In districts of eight or less teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 8-Team Bracket on page

15 of this manual. Any byes are to be given first to the first-seeded team, then the second-seeded team, etc. In districts of nine or more teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 16-Team Bracket on page 16 of this manual; any byes are to be given to the first-seeded team, then the second-seeded team, etc.

- H. **Posting of Tournament Bracket:** The district manager is instructed to input the tournament brackets (boys and girls) on the MSHSAA website with the seeded teams listed, the time schedule of games, and the selected officials schedule to work each game immediately after the seeding meeting. This information is needed for a statewide release.
- I. **Eligibility Roster:** The eligibility rosters are to be submitted online no later than Saturday:
Class 1-3: Week #32; Class 4-6: Week #33
 - 1. The maximum number of players appearing on the team roster is 15.
 - 2. Eligibility Rosters shall be submitted on the MSHSAA website. A school should include on the list all of its eligible athletes for basketball. No team is to be permitted to participate unless this list is submitted via the MSHSAA website. Managers are instructed to forfeit the game if the eligibility roster is not submitted as herein provided.
 - 3. All schools are advised to certify on the eligibility roster more than the number of players that will be used in the tournament.
 - 4. No additions may be made to the team roster after it is submitted for the district tournament even if the number of names listed is less than the maximum allowed. The school may substitute prior to the first game of the district from its eligibility list any athlete to replace one listed on the tournament roster. Substitutions after the first game of the district may be made only in case of illness or injury verified by a physician. 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.
 - 5. 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.
- J. **Season Records:** Check the season records of games and tournaments via the MSHSAA website of each school on the Season Records to make certain that no school is permitted to enter that has violated Athletic By-Law 3.27. Caution coaches to double check their player records to ensure compliance with By-Law 3.21.
- K. **Pass List:** The pass list shall be submitted on the MSHSAA website by 4:00 p.m. Friday:
Class 1-3: Week #33; Class 4-6: Week #34

A separate pass list shall be used for the district, sectional, and quarterfinal contests. The pass lists are to be used at the site – not sent to the MSHSAA Office.
- L. **Late Entries:** Managers are allowed to accept late entries until Friday:
Class 1-3: Week #33; Class 4-6: Week #34

A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the first allowable date to start the district tournament. The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information for district seeding (non-participating teams). The MSHSAA shall invoice any school(s) owing a late entry penalty fee. All late entry penalty fees will be paid to the host school by MSHSAA.
- M. **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.
- N. **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.
- O. **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 arrangements, 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.

- P. **Medical Procedures:** The host school should assume responsibility for putting in place the procedure for a medical emergency. If on-site medical personnel are available make sure that all schools are informed and aware of their location during the event. If medical personnel are not on-site make sure that procedures are in place to contact medical assistance in case of an emergency. Guidelines for these procedures can be found in the MSHSAA Sports Medicine Manual.
- Q. **Tournament Workers:** Arrange for tournament help: ticket sellers and takers, scorers, timers, police, etc., and make arrangements for medical emergencies. 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 gun to use at the close of quarters. It is recommended that a second person be used to help watch the clock at the close of quarters. 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.
- R. **Table Personnel and Procedures:** Personnel to be assigned to the scorer's table: (1) official scorer, (2) assistant scorer, (3) official timer, (4) assistant timer, and (5) 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.
- * 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.
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 the information in the back of the current National Federation Basketball Officials Manual or the National Federation Instructions To and Duties of Scorers provided by the MSHSAA Office. It is strongly recommended that scorers use pencils of distinctively different colors (e.g., red and black) for each half. **NOTE:** The official scorer shall record the jump balls for the alternating possession rule and be responsible for the possession arrow. In addition, the official scorer shall maintain an accurate record of 3-point goals as well as 2-point goals.
 4. **ASSISTANT SCORER:** The assistant scorer does not keep score. The assistant scorer: (1) spots fouls and free throw shooters for the official scorer; (2) identifies the person that fouls and the free throw shooter by color of jersey and number; (3) observes the recording of the information by the official scorer; (4) checks to see that the running score on the official book coincides with the scores on the scoreboard; and (5) assists with the possession arrow and the distinguishing of 3-point goals from 2-point goals.
 5. **OFFICIAL TIMER:** Reference the information in the back of the current NFHS Basketball Officials Manual or the NFHS Instructions To and Duties of Timers provided by the MSHSAA Office. The official timer is responsible for notifying the participating teams that there are 3 minutes remaining in the half-time intermission.
 6. **ASSISTANT TIMER:** The assistant timer: (1) assists the official timer by placing the score of each team on the scoreboard as the game progresses and observes the timing procedures of the official timer; and (2) checks the accuracy of the score on the scoreboard with the official scorer and assistant scorer.
 7. **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.
- S. **Programs:** Your tournament program should contain statements regarding the educational objectives of interscholastic athletics and sportsmanship expectations. Any profit from the sale of programs remains with the host school.

- T. **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.
- U. **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."
- V. **Game Ball:** The Spalding Top-Flite TF1000 Legacy Basketball 74-7169 for boys and the Spalding Top-Flite TF1000 Legacy Basketball 74-7359 for girls will be used at all district tournament games and all state tournament games. ***Managers are to see that the balls are properly inflated and used in practice for about a week prior to the event.*** The MSHSAA Office should be notified immediately if there is a problem with the balls so that replacements can be secured if necessary. After completion of the tournament, the basketballs become the property of the host school or institution.
- W. **Home Team/Uniforms:** The designated home team shall wear white jerseys and the visiting team shall wear dark jerseys.
* In district play the top team on the bracket shall be considered the home team and shall wear white jerseys.
- X. **Coaching Box:** The coaching boxes are to be clearly marked using removable tape which is a contrasting color to the sideline. Coaching boxes are to be clearly indicated during the tournament and all regular season contests as well by National Federation Basketball Rules. See Appendix G, page 22, for diagram and dimensions of the coaching box.
- Y. **Warm-up / Half-time:** Participating teams are not permitted to warm-up at half-time of any games except the ones in which they are playing. Notify teams they are to conduct pre-game and half-time warm-up on their half of the floor only. If jogging or running is part of their warm-up drills, then it is to be confined to their half of the court. Officials will enforce this. Participating teams are not permitted to warm-up at half-time of any games except the ones in which they are playing.
*The half-time intermission of high school tournament basketball games shall be 10 minutes in length. Play shall resume immediately at the end of the 10 minutes. In an effort to expedite the administration of the half-time intermission the following procedure should be followed:
1. Immediately after the end of the first half (after the players have cleared the floor) place 10 minutes on the score board clock and start the clock. If this is impossible because of the nature of the clock, then a stop watch should be made available and used for this purpose.
 2. Either the official scorekeeper or a delegated assistant must be at the scorer's table with the official scorebook at all times. The official scorebook shall not be removed from the scorer's table until after the game has ended. Immediately at the end of the first half, the official scorekeeper is to confer with the game officials to be sure the possession arrow is pointed in the correct direction to start the second half.
 3. The official timer is to notify teams and officials three minutes prior to the end of intermission.
 4. One minute prior to the end of the intermission, sound the buzzer for teams to cease warm-up activity and return to their benches and prepare for the start of the second half.
 5. Sound the warning buzzer with 15 seconds remaining on the clock for players to take the floor to start the second half. Fifteen seconds later a final buzzer is sounded signaling the end of the intermission.
 6. At the end of the 10 minute period players and officials should be on the floor and ready to begin the second half.
 7. All substitutes entering to start the second half must report or be in position to report prior to the signal which is sounded 15 seconds prior to the signal signifying the end of the intermission. Each substitute reporting after the 15-second warning signal shall be charged with a technical foul if they enter to start the second half. NO PENALTY will be assessed if a substitute reports after the 15-second warning signal, but does not enter the game until the first opportunity to substitute after the second half begins.
 8. When a time-out is called by one of the teams, start the 60-second (or 30-second) clock when the floor official indicates. If the floor official fails to signal the starting of the 60-second (or 30-second) clock, do so when the teams have arrived at their benches. Sound the warning buzzer with 15-seconds (or 15-seconds for a 30-second time-out) remaining on the clock for players to take the floor to resume the game. 15-seconds (or 15-seconds for a 30-second time-out) later a final buzzer is sounded signaling the end of the time-out. Reporting procedures for substitutes must occur before the 15-second warning for a full time-out and before the 15-second warning for a 30-second time-out.

All games should start promptly when scheduled. Therefore, it is strongly recommended that a similar procedure be used at the start of the game. The clock should be started 15 minutes prior to the scheduled starting time.

One minute before starting, the warning buzzer should be sounded as in item 4 above. Fifteen seconds prior to starting time, the buzzer for the teams to take the floor shall be sounded, with a final buzzer 15 seconds later.

- Z. **Team Benches:** Assignment of each team's bench and pre-game warm-up basket is to be predetermined by the tournament manager/committee and all teams notified in advance. The recommended procedure is to let the "home" team for each game sit on the bench which the host school utilizes during the regular season and conducts their pre-game warm-up at the basket at the opposite end of the floor. Teams are to conduct pre-game and half-time warm-up on their half of the floor only. If jogging or running is part of their warm-up drills, then it is to be confined to their half of the court. Teams are to refrain from circling the entire floor when they enter the court to warm-up. Teams leaving their locker rooms and entering the court are to proceed to their warm-up end of the court by the most direct route and at no time are they to pass underneath their opponent's basket. Officials are to enforce this once their jurisdiction begins by rule by assessing the head coach a technical foul. Tournament managers are to notify schools of this in advance and enforce it.
- AA. **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.
- BB. **Continuous Standing:** The following criteria shall be used when allowing continuous standing:
1. At least one empty row must serve as a buffer between the floor and the student sections.
 2. The student sections shall be specifically marked and separated (such as by rope, pennants or other barrier) from the general spectator seating areas.
 3. The student sections shall be cleared out at the conclusion of each game for use by the schools playing the next contest. If a school is playing back-to-back games with its boys and girls teams, that school may remain in its section for both contests, as long as remaining in that section does not conflict with criteria 4 below.
 4. In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other, directly behind either goal or directly behind the bench of the opposing team.
 5. The student sections shall be placed in locations that minimize the obstruction of other patrons when the students stand in unison.
 6. Sportsmanlike behavior is expected at all times from the student section.
 7. An administrator with the responsibility of supervising students should be present at all contests involving that particular school and be present throughout the contest in the vicinity of the student section or in an area designated by the host site administrator.
 8. An administrator from each participating school, the host site administrator and a representative of the game officials shall meet prior to game time and reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest.
- CC. **Fans:** BOARD OF DIRECTORS POLICY ADOPTED REGARDING FANS SIDELINES OR ENDLINES: Fans shall not be permitted to leave their seats to gather and stand along the sidelines or end lines while a game is in progress. Should this occur, the game officials are hereby authorized and encouraged to stop the game, send the teams to their benches, and request the host school administration or the tournament manager to have the fans return to their seats or leave the gymnasium. The game shall not resume until the fans comply. The primary responsibility of complying with the official's request is that of the host school, or tournament manager, but the visiting school (both schools in a tournament) is also responsible for seeing that their fans remain in their seats.
1. It is the policy of the MSHSAA that fans are not allowed to storm the court following any contest. It is the responsibility of the district tournament committee, the game security personnel, and the administration of the competing schools to work together to insure this policy is met. The ultimate responsibility for compliance with this policy, however, lies with the administration of each competing school.
 2. MSHSAA Guidelines for Fan/Spectator Support Items: Appendix J
- DD. **Starter's Pistol:** A starter's pistol is to be used to end all district, sectional, quarterfinal, and state final tournament games. Prior arrangements will have to be made and procedures set up to coordinate with the timer the firing of the pistol. The tournament manager/committee will have to decide whether or not the use of the pistol is necessary at the end of each quarter. This will be dictated by the type of game, crowd noise, loudness of scoreboard horn, etc. Floor officials will need to be informed of the established procedures.

SECTION 2: FINANCIAL INFORMATION

[\(TOC\)](#)

1. **District Tournament Financial Instructions**

- a. Proceeds from concessions and program sales shall be the property of the host school. The cost of printing programs is not an allowable expense. The printing of a tournament program is strongly suggested. However, the cost of such is not an allowable expense (district, sectional, or quarterfinal). It is suggested that programs are sold so that hosts are able to cover their cost and potentially make money for the host site.
- b. Receipts from concessions will go to the host school and will not be included in the financial report.
- c. District plaques, 1st and 2nd for both boys and girls, will be distributed to the tournament manager at the January District Manager Meetings.
- d. District tournament committee members shall be paid expenses of 38¢ per mile per round trip not to exceed two round trips for the tournament. In almost all cases, one meeting should be sufficient to accomplish committee business.

2. Officials will be paid based on the MSHSAA Zone Payment Schedule and will be paid by MSHSAA.

3. **Financial Report:** District Managers must complete the Event Settlement (financial report) under the District Manager option on the MSHSAA website. The Event Settlement should be completed no later than five days following the tournament.

4. **Financing the Tournament:** Each district tournament manager will be paid a \$300 stipend for conducting the tournament. This stipend is for managing and supervising the tournament.

Each game will be granted a stipend (\$205/game) for conducting the game stipend. This stipend is for gate workers, supervision, scorers, preps, athletic trainers, etc. If volunteers are used and less than the total stipend is spent, the school will keep the remaining balance of the stipend to use at their discretion.

The manager fee and official fees are not included in the game. The official fees will be paid by the MSHSAA Office from the financial report.

5. **Admission Charge** (beginning with age six):

- District: \$5.00
- Sectionals: \$7.00 + Ticket Surcharge, if applicable
- Quarterfinals: \$7.00 + Ticket Surcharge, if applicable
- Semifinals: \$9.00 per session
- Finals: \$9.00 per session

SECTION 3: MEDIA INFORMATION

([TOC](#))

1. **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.
2. **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 table), access to the floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing 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 Jason West at the MSHSAA Office.
3. **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 the MSHSAA Web Brackets.
4. **Playoff Radio Broadcasts:** Permission to conduct a 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. The following regulations also apply to all playoff game radio broadcasts:
 - a. Each broadcasting station is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.
 - b. 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.
 - c. 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).
 - d. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the media page of the MSHSAA website.
 - e. 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.
 - f. 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 MSHSAA.
 - g. 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.
 - h. No rights fee shall be charged for broadcasts at MSHSAA district or sectional contests for broadcasts on "over-the-air" stations. See Radio Broadcast agreement for fee structure.
 - i. 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.

5. **Playoff Internet Webcasts:** All postseason video webcasts must be streamed through MSHSAA.tv. Permission to conduct an internet broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 24 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:
 - a. Each webcasting entity is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.
 - b. All Internet Broadcast Rights fee must be paid in full to the MSHSAA office prior to broadcasting. No payments shall be accepted on site.
 - c. 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, in addition to a receipt or memo from the MSHSAA office stating the rights fee has been paid.
 - d. 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).
 - e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. A rights fee shall be charged for broadcasts at MSHSAA postseason contests. See Internet Broadcast Agreement for fee structure: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.

6. **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 a-j above (under Playoff Internet Broadcasts) shall apply to TV broadcasts, with the following exceptions:
 - a. A specific MSHSAA TV broadcast agreement shall be used rather than an internet broadcast agreement.
 - b. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA produced 30-second television spots during each game.
 - c. Stations are required to provide the MSHSAA with a DVD copy of the final broadcast no later than 15 days after the game airs.
 - d. 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

7. **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 Jason West at the MSHSAA office. 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 gam

8. **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.

9. **Championship Radio Broadcasts:** The same regulations as listed above in the Playoff Radio Broadcast section shall 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. No payments will be accepted on site. 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.
10. **Championship Internet Broadcasts (audio only):** The same regulations as listed above in the Playoff Internet Broadcast section shall 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. No payments will be accepted on site. 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) 875-1077 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 ([TOC](#))

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 :

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

5. Evaluation
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT3 are effective assessment tools that are readily available and can assist with the assessment.

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

APPENDIX B: MSHSAA POSITION STATEMENT REGARDING U.S. COPYRIGHT COMPLIANCE

([TOC](#))

Educators, coaches, and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed onsite is owned by ASCAP. To determine if the music is owned by ASCAP go to www.ASCAP.com and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C:

DISTRICT HOST AND SITE SELECTION PROCESS

([TOC](#))

A. General Criteria: The following district site selection process shall be used for Basketball.

1. Assignments of schools to specific districts shall be established by MSHSAA staff annually. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via email by the MSHSAA staff.
4. Each chairperson shall review the list of schools assigned to his/her district on the MSHSAA website under the district assignments link.
5. Each chairperson will contact all athletic administrators of schools assigned to the specific district and arrange for a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site(s). MSHSAA shall incur no expense in conjunction with this meeting.
6. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow the specific criteria to determine the appropriate course of action to be followed when selecting the district host site(s).
7. The district chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site(s) and manager's information (unless otherwise indicated in the specific activity criteria).
8. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final approval. The MSHSAA staff and/or Board of Directors shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site constraints. A neutral site may only be used, provided there is prior approval from MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to MSHSAA.
9. Following final approval, host sites shall be added to the district assignments link and the district manager's packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

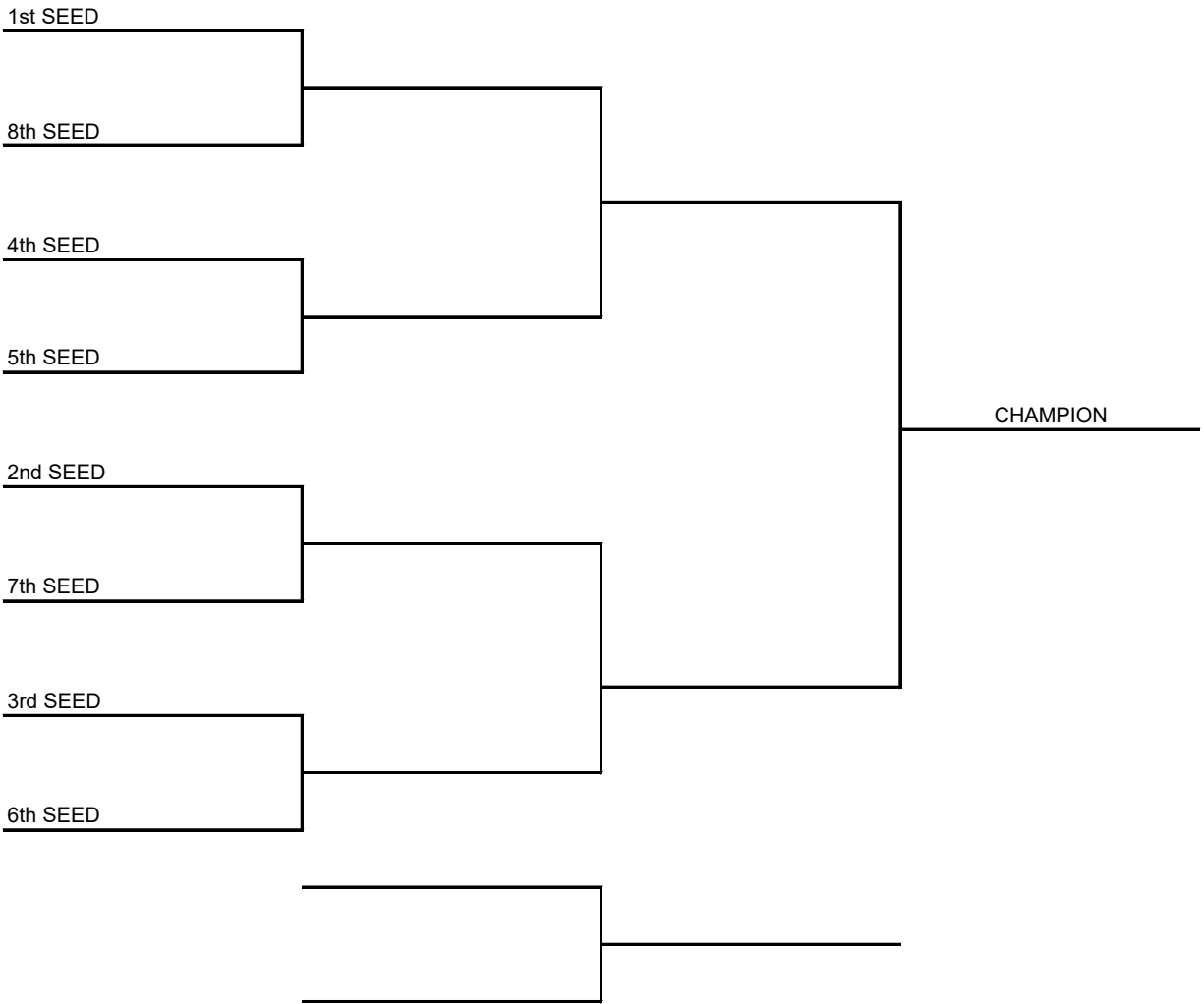
B. Specific Criteria for Basketball Districts

1. Seating capacity shall be adequate to accommodate anticipated attendance.
2. Adequate off-street parking available for the seating capacity of the facility is required.
3. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation is required.
4. Adequate concessions available for spectators are required.
5. Four team locker rooms and private dressing facilities for game officials are preferred.

NOTE: A neutral site may only be used, provided there is prior approval from the MSHSAA, based upon confirmation of adequate facilities at the assigned district schools or unusual circumstance. The neutral site shall be at no additional expense to the MSHSAA.

APPENDIX D: SAMPLE BRACKETS
([TOC](#))

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



SAMPLE 16-TEAM BRACKET

(To be used in districts of 9 or more teams.)



APPENDIX E: MSHSAA VIDEOTAPING POLICY

[\(TOC\)](#)

1. Videotaping/Filming by Spectators

- a. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
- b. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
- c. The contest and/or tournament site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed).
- d. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
- e. Spectators may use equipment only in the spectator seating area.
- f. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
- g. Violation of these standards may result in the removal of the offender(s) from the premises.

2. Videotaping/Filming by School Representatives

- a. A school or a school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific National Federation Rule Book restrictions for each sport.
- b. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager or provided it is done at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
- c. Videotaping/filming of an MSHSAA sponsored contest and/or tournament by personnel from one of more of the actual participating schools is permitted provided prior arrangements are made with the event manager, and it is done at the expense of the school involved. A maximum of one individual per school is permitted to videotape/film unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
- d. An official school representative may videotape a district or state playoff series event involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his/her sole power source. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.

3. Videotape/film shall not be used for the purpose of protesting a contest.

APPENDIX F: PROTEST PROCEDURE ([TOC](#))

1. **Protest Procedure** (MSHSAA Board Policy): The Board of Directors adopted the following policy, March 1997, to address protests. The Board acknowledges that mistakes are made by officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school athletics.
 - a. Within the procedures established within each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.
 - b. If, after the review is complete, the coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the game officials who will then notify the opposing coach immediately of the protest. A coach shall not protest a decision of judgment.
 - c. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her National Federation 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 which clarifies a misapplication of the game rule. If the head coach does not have 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) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
 - d. All protests shall be resolved at the contest site before any further game action occurs.
 - e. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
 - f. The MSHSAA Board of Directors and/or staff shall not review contest protests.
2. **Application of Protest Procedure**
 - a. **Introduction:** Protests rarely occur and the new protest procedure policy is not intended to increase the frequency of protests. It is however, intended to resolve the protest on site. For this to occur the following must take place:
 - i. Coaches and officials must be professional with each other. This should be a non-confrontational conference.
 - ii. As stated above, protests involve application of rules only – not judgment calls. (Examples of items which could be protested: Football – penalizing 5 yards instead of 15 yards; Wrestling – allowing one minute for injury time instead of two minutes; Softball – allowing only two charged defensive conferences instead of three.) (Examples of items which could not be protested: Football – pass interference; Wrestling – stalling; Softball – out or safe calls.)
 - iii. **Get It Right!** If the official has made a mistake – admit it, correct it and move on.Contest officials and the head coach filing the official protest shall notify the MSHSAA Office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report Forms shall be used for this purpose.
 - b. **Process**
 - i. Once a head coach has filed a formal verbal protest with the game officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, etc. shall be cleared of all participants and they shall report to their respective team bench areas.
 - ii. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the NFHS Rules Book, NFHS Case Book, MSHSAA Rules Meeting Announcements and/or MSHSAA Sport Manual to substantiate the claim that a misapplication of a game rule has occurred. The game officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
 - iii. If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a game rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, courtside, mat side, etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
3. Once the final decision regarding the protest has been rendered, the game officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

APPENDIX G: SELECTION OF OFFICIALS

([TOC](#))

TO: Area Basketball Official Selection Meeting Supervisors
MSHSAA Basketball District Tournament Managers
FROM: Don Maurer, MSHSAA
SUBJECT: Selection of Basketball Officials for 2021 District Tournaments
DATE: January 2021

At their April 1998 meeting the MSHSAA Board of Directors permanently approved a recommendation from the Basketball Advisory Committee and the Officials Advisory Committee that a mandatory district officials' selection draft be conducted by the basketball District managers in each of the eight MSHSAA Board Districts. This draft is to be conducted under the following conditions:

1. Officials have submitted application forms regarding their availability for district tournaments and their area(s) of preference. The deadline for submitting these forms was December 31, 2021. Provided to the site managers and all district managers is a summary sheet of those officials and the area(s) of preference they have listed for the Class 1, 2, 3 and Class 4, 5, 6 and district weeks, their availability (**an "X" indicates they are available**), whether they will accept boys and/or girls game assignments, and whether they will ask to be released from the contract should they get a college game assignment. (Note: Areas 3, 5, and 6 are combined because there will be one selection meeting for those areas of preference.)
2. The ninety-six MSHSAA Basketball districts are assigned to attend the selection meeting in their particular area based upon the location of the district manager's school or the host site of the tournament as indicated on the attached sheet. However, if the majority of schools assigned to a particular district are located in another neighboring area of the state, a district manager may request through the MSHSAA Office to be assigned to a different neighboring area selection meeting or may request to attend two meetings.
3. The area selection meetings shall occur on a date between Saturday, January 30, 2021, and Wednesday, February 3, 2021, inclusive, as determined by each area selection meeting coordinator. These selection meetings shall not occur on school time if at all possible. All district managers shall contact the area officials' selection meeting coordinator to verify the date and time of the meeting. Please refer to the enclosed sheet for the date, time, and location of the eight area officials' selection meetings. Note: Areas 3, 5, and 6 selection meetings will be conducted simultaneously at the MSHSAA Office.
4. Each area selection meeting shall consist of two officials' drafts, a Class 1, 2, and 3 draft for the dates of February 20, 2021 through February 27, 2021 and a Class 4, 5 and 6 draft for the dates of February 27, 2021 through March 6, 2021. Each draft will be done in reverse order from the final night to the first round. Officials selected for the district tournaments may work more than one game per night, **except if both girls and boys district finals are being played on the same night. (Two separated crews shall be used.)** Officials selected on February 27, 2021 for a Class 1, 2 and 3 district final game shall not be selected for a Class 4, 5 and 6 first round game on February 27, 2021.
5. Each district manager desiring to select officials on a particular night shall draw numbers for the order of selection. The district manager selecting last on the first round of selection for that date will select first in the second round, etc. Each date shall have a new draw of numbers for the order of selecting officials.
6. District managers may select officials from those submitting applications listing that particular area of preference and be assured that the selected official is committed to that district. District managers may also select officials not listing that area of preference. However, officials who are selected by an area of preference district also on that same date must honor that selection over their out-of-area of preference selection. At a later date the district manager who loses a district official must hire another official from those still available after February 15, 2021. Note: Officials selected at the MSHSAA Office may come from areas of preference 3, 5, and 6.

7. At each site after all district managers have selected the necessary number of officials for each night/day of their tournament, the officials' selection meeting shall be declared over and each district manager may then begin contacting the officials they have selected. Officials chosen in their area of preference shall be contracted immediately. Officials chosen outside their area of preference cannot be contracted until after February 15, 2021 and only after it has been determined that they were not selected in their area of preference by another district manager on that same date. Therefore, district managers are instructed to inform officials when contacting them after the selection meeting that they are either an area-of-preference selection or an out-of-area-of-preference selection.
8. District managers and their tournament committees **must** select three person crews for games in their district tournaments.
9. It is vitally important that all district managers and the tournament committee use the recommendation forms submitted by the competing boys and girls' coaches when selecting officials and that they are completely prepared as to the number of officials they need to select based upon the tournament schedule established by the district tournament committee. The tournament committee is to ascertain any conflicts of interest of the recommended officials, e.g., employed by the same school district as a team entered, a graduate of the same school as the team entered, etc., and avoid employing those officials for the tournament. **Only officials who have submitted application forms are eligible to be selected to work district tournament games.**
10. Cancellations: Officials are contracted for a **date—not a particular game**. If games are cancelled for a particular night, the officials may not be available for the re-scheduled contest.
11. **If changes are made to the original draft list, please submit those changes by email to Don Maurer at don@mshsaa.org as soon as possible.**

These area basketball official's selection meetings have worked in the past. It requires the cooperation of all individuals participating. If you have any questions, please do not hesitate to contact me.

Listed below are the dates, times, and locations for the area official's selection meetings:

Area #1: Jackson High School
Wednesday, February 3, 2021
6:30 P.M., Library
Supervisor: John Martin 573-243-9521
Assigned Districts:
Class 1 – 1-3
Class 2 – 1-4
Class 3 – 1-3
Class 4 – 1, 2
Class 5 – 1, 2
Class 6 – 1

Area #2: Kickapoo High School
Wednesday, February 3, 2021
7:00 P.M., Library
Supervisor: Scot Phillips 417-523-8513
Assigned Districts:
Class 1 – 4-6
Class 2 – 10-12
Class 3 – 10-12
Class 4 – 11-12
Class 5 – 10-12
Class 6 – 10-12

Area #3: MSHSAA Office
Monday, February 1, 2021
6:30 P.M., Winter/Spring Conference Rooms
Supervisor: Don Maurer/Kevin Garner 573-875-4880
Assigned Districts:
Class 1 – 10-12
Class 2 – 6, 7
Class 3 – 8, 13
Class 4 – 6- 8
Class 5 – 8, 15
Class 6 – 8

Area #4: South Harrison High School
Wednesday, February 3, 2021
6:30 P.M., High School Library
Supervisor: Kale Watson 660-425-8051
Assigned Districts:
Class 1 – 13-16
Class 2 – 15-16
Class 3 – 14-16
Class 4 – 16
Class 5 –
Class 6 –

Area #5: MSHSAA Office
Monday, February 1, 2021
6:30 P.M., Winter/Spring Conference Rooms
Supervisor: Don Maurer/Kevin Garner 573-875-4880
Assigned Districts:
Class 1 – 5-9
Class 2 – 8, 13-14
Class 3 – 9-10
Class 4 – 10, 13
Class 5 –
Class 6 – 9

Area #6: MSHSAA Office
Monday, February 1, 2021
6:30 P.M., Winter/Spring Conference Rooms
Supervisor: Don Maurer/Kevin Garner 573-875-4880
Assigned Districts:
Class 1 –
Class 2 – 9
Class 3 –
Class 4 – 8-10
Class 5 – 9
Class 6 – 9

Area #7: Parkway West High School
Saturday, January 30, 2021
Class 1, 2, 3- 9:00 A.M.
Class 4, 5- 10:30 A.M.
Supervisor: Brian Kessler 314-415-7535
Assigned Districts:
Class 1 –
Class 2 – 4
Class 3 – 4,5
Class 4 – 3-6
Class 5 – 2-8
Class 6 – 1-7

Area #8: Blue Springs High School
Tuesday, February 2, 2021
12:00 Noon, Activities Office
Supervisor: Kelly Donohoe 816-229-3459
Assigned Districts:
Class 1 –
Class 2 – 14, 15
Class 3 – 14,15
Class 4 – 13-16
Class 5 – 13-16
Class 6 – 13-16

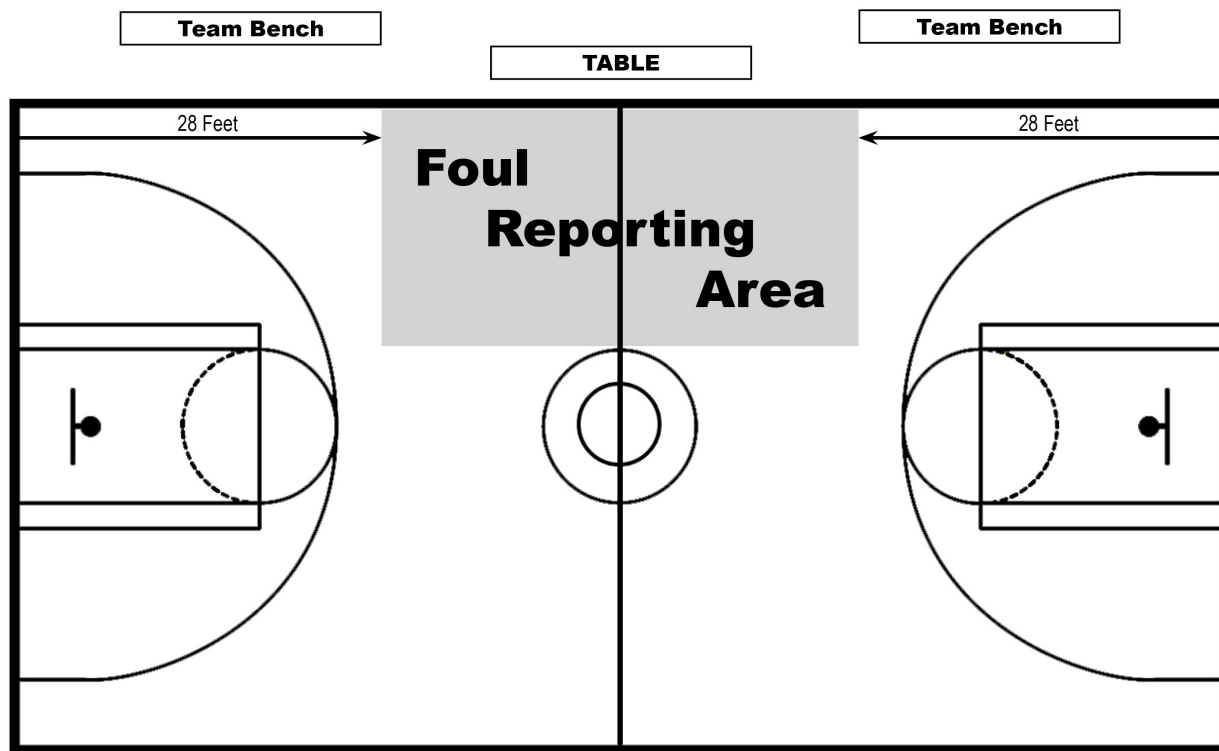
APPENDIX H: COACHING BOX

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The coaching boxes are to be clearly marked using removable tape which is a contrasting color to the sideline. Coaching boxes are to be clearly indicated during the tournament and all regular season contests as well by National Federation Basketball Rules.

LOCATION AND DIMENSIONS OF THE COACHING BOX

1. The 28' distance is a reference point.
2. The 2" lines to mark the box are outside and perpendicular to the sideline 28' from the end line and the end line.
3. The depth of the box depends on how far the bench is from the sideline. The box and the lines designating the limits of the box extend to the bench.
4. The perpendicular lines for the box shall be a contrasting color with the sideline.
5. If permanent paint is not present, then temporary tape shall be used to locate the coaching boxes for all games.
6. The box is bounded by the sideline, the perpendicular lines and the team bench.



APPENDIX I: SOUVENIR SALES ([TOC](#))



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
Stacy Schroeder, Associate Executive Director

Davine Davis, Assistant Executive Director Kevin Garner, Assistant Executive Director Craig Long, Chief Financial Officer
Don Maurer, Assistant Executive Director Kenny Seifert, Assistant Executive Director Greg Stahl, Assistant Executive Director
Jason West, Communications Director Todd Zell, Assistant Executive Director

TO: MSHSAA District, Sectional, and Quarterfinal Event Managers

FROM: Craig A. Long, Chief Financial Officer

RE: 2020-21 Championship Series Souvenir Sales

The MSHSAA has contracted Missouri Cotton Exchange of Columbia, Missouri, to be the official souvenir vendor for all MSHSAA state championship series events.

This exclusive contract provides that member schools serving as host sites for MSHSAA sponsored District, Sectional, Quarterfinal, and Final events, shall sell souvenirs acquired only through Missouri Cotton Exchange. As the site manager of a host school, Missouri Cotton Exchange will contact you with a suggested quantity based upon the sales history of your district, sectional, or quarterfinal event. Following the event, all unsold items shall be returned to Missouri Cotton Exchange within 10 business days (unless alternative arrangements are agreed upon prior to the event), and the host site or selling party **retains** a 25% commission on the items sold.

The souvenirs available through this program include long sleeve and short sleeve T-shirts, depending on the season. The sales prices are pre-established. Missouri Cotton Exchange designs, and the MSHSAA approves the artwork. Prints will be two or three color graphics describing the sport or event, the district, sectional, or quarterfinal number and location, and may include school name(s) when desired. All shirts are 100% cotton, and typically white or heather gray in color. They are the same style and quality as those sold at MSHSAA state championship events.

Besides the contractual designation as the official souvenir vendor, Missouri Cotton Exchange has been a very supportive partner of the MSHSAA and our member schools. Missouri Cotton Exchange has for many years donated the apparel for the annual Sportsmanship Summit, Junior High Essay Contest and the New AD Summer Workshop. We have every confidence that MCX will take good care of you. Please see the comments from the owner/operator Jeff Glenn on the reverse side.

-Over-

Missouri Cotton eXchange
MCX Sportswear
3420 Buttonwood Drive
Columbia, Missouri 65201
Phone: (573) 442-3527 Fax: (573) 442-3875
E-mail: cs@mocotton.com

Lead Up Event T-shirt Sales Program

At Missouri Cotton Exchange, our goal is to make the souvenir ordering process as easy for you as possible. Here is how it works:

1. About a week prior to a lead up event, i.e. Districts, Sectionals or Quarter Finals, we write a suggested order based on last year's sales and send this information to each host school. It will be sent to the school, using contact information provided by the MSHSAA office. ***There is no need to call us as every host school will receive the information.***
2. To take part in the T-shirt sales program, all you, your coach, or your booster club president has to do is simply sign and fax the form back to us. **The end.** If you or your representative has different ideas about quantities & sizes, make the adjustments and fax them back to us.
3. We will send your order, postage paid, to your school (or a designated address) a few days before the event. Along with your shirts we will include a settlement form to be completed at the sales end. This will act as your invoice when completed.
4. After the event, **you keep 25% of the proceeds**; send one check for the balance along with any unsold T-shirts back to us. You virtually have **no risk**. The only thing you pay is the return postage – if any. (Please send payment within ten days. If this is not possible due to school procedure, please send the completed settlement form and the unsold items with a note.)

We look forward to working with you this season!

Jeff Glenn

APPENDIX J: LIFETIME PASS AND OBSERVER PASS ([TOC](#))



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

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Davine Davis, Assistant Executive Director Kevin Garner, Assistant Executive Director Craig Long, Chief Financial Officer
Don Maurer, Assistant Executive Director Lou Mazzocco, Assistant Executive Director Kenny Seifert, Assistant Executive Director
Greg Stahl, Assistant Executive Director Jason West, Communications Director

To: Athletic Administrators
From: MSHSAA Office
Re: Lifetime Pass and Observer Pass

LIFETIME 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.

OFFICIAL OBSERVER PASS



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 K:

MSHSAA Guidelines for Fan/Spectator Support Items

[\(TOC\)](#)

In the chart below, **ONLY** those items marked “Yes” will be allowed as fan/spectator support items at all MSHSAA District and State Series Championships. **Schools are encouraged to follow these guidelines during the regular season.** Sportsmanlike vocal cheering and support from the team bench area are encouraged. The items indicated on this page are for use by all fans/spectators.

LEGEND: BA-Baseball BK-Basketball CC Cross Country FB-Football GO-Golf SO-Soccer SB-Softball SW-Swimming & Diving TN-Tennis TR-Track & Field VB-Volleyball WR-Wrestling NA-Not Apply

SPORT	BA	BK	CC	FB	GO	SO	SB	SW	TN	TR	VB	WR
Balloons	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Banners on wall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Confetti/shredded paper	No	No	No	No	No	No	No	No	No	No	No	No
Hand held signs (no obstruction of view)	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Laser light/pointer/flashing objects	No	No	No	No	No	No	No	No	No	No	No	No
Megaphones (Exception: Sideline Cheerleaders only)	No	No	No	No	No	No	No	No	No	No	No	No
Artificial noisemakers, (including but not limited to horns, cow bells, bells, buzzers, shakers, clickers, thunder sticks, rattles, instruments not part of a band)	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	No	No
Compressed Air Horns/sirens	No	No	No	No	No	No	No	No	No	No	No	No
Whistles	No	No	No	No	No	No	No	No	No	No	No	No
Shirts on fans (required)	No	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes
Team Introduction Run-Throughs or Break Away Banners (fans)	No	No	No	No	No	No	No	No	No	No	No	No
Team Introduction Run-Throughs or Break Away Banners (team personnel & sideline cheerleaders)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Poms, spirit/rally towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cannons/muskets/guns/fireworks	No	No	No	No	No	No	No	No	No	No	No	No
Carried school flags (Running/taunting prohibited)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Live animals	No	No	No	No	No	No	No	No	Yes	No	No	No

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