



2022-2023

# GIRLS SOCCER

District Manager Manual





## 2022-2023 SOCCER DISTRICT MANAGERS TIMELINE

	<b>BOYS</b>	<b>GIRLS</b>
_____ District Managers should select committee members to establish their District Tournament Committee. (See soccer District Managers Manual, Section 1-C)	Sept 26 -Oct 1	April 11-15
_____ District Managers should contact schools to remind them to submit their district and state officials' recommendations online. (See Soccer District Managers Manual, Section 1-E-1)	September 28	April 13
_____ District Tournament Committee should determine tournament format/schedule and list of officials to be selected at the draft (if applicable)	October 3-7	April 18-22
_____ <b>Final date</b> for schools to submit their all-inclusive officials' recommendations to the District Managers and MSHSAA Office via the MSHSAA website	October 5	April 19
_____ Notify all participating schools <b>seven (7) days prior</b> as to the date, time, and location of the district seed meeting	October 3-10	April 23-30
_____ The Soccer Officials Draft will be conducted in all areas. (See memo RE: District Soccer Official Selection Meeting Reminder)	October 12	April 27
_____ District Seed Meetings are held	October 15-22	April 29-May 6
_____ Online District Eligibility Rosters are due. (See Soccer Manual, Section 3-B-2)	October 22	May 6
_____ Pass list due. A pass gate checklist for players, cheerleaders, and school representatives are to be submitted via the MSHSAA website	October 28	May 12
_____ Season records must be up-to-date on the website and continuously updated until the start of the district tournament	October 22	May 7
_____ District Managers must complete an updated bracket on the MSHSAA website	October 26	May 9
_____ District Tournament	October 29 -Nov 5	May 13-20
District Managers must update the MSHSAA website tournament bracket <b>immediately following each game</b> to report results/scores.		
_____ District Managers submit financial statements to the MSHSAA Office. The MSHSAA will pay all officials. NOTE: All workers and security personnel will be paid your local regular season rates. Program sales shall be the property of the host school; <b>the cost of printing programs and hospitality room fees are not allowable expenses</b>	November 10-17	May 19-26





# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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## EXECUTIVE STAFF

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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.**

**Manual Updated August 2022**

## SOCCER ADVISORY COMMITTEE MEMBERS

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## SOCCER OBSERVERS

### STATE COORDINATOR

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### ST. LOUIS

**Tim Fleming**  
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### KANSASCITY/NORTHWEST

**Anthony Gardner**  
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## 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: 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 1-B-1 above.
  3. **Reporting System:** When a contest is not allowed to start after teams have arrived or is interrupted because of poor conduct on the part of spectators, contestants, and/or coaches, a letter of explanation must be sent to the MSHSAA Office, by the contest manager and the contest officials, providing:
    - a. Details regarding the incident; and
    - b. Plans, if any, for rescheduling or resuming the contest.**Note:** It is recognized that no single guidelines or statement can be all inclusive. Contest managers are expected to take any action they feel necessary as they administer their duties.
  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 is responsible. When practical, all district games should be played at one site under the jurisdiction of one manager.
- C. **SELECT TOURNAMENT COMMITTEE:** The manager shall select two or four school representatives (principal, athletic director, or coach) from other participating schools to serve with him/her on a tournament committee. As many conferences as possible shall be represented and at least one coach shall be included on the 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.
- D. **DISTRICT TOURNAMENT SCHEDULE:** The principals, athletic directors, and coaches are requested to follow the schedule in this manual.
1. District tournament games shall be played:  
**Boys Class 1-4: Saturday of Week #17 – Saturday of Week #18**  
**Girls Class 1-4: Saturday of Week #45 – Thursday of Week #46**
  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](http://www.mshsaa.org) for brackets for district 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.
- E. **OFFICIALS:** 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, 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. **Officials 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 Officials 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 Officials Recommendation Forms are to be submitted online no later than 4:00 p.m. on Wednesday: Boys: Week #14; Girls: Week #42.** Special care should be taken to guarantee that no official has any conflict of interest with the competing schools.
  2. **Officials Draft and Selection of Officials:** For district contests the host manager and tournament committee are responsible for the selection of officials using the Officials Recommendations submitted online by the participating schools and attending the local area officials draft. Game officials shall be selected by the tournament committee at the scheduled selection meeting from the roster of MSHSAA registered officials submitting applications. The committee is to ascertain any conflicts of interest of the recommended officials, i.e. 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. 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 held on Wednesday: **Boys: Week #15; Girls: Week #43, at four pre-determined sites.**
  4. **Instructions on HIRING OFFICIALS can be found in Appendix B.**

- F. **SEEDING MEETING:** The tournament committee along with the district manager shall schedule a meeting to draw the tournament bracket via the following:

The seed meeting should be scheduled during the evening or on a Saturday to avoid conflicts with school time. The seeding must occur between **Saturday of Week #15 and Saturday of Week #16 for boys and Saturday of Week #43 and Saturday of Week #44 for girls**. All schools assigned to the tournament should be notified of the time and place for the meeting at least seven (7) days in advance, and all schools are requested to be represented. A face-to-face seed meeting is highly recommended. A zoom or similar type of conference call may be used in place of an actual meeting if approved by the tournament committee. Email seed meetings are highly discouraged. Plans for the tournament should also be reviewed at the seed meeting.

- **Mandatory Seeding Procedures:** The participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how it may affect each coach's team. The 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. When ranking the teams, 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 the district manager.
- All teams shall be seeded. In districts of eight teams or less, byes are to be given first to the first-seeded team, then the second-seeded team, etc.

- G. **POSTING OF TOURNAMENT BRACKET AND SCORES:** The district manager is instructed to submit the tournament bracket on the MSHSAA website at the conclusion of the seed meeting as well as update the scores of all completed games on the website immediately following their conclusion.

- H. **DISTRICT ELIGIBILITY ROSTER:** Eligibility lists shall be submitted on the MSHSAA website seven (7) days prior to the first allowable playing date of the district tournament:  
**Boys: Saturday of Week #16; Girls: Saturday of Week #44.** A school should include on the list all of its eligible athletes for soccer. 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. Each coach shall provide an adequate supply of rosters for the tournaments. Both coaches are to complete a roster for each game and the district manager. Coaches whose teams compete in the district finals, state semifinals and finals shall complete two rosters. One is to be given to the announcer before each game and the second is to be given to the manager.

**SUBSTITUTIONS/ADDITIONS:**

- a. District eligibility rosters submitted prior to the deadline may be edited for no fee.
- b. A fine of \$50 will be assessed for changes made to the district eligibility roster after Saturday of week 16 for boys and week 44 for girls and prior to the first day of the district tournament.
- c. After the first game of the district tournament, substitutions to the district eligibility roster may only be made 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.
- d. 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.



- I. **SEASON RECORD:** All schools assigned to the tournament shall be required to complete the season record on the MSHSAA website seven (7) calendar days prior to the first allowable playing date of the district tournament.
- J. **PASS LIST:** The district pass list shall be submitted on the MSHSAA website to the district manager by 4:00 p.m. seven (7) days prior to the first allowable playing date of the district tournament: **Boys: Saturday of Week #16; Girls: Saturday of Week #44.** A separate pass list shall be used for the district, and quarterfinal contests. The pass lists are to be used at the site – not sent to the MSHSAA Office. At the semifinal and final contests, individual gate passes will be given to players, coaches, administrators, trainers, cheerleading coaches, etc. of qualifying teams.

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

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

- K. **LATE ENTRIES:** Managers are allowed to accept late entries one week prior to the first allowable playing date of the district tournament. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the first allowable playing date of 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. 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.
- L. **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.
- M. **DISTRICT FINAL AND QUARTERFINAL GAME WINNERS:** Quarterfinal qualifiers will be sent a packet via email following the District Tournament window. The packet contains information and instructions that require immediate attention of school administration. For information not included in the packet, the school should contact Marty M. Marsh, Assistant Executive Director of the MSHSAA, at (573) 875-4880.
- N. **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.
- 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 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.
- P. **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.

- Q. **TOURNAMENT WORKERS:** Arrange for tournament help: ticket sellers and takers, scorers, timers, police, etc. and make arrangements for medical emergencies. Arrange to have a physician present at the tournament or have adequate provisions for medical emergencies if a physician cannot be present at the site. Be sure to plan for traffic control and the directing of bus and car parking in the lots both before and after the games. Timers should be provided a horn to use at the close of the half. It is recommended that a second person be used to help watch the clock at the close of the half. Adequate provisions for crowd control shall be made and participating schools shall be requested to assist in controlling their students and fans. Discontinue ticket sales when crowd warrants. Be sure the pass gate personnel are aware of the procedures for handling the pass list.
- R. **TABLE PERSONNEL AND PROCEDURES:** Personnel to be assigned to the scorer's table: (1) official scorer, (2) official timer, and (3) P.A. announcer. In addition, if space permits, the scorekeeper from each team will sit at the end of the scorer's table nearest their team bench. Scorer's table personnel are very important. Select experienced adults – those who have been keeping score or timing for you during the regular season. Interested and dependable faculty members usually do the best work, although there are exceptions. Above all, select those individuals for these very important jobs that have plenty of poise, good judgment, sense of impartiality, and who you are sure will not get caught up in the emotion of the game, but will concentrate instead on the job.
1. If space is not available to accommodate the team scorekeepers at the scorer's table, they are to sit on the end of their respective benches next to the scorer's table.
  2. If a scoring question should arise, the referee will confer with the official scorer and check the official book for errors. The umpire, in addition to assisting the referee, will bring each team's scorekeeper, along with their scorebooks, to the front of the scorer's table in the event the referee decides they are needed for reference. All coaches and team members are to remain at their benches. Head coaches are to be called to the table together and notified of the official's decision.
  3. **Official Scorer:** Reference Rule 6 in the current National Federation Soccer Rules Book.
  4. **P.A. Announcer:** In an impartial and neutral manner, the P.A. announcer makes only periodic announcements pertinent to the game, e.g., starting lineups, substitutes, player who scores a field goal or free throw, etc. If fouls on players are announced, this should be done only after the foul is reported by the floor official so as to avoid mistake. The P.A. announcer can also assist in verifying to the official scorer, by jersey color and number, those players who fouled and those who are designated as free throw shooters.
- S. **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 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 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:** 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 semifinals. The official soccer ball used will be the **Wilson Vivido**.

- W. **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. The visiting team shall wear solid white jerseys and solid white socks. 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.

- X. **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.
- Y. **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 *Hazardous Weather Conditions* Section 1-Z)
  2. District and State Tournament Series – the overtime procedure shall be two fifteen-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary. 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.
- Z. **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 3: 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
  3. State Semifinal Games (Students & Adults) \$10.00
  4. State Championship Games (Students & Adults) \$10.00
- B. **Financial Report:** The Event Settlement is to be completed on the MSHSAA website located under District Manager Options.
- C. **Financing the Tournament:** Each district tournament manager will be paid a \$200 stipend for conducting the tournament. This stipend will be paid by the local school out of the tournament fund. This stipend is for managing and supervising the tournament.

Each district will be granted a stipend of \$125.00 per game for conducting the tournament. 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 district tournament.**

**\*\*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 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.

## SECTION 4: 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 19 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 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 contests. See Radio Broadcast agreement for fee structure.
  10. Beginning with the Quarterfinal round of the MSHSAA playoff series, radio rights fees will be the following: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40.
- 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.
- 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, **Class 4-** \$40. 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: DISTRICT HOST AND SITE SELECTION PROCESS

### (TOC)

1. 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.
2. The chairpersons will be contacted and confirmed via e-mail by the MSHSAA staff.
3. Each chairperson can view the list of schools assigned to his/her specific district on the MSHSAA website.
4. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a central location **meeting** (face-to-face meeting preferred but could be by telephone conference call, fax ballot, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting. School representatives at the meeting should be administrators and not coaches in that sport.
5. The request shall be to select the host site for the year's classification and district assignment.
6. To host a state tournament game, the soccer facility must meet the following requirements: a quality surface, a minimum playing field of 60 yards by 110 yards, and it is strongly recommended that the playing field be at least 70 yards in width and 120 yards in length when possible, adequate seating capacity, lights (when possible), scoreboard and timing device, and is in compliance with Title III of the Americans with Disabilities Act as a place of public accommodations.
7. Districts that do not have participating schools that have adequate facilities to host the district tournament (i.e., minimum state field requirements of 60 yards by 110 yards) must secure a suitable alternative at no cost to the MSHSAA. If the participating schools are unable to secure a suitable playing field at no cost to the MSHSAA the participating schools will incur the expense of securing a neutral site to host the district tournament.
8. School location (playing field) within the schools assigned to the specific district is considered for reasonable travel.
9. As many games as possible shall be played at night to accommodate parents and spectators.
10. Properly maintained adequate bleacher seating with a strong under structure including foot boards is available for spectators from both the visiting and home teams is preferred.
11. The facility configuration shall provide that a paid gate can be administered except for unusual or unavoidable circumstances approved by the MSHSAA in advance.
12. Adequate off-street parking availability is required.
13. A scoreboard with an automatic timing device and a public address announcer is preferred.
14. Adequate concessions for spectators is preferred.
15. Availability of adequate restrooms for public use is required.
16. The facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
17. During all state tournament series games the playing field must have four corner flags with midfield flags or cones optional.
18. During all state tournament series games each game will have three balls available (one in the game and one each in the hands of the two ball persons).

19. Schools selected to host must be willing and capable of hosting. Schools electing not to participate in the site selection process method shall not have a vote in any alternative method before or after the fact.
20. The district chairperson shall contact the MSHSAA office, via e-mail, by the established deadline, and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
21. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
22. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including quarterfinal and/or final sites selected by the MSHSAA staff and Board of Directors.
23. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
24. The district managers' packet shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

## APPENDIX B: HIRING OFFICIALS ([TOC](#))

Please use the following “screen shots” and instructions to guide you through the MSHSAA website as a district manager.

- Sign into your account and find “District Manager Options” under “Postseason Manager Options.”
- Use the “Completion Summary” option to check on each school and their progress in completing their Roster, Pass List, Season Record, and Officials Recommendations.
- Use the “District Seeding” option to assign a seed to each school and save.
- Choose “Tournament Bracket” to create the district tournament. To edit individual game details, click on the blue date to change information on the tournament bracket. The game date, time, and location must be completed on the bracket before you are able to assign officials. Refer to the *District Soccer Manager’s Manual Item 1-G “Posting of Tournament Bracket and Scores.”*

### Editing Game Information: Change Game Times and Dates

The screenshot shows the 'Game Details' form on the MSHSAA website. The form is divided into two main sections: 'Game Details' on the left and 'Officials' on the right. The 'Game Details' section contains fields for Home Team (Central (Cape Girardeau)), Away Team (To Be Determined), Game Date (10/5/2011), Game Time (12:00 AM), Location (111), Street Address (Any School Drive), City (Anywhere), State (MO), and Zip Code (65000). The 'Officials' section has links for 'Add/Edit Officials' and 'View/Send Contracts'. A yellow arrow points from the 'Game Time' field to the 'Add/Edit Officials' link. An orange arrow points from the 'Street Address' field to the 'Add/Edit Officials' link, with a text box stating 'MUST BE A STREET ADDRESS'. A speech bubble above the 'Add/Edit Officials' link says 'Select to add officials.' At the bottom of the form are 'Save Game' and 'Cancel' buttons.

Game Details

Home Team: Central (Cape Girardeau)

Away Team: To Be Determined

Game Date: 10/5/2011

Game Time: 12:00 AM

Location: 111

Street Address: Any School Drive

City: Anywhere

State: MO

Zip Code: 65000

Officials

[Add/Edit Officials](#) [View/Send Contracts](#)

[Save Game](#) [Cancel](#)

Select to add officials.

MUST BE A STREET ADDRESS

## Assigning Officials: After selecting add/edit officials here is the next screen.

**Game Details**  
Home Team: Central (Cape Girardeau)  
Away Team: To Be Determined  
Game Date: 10/5/2011  
Game Time: 12:00 AM  
Location: 111  
Street Address: Any School Drive  
City: Anywhere State: MO  
Zip Code: 65000

**Officials**  
Official ID: 101976   
  

Type the Official ID to be assigned and click "Assign."

## Contracting Officials:

Class 4, District 1 Tournament

**Game Details**  
Home Team: Central (Cape Girardeau)  
Away Team: To Be Determined  
Game Date: 10/5/2011  
Game Time: 4:00 PM  
Location: 444

**Officials**

Name	Status
<a href="#">Frank Charles Gardner</a> #101976	⚠ Not Sent

## When ALL officials have been added, click "View/Send Contracts."

Contracts Needing Attention

Accepted Contracts

2011-2012

Contracts Waiting to be Sent

	Official ID	Name	Games	Location	
⚠	101976	<a href="#">Frank Charles Gardner</a>	1 District Game (11/1/2011)	Bolivar High School, 1401 N Hwy D Bolivar, MO	<input type="button" value="Remove"/>

Click on the name to assign the

## Contract Details

Official: Frank Charles Gardner

Contract Date: November 1, 2011

Contract Location: Bolivar High School  
1401 N Hwy D  
Bolivar, MO 65613

Official Location: 4065 S. Sunrise Ave.  
Springfield, MO 65807

 [Map It](#)

Level: Districts

Rate:

Zone: (Mileage) Zone 2 (41 - 80 miles) ▼


Games: (Position)

Game	Position
To Be Determined vs. To Be Determined @ 12:00 AM	<input type="radio"/> Ref
	<input type="radio"/> AR1
	<input type="radio"/> AR2

Assign a position and click

Notes:

Other Officials: [Timothy Edward Noonan](#)  
[Joe A Pickens](#)  
[Henry L. Enlow](#)


 Save Changes [cancel](#)

**Sending Contracts: Mark the box of contracts to be sent.**


**DO NOT SEND CONTRACTS UNTIL ALL GAMES HAVE BEEN ASSIGNED!**


[← Back to Summary](#)

Contracts Needing Attention Accepted Contracts

2011-2012  Go


Contracts Waiting to be Sent

<input type="checkbox"/>	Official ID	Name	Games	Location	
<input type="checkbox"/>	101976	<a href="#">Frank Charles Gardner</a>	1 District Game (10/5/2011)	111, Any School Drive Anywhere, MO	 <a href="#">Remove</a>

 Send Selected Contracts

**Accepted Contracts:**

Contracts Needing Attention Accepted Contracts

2011-2012  Go

Accepted Contracts

Official ID	Name	Games	Location
101976	<a href="#">Frank Charles Gardner</a>	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO

Click on the  
name to view  
contract  
information.


**Official:** Frank Charles Gardner  
**Contract Date:** October 8, 2011  
**Contract Location:** 111  
 Any School Drive  
 Hillsboro, MO 65000  
**Official Location:** 4065 S. Sunrise Ave.  
 Springfield, MO 65807  
 [Map It](#)  
**Level:** Districts  
**Rate:** \$143.00  
**Zone:** Zone 4 (121 - 160 miles) **(141 miles)**

Contract Status Page: Make sure to assign **ALL** games before sending any contracts! If you send a contract before all are assigned you will not be able to assign the official a second game on that day. Assign all games then start sending contracts to the officials.

[← Back to Summary](#)


Contracts Needing Attention

Accepted Contracts

2011-2012  [Go](#)

#### Contracts Waiting to be Sent




<input type="checkbox"/>	Official ID	Name	Games	
<input type="checkbox"/>	100661	<a href="#">Robert Lee Byland</a>	1 District Game (10/5/2011)	Any School Drive Hillsbor, MO  <a href="#">Remove</a>
<input type="checkbox"/>	100661	<a href="#">Robert Lee Byland</a>	2 District Games (9/6/2011)	111, Any School Drive Hillsboro, MO  <a href="#">Remove</a>


 Send Selected Contracts

#### Rejected Contracts

There are no contracts to display

#### Pending Contracts

<input type="checkbox"/>	Official ID	Name	Games	Location	
<input type="checkbox"/>	100186	<a href="#">Mark Richard Baker</a>	1 District Game (10/5/2011)	111, Any School Drive Hillsboro, MO	 <a href="#">Revoke</a>
<input type="checkbox"/>	103961	<a href="#">Terry Wayne Pennington</a>	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO	 <a href="#">Revoke</a>
<input type="checkbox"/>	100186	<a href="#">Mark Richard Baker</a>	1 District Game (10/8/2011)	111, Any School Drive Hillsboro, MO	 <a href="#">Revoke</a>

 Send Reminder to Selected

- **Entering Results:** To enter scores you click on the date which is in blue on the tournament bracket. You will not be able to see the scoring option until the day of the game. Enter the score of each team in the respective box and the winning team will advance on the bracket. Please enter results immediately as the MSHSAA Office and the media obtain scores in this manner.



## APPENDIX C: CONTEST ANNOUNCEMENTS

[\(TOC\)](#)

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

### To be Read Prior to Each Game -

\*\*\*\*\*

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

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

Good luck to all teams!

\*\*\*\*\*

### To Be Read During Tournament -

\*\*\*\*\*

The Missouri State High School Activities Association and our member soccer schools give a special thanks to **Wilson** . . . a supporter of the (2022/2023) State Soccer Tournament. The **Wilson NCAA VIVIDO Soccer Ball** is the official ball of the (2022/2023) state series. Special thanks are extended for Wilson's support of Missouri soccer.

\*\*\*\*\*

## APPENDIX D: LIFETIME PASSES ([TOC](#))



### 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

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 • 573.875.4880  
1 NORTH KEENE ST. • COLUMBIA, MO 65201

