



2022-2023

# GIRLS SOCCER

Quarterfinal Manager Manual



## 2022-2023 SOCCER 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 quarterfinal contests are determined by criteria on pages 15-16 of the *MSHSAA Soccer Manual*. The 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 quarterfinal brackets on the website.
- \_\_\_\_\_ Quarterfinal managers should provide security, ticket scanners, etc.
- \_\_\_\_\_ Each school must submit a pass list to the quarterfinal manager via the MSHSAA website for admittance. The pass list from the district tournament may be updated after a school qualifies for the quarterfinal round. After the pass list has been updated, it should be submitted to the 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 certified 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 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 quarterfinal round; simply update and submit it to the quarterfinal manager.
- \_\_\_\_\_ The host school will be deemed the home school at the quarterfinal games.
- \_\_\_\_\_ Quarterfinal managers must submit all results on the MSHSAA website **immediately following each game.** (Refer to Section 1: Website Instructions for Site Managers.)
- \_\_\_\_\_ A winner's packet shall be emailed to the coach of the winning school by the MSHSAA office. The email contains information and instruction that the winners need to progress to the next round of the state tournament.
- \_\_\_\_\_ Quarterfinal managers must complete the Event Settlement on the MSHSAA website located under State Manager Options. **The cost of printing programs and hospitality room fees are not allowable expenses.**



# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

1 N. Keene Street  
PO Box 1328  
Columbia, MO 65205-1328  
(573) 875-4880

Email: [email@mshsaa.org](mailto:email@mshsaa.org) - Website: [www.mshsaa.org](http://www.mshsaa.org)

## **EXECUTIVE STAFF**

Dr. Jennifer Rukstad, Executive Director  
Stacy Schroeder, Associate Executive Director  
Davine Davis, Assistant Executive Director  
**\*Marty M. Marsh, Assistant Executive Director**  
Doug Fessler, Assistant Executive Director  
Lou Mazzocco, Assistant Executive Director  
Kenny Seifert, Assistant Executive Director  
Greg Stahl, Assistant Executive Director  
Craig Long, Chief Financial Officer  
Jason West, Communications Director

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

## **TABLE OF CONTENTS**

<a href="#">SECTION 1: ESSENTIAL RESOURCES</a> .....	PAGES 3
<a href="#">SECTION 2: WEBSITE INSTRUCTIONS FOR SITE MANAGERS</a> .....	PAGES 4-6
<a href="#">SECTION 3: MANAGERS INSTRUCTIONS</a> .....	PAGE 7-11
<a href="#">SECTION 4: FINANCIAL INFORMATION</a> .....	PAGES 12
<a href="#">SECTION 5: MEDIA INFORMATION</a> .....	PAGES 13-14
<a href="#">APPENDIX A: CONTEST ANNOUNCEMENTS</a> .....	PAGE 15
<a href="#">APPENDIX B: LIFETIME PASS AND OBSERVER PASS</a> .....	PAGE 16

DISTRICT ASSIGNMENTS AND STATE TOURNAMENT BRACKETS  
MAY BE FOUND ON MSHSAA WEBSITE ([www.mshsaa.org](http://www.mshsaa.org))

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



## SECTION 1: ESSENTIAL RESOURCES

[\(TOC\)](#)

The information listed/linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP). The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

### **Source Locations:**

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))
- J. SANCTIONING (HB-By-Law 3.18)



## SECTION 2: WEBSITE INSTRUCTIONS FOR SITE MANAGERS ([TOC](#))

Dear 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 Marty M. Marsh or Michaelle Fohey at (573) 875-4880.

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

Account Information	Sports and Activities	Students and Eligibility
<a href="#">My School Page</a>	<a href="#">Schedules</a>	<a href="#">Eligibility and Rating Summary</a>
<a href="#">My Profile</a>	<a href="#">Opponent Search</a>	<a href="#">Master Student List</a>
<a href="#">School Information</a>	<a href="#">School To School Reports</a>	<a href="#">Eligibility Rosters</a>
<a href="#">Accounting</a>	<a href="#">Open Dates</a>	<a href="#">Eligibility Roster Check</a>
<a href="#">Registrations</a>	<a href="#">Dead Periods</a>	<a href="#">Eligibility Roster Summary</a>
<a href="#">Administrators</a>	<a href="#">District Entries</a>	<a href="#">Transfer Forms</a>
<a href="#">Coaches and Directors</a>	<a href="#">Class and District Assignments</a>	<a href="#">Enrollment Declaration</a>
<a href="#">Ballots and Questionnaires</a>	<a href="#">Sanctioned Events</a>	<a href="#">Student Physical Evaluations</a>
<a href="#">Surveys</a>	<a href="#">School Facilities</a>	.....
<a href="#">Cooperative Sponsorships</a>	<a href="#">Competition Contracts</a>	<b>Officials</b>
<a href="#">Downloadable Forms</a>	<a href="#">School State Records</a>	<a href="#">Special Reports</a>
.....	<a href="#">School Championships</a>	<a href="#">Official's Evaluation</a>
<b>Postseason Manager Options</b>	<a href="#">Shared Schedules</a>	<a href="#">Official Reports</a>
<a href="#">District Manager Options</a>	<a href="#">School Registration Map</a>	<a href="#">Find an Official</a>
<a href="#">State Manager Options</a> ←	.....	<a href="#">Official Contracts</a>
.....	<b>Sectionals</b>	<a href="#">HS Graduate - Officials Program</a>
<b>Links</b>	<a href="#">Boys Golf</a>	.....
<a href="#">School Listing</a>	<a href="#">Girls Golf</a>	<b>Education</b>
<a href="#">Order Duplicate Trophies &amp; Plaques</a>	.....	<a href="#">Coaches Education</a>
	<b>State Qualifiers</b>	<a href="#">Online Rules Reviews</a>
	<a href="#">Boys Golf</a>	<a href="#">Instructional Videos</a>
	<a href="#">Boys Soccer</a>	

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

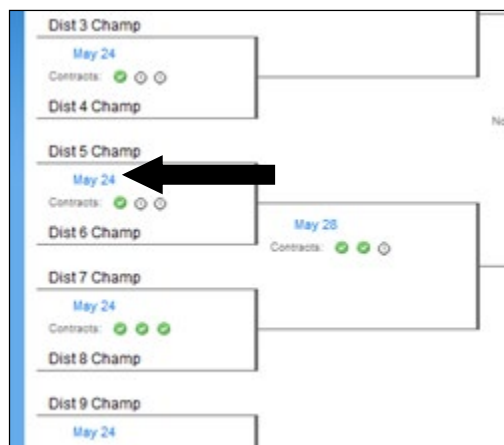
Schools		
<b>State Qualifiers</b>		
State Qualifiers Activity Instances		
Basketball - Boys	Soccer - Boys ←	Softball - Fall Season
Basketball - Girls		



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 quarterfinal contest.

The screenshot shows a web form titled "Class 1 Tournament" under the navigation path "Schools > State Qualifiers > Girls - Soccer". The form includes the following fields and options:

- 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’ quarterfinal game will be the bottom team on the bracket in even years and the host school for the girls’ quarterfinal game will be the top team on the bracket in odd years.

## SECTION 3: MANAGERS INSTRUCTIONS

(TOC)

- A. **LOCAL MANAGERS:** District, 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 2-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. **QUARTERFINAL GAMES**
1. The host school for the quarterfinal games will be determined by the following:
    - a. The top team on the bracket in odd years and the bottom team on the bracket in even years will be the host.
    - b. All soccer quarterfinal games occurring on a Saturday must have a scheduled starting time between 12:00 noon and 6:00 p.m.; quarterfinal games occurring on a weekday must have a scheduled 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.
    - c. 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 MSHSAA. If the host school is unable to secure an alternative site or portable lighting at no cost to 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.

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

2. The quarterfinal games shall be played:  
**Boys Class 1-4: Saturday of Week #19**  
**Girls Class 1-4: Saturday of Week #47**
  3. The winning team will be sent an email from the MSHSAA office containing information necessary for the next round of competition.
- 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, and quarterfinal games. The MSHSAA Office will pay all game officials. In case of inclement weather, officials will be paid only travel expenses if they drive to the site and the game is not started. If the game is started, the officials 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 an official 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. Rosters may be edited between winning the district tournament and playing in the first round of the state tournament (quarterfinals). Even though the availability of a player is doubtful due to an injury or illness, they should be included on the roster submitted between the district tournament and quarterfinal game. After the quarterfinal game has been played no additions may be made to the state roster.
- F. **PASS LIST:** The pass list for the quarterfinal game can be found on the MSHSAA website under "State Qualifiers." If you need to make adjustments to the pass list, you may do so prior to noon Friday of week #19 or 47. Only names listed on the pass list will be allowed free admission into the quarterfinal games.
- For the semifinals and championship days, each school will receive 10 complementary digital pass codes. Three of the pass codes are intended for the Superintendent, Principal and Athletic Director. The remaining seven pass codes may be dispersed at the discretion of the school, but are intended for the following: Manager, Student Supervisor, Trainer, Scorekeeper and/or Bus Driver.
- 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.
- Varsity cheerleaders shall be admitted free to the contest provided they are in their official school cheerleader uniforms and are accompanied by their certified cheer coach. They must enter as a group with their cheer coach to gain free admission. The number of varsity cheerleaders is to be verified by the high 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, AND QUARTERFINAL GAME WINNERS:** The MSHSAA office will send the winning coach an email following the conclusion of that round of play. The email contains information and instructions that require immediate attention of school administration. For information not

included in the email, the school should contact Marty M. Marsh, 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:** There will be no onsite ticket sales. All ticketing for State Series games will be facilitated through digital ticketing. Tickets are available for purchase through links on [www.mshsaa.org](http://www.mshsaa.org). You will need to have staff prepared to scan as ticketholders enter. Any questions may be directed to [digitaltickets@mshsaa.org](mailto:digitaltickets@mshsaa.org). A pass list must be provided by each participating school and only those people on the pass list, with press credentials or carrying a pass shall be granted entry free of charge.
- L. **TOURNAMENT WORKERS:** Arrange for tournament help: ticket scanners, 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. 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 referee, in addition to the assisting referees, 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 and quarterfinal games in all sports, 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 semifinal games. The official soccer ball used will be the Wilson Vivido.
- 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 dark jerseys and dark socks of a single dominant color (Rule 4-1-1a, b). The visiting team shall wear solid white jerseys and solid white socks. If tape or a similar material is applied externally to the socks it must be of similar color as that part of the sock to which it is applied. In district play the top team on the bracket shall be considered the home team and shall wear dark jerseys and dark socks of a single dominant color. Schools shall be reminded to take both white and dark jerseys and socks to every game so conflicts can be easily resolved.
- In quarterfinal, semifinal, and final play the bottom team on the bracket in even-numbered years will be considered the home team and wear dark jerseys and dark socks of a single dominant color. In odd-numbered years the top team on the bracket will be considered the home team.
- Captain Arm Bands:** Rule 4-1-2 – Captain Arm Bands must be worn on the arm and must be of contrasting color.
- Caps:** 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. **NATIONAL ANTHEM:** All site managers are reminded that the National Anthem is to be played before the game. Please insure that the American Flag is prominently displayed.
- T. **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 MSHSAA post season soccer game must be called due to darkness, rain, or other causes which make it impossible to continue play, it shall be considered a suspended game and shall be continued from the point of suspension. If the game has reached half-time and a winner can be determined, the team trailing at the time of suspension has the option to return and finish the game or have the current score be considered final. Coaches and officials must sign and

date the rosters **and** indicate if the game is official or will be completed at a later date. (See above Section 2-U *Hazardous Weather Conditions*.)

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. 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.
- U. **MERCY RULE:** Rule 7-1-5 – The MSHSAA has adopted a point differential (8 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 4: FINANCIAL INFORMATION

([TOC](#))

- A. **Admission Charges:** Admission charges (ages 6 and above) shall be as follows:
- |   |         |
|---|---------|
| 1. District Games (Students and Adults)           | \$6.00  |
| 2. State Quarterfinal Games (Students and Adults) | \$8.00  |
| 4. State Semifinal Games (Students & Adults)      | \$10.00 |
| 5. State Championship Games (Students & Adults)   | \$10.00 |
- B. **Financial Report:** The Event Settlement is to be completed on the MSHSAA website located under State Manager Options.
- C. **Financing the Quarterfinal Contest:** Each quarterfinal manager will be paid a \$50 stipend for conducting the contest. This stipend will be paid by the local school out of the quarterfinal contest fund. This stipend is for managing and supervising the contest.

Each quarterfinal host school will be granted a stipend of (\$125 per game) for conducting the contest. This stipend is for gate workers, supervision, scorers, field 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's fee and official fees are not included in the 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 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 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 5: MEDIA INFORMATION

([TOC](#))

- A. **Playoff Press Passes:** Members of the media who need working passes for district, sectional or quarterfinal contests should request those credentials through the MSHSAA website. As the manager, you will be able to see the list of the media members which have been approved by the MSHSAA office to attend. This list will include the media member's name, outlet and email address. You will need to provide any special instructions (i.e. parking, special entrance, etc.) to the media members on the list. All requests must be made 48 hours prior to the start of the district tournament. As you monitor the media list, please let the media department (Jason West or Scott Lunte) know of any capacity limits or restrictions your facility may have. 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. 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](http://www.mshsaa.org)). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.
- 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](mailto:Jason@mshsaa.org), if you have ANY questions concerning the guidelines listed in this section or have any media questions/concerns.

## APPENDIX A: CONTEST ANNOUNCEMENTS

[\(TOC\)](#)

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

### To be Read Prior to Each Game -

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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 (2022/2023) State Soccer Tournament. The **Wilson Vivido** is the official ball of the (2022/2023) state series. Special thanks are extended for Wilson's support of Missouri soccer.

\*\*\*\*\*

## APPENDIX B: LIFETIME PASSES



### Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201 • P.O. Box 1328, Columbia, MO 65205

Phone (573) 875-4880 • email@mshsaa.org

• [www.mshsaa.org](http://www.mshsaa.org) •

**Dr. Jennifer Rukstad, Executive Director**

**Stacy Schroeder, Associate Executive Director**

Davine Davis, Assistant Executive Director   Doug Fessler, Assistant Executive Director   Craig Long, Chief Financial Officer   Lou Mazzocco, Assistant Executive Director  
Marty M. Marsh, 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 Observers 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.

### Officials Observer Pass



#### 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 2022-23. The MSHSAA would appreciate you admitting the above named person to any football, volleyball, basketball or wrestling contest at your school.

Observer's Signature

*[Signature]*  
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.

**“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.”**





**MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

[WWW.MSHSAA.ORG](http://WWW.MSHSAA.ORG) • 573.875.4880

1 NORTH KEENE ST. • COLUMBIA, MO 65201



@MSHSAAORG