

2024-2025
SOCCER DISTRICT
MANAGER MANUAL

2024-2025 SOCCER DISTRICT MANAGERS TIMELINE

	BOYS	GIRLS
_____ District Managers should select committee members to establish their District Tournament Committee. (See soccer District Managers Manual, Section 1-C)	Sept 30-Oct 4	April 14-18
_____ 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)	October 4	April 18
_____ District Tournament Committee should determine tournament format/schedule and list of officials to be selected at the draft (if applicable)	October 10-16	April 24-May 1
_____ Final date for schools to submit their all-inclusive officials' recommendations to the District Managers and MSHSAA Office via the MSHSAA website	October 9	April 23
_____ Notify all participating schools seven (7) days prior as to the date, time, and location of the district seed meeting	October 10-16	April 24-May 1
_____ The Soccer Officials Draft will be conducted in all areas. (See memo RE: District Soccer Official Selection Meeting Reminder)	October 16	May 1
_____ District Seed Meetings are held	October 19-26	May 3-10
_____ Online District Eligibility Rosters are due. (See Soccer Manual, Section 3-B-2)	October 18	May 2
_____ Pass list due. A pass gate checklist for players, cheerleaders, and school representatives are to be submitted via the MSHSAA website	November 1	May 16
_____ Season records must be up-to-date on the website and continuously updated until the start of the district tournament	October 18	May 2
_____ District Managers must complete an updated bracket on the MSHSAA website	October 30	May 13
_____ District Tournament	November 2-12	May 17-27
District Managers must update the MSHSAA website tournament bracket immediately following each game 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; the cost of printing programs and hospitality room fees are not allowable expenses	November 17	June 1

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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Andrew Kauffman, Communications Director

***MSHSAA CONTACT PERSON FOR SOCCER**

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

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

Manual Updated August 2024

SOCCKER ADVISORY COMMITTEE MEMBERS

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches/directors within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport/activity-specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors.

SOUTHEAST (*2027)

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SOCCKER RULES INTERPRETERS

The interpreters have been selected for their knowledge of the rules and willingness to provide their advice to officials, adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of each sport/activity is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of sport/activity-specific rules. These individuals do not interpret any MSHSAA By-Laws or Board Policies nor do they review video of calls.

ST. LOUIS/SOUTHEAST

Tim Lammering
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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)
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))

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 – Tuesday of Week #19
Girls Class 1-4: Saturday of Week #45 – Tuesday of Week #47
 2. Postponed games shall be played on the first possible date following the postponement.
 3. The schools winning district tournaments shall contact immediately the host site manager for necessary information and instructions.
 4. See the MSHSAA website at www.mshsaa.org for brackets for district 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: **Boys: Wednesday, Week #15; Girls: Thursday, 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 rosters shall be submitted on the MSHSAA website no later than 4:00 p.m. the day before the first allowable district seeding meeting: Boys Class 1-4 Friday of Week #15; Girls Class 1-4 Friday of Week #43. 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 15 for boys and week 43 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 have an up-to-date season record on the MSHSAA website no later than 4:00 p.m. the day before the first allowable district seeding meeting Boys Class 1-4 Friday of Week #15; Girls Class 1-4 Friday of Week #43.
- J. **PASS LIST:** The district pass list shall be submitted on the MSHSAA website to the district manager by 12:00 p.m. one (1) day prior to the first allowable playing date of the district tournament: Boys Class 1-4 Friday of Week #17; Girls Class 1-4 Friday of Week #45. 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 information via email following the District Tournament window. 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.
- 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 or digital 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 2 game balls for the district tournament. After using the balls throughout the district tournament, the better of the two balls should be given to the district winner to be used in the quarterfinal game. 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 postseason 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) \$10.00
 3. State Semifinal Games (Students & Adults) \$12.00
 4. State Championship Games (Students & Adults) \$12.00
- B. **Financial Report:** The Event Settlement is to be completed on the MSHSAA website located under Postseason Manager link.
- 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.
- E. **Souvenir Concessions:** Represents another income opportunity for the host site. The official MSHSAA souvenir vendor is Missouri Cotton Exchange. The arrangement allows a host school to earn 25% of sales with no inventory risks. Contact Mallorye at (573) 442-3527 for more details

SECTION 4: MEDIA INFORMATION

(TOC)

- A. **Playoff Press Passes (Media):** 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. (This can be accessed under your "Postseason Manager" tab > "(The Event)" > Tournament Items > Media Credentials) You will need to provide any special instructions (i.e. parking, special entrance, etc.) to the media members on the list. Media outlets who have a green check mark on this list shall be permitted to enter the facility. Any outlet or reporter who does not have a green check mark needs to contact the MSHSAA office for verification, or they will need to purchase a ticket at the gate. 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 (Andrew Kauffman 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. **Playoff Press Passes (Schools):** Schools are also required to request credentials for their school media. School media is identified as a reporter/photographer who is verified to represent a full-member school. It is up to the school administration to decide which students or personnel will be issued these credentials. Each qualifying school will be allowed three (3) credentials to be used by a writer, photographer or videographer (school's discretion). Athletic Directors can request media credentials for school representatives online under the "Administrative Tasks" section of their MSHSAA administrative accounts. Approved school media credentials are held to the same expectations as regular credentialed media. If a student or school representative is found to have a direct association with a team or individual competing in a MSHSAA sanctioned event, MSHSAA will revoke the individual's media credential privileges and make an effort to appropriately credential the violating individual should the situation warrant. If space is limited, press row is reserved for media covering only games in progress. As soon as a media representative's team has completed its game, the school representative is expected to vacate the press row. Media areas at all MSHSAA Championships are directed strictly in a professional manner. Any school representative who displays any unprofessional behavior will be asked to vacate the media area, and his actions will be reported to the school's media advisor and any onsite school administrators.
- C. **Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press table), access to the floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Andrew Kauffman or Scott Lunte at the MSHSAA Office.
- D. **Results:** Each site manager has the responsibility to ensure all final results are reported immediately after the conclusion of each district championship or playoff game to the MSHSAA website.
- E. **Playoff Radio Broadcasts:** Permission to conduct a radio broadcast from a district, sectional or quarterfinal site must be approved through the MSHSAA office. Approved broadcasts will appear on your approved media list no later than 48 hours prior to the start of the first contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. The following regulations also apply to all playoff game radio broadcasts:
1. Each broadcasting station is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.

2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin.
3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. alcohol, tobacco, lottery/gaming advertisements).
4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the media page of the MSHSAA website.
5. 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.
6. MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of MSHSAA.
7. 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 accommodation should be provided for stations representing both participating schools.
8. No rights fee shall be charged for broadcasts at MSHSAA district or sectional contests for broadcasts on "over-the-air" stations. See Radio Broadcast agreement for fee structure.
9. Beginning with the quarterfinal round of the MSHSAA playoff series, radio rights fees will be **the following: Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45, Class 6- \$50.** A green check mark on the media pass list will show if an outlet has paid and is okay to broadcast. All payments are to be made online. No payments shall be accepted on-site.

F. Playoff Internet Webcasts (Schools and Commercial Broadcasters): All postseason video webcasts must be streamed through MSHSAA.TV. Streaming on YouTube, Facebook or other similar platforms is strictly prohibited. Failure to abide by this rule could result in a \$500 fine. Permission to conduct an internet broadcast from a district, sectional or quarterfinal site should be arranged through the MSHSAA office via our online credentialing system. This is true for schools and commercial broadcasters. Once granted permission, broadcasters must plan with the site manager no less than 24 hours before the intended contest. Broadcasting entities are solely responsible for installing or arranging the use of phone lines or internet lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting entities. Please see our [postseason streaming resource page](#) for more information. The following regulations also apply to all playoff game internet broadcasts:

1. Each webcasting entity is required to give advance publicity of the event for the preceding days, including participants, date, time, site and ticket information.
2. All Internet Broadcast Rights fees must be paid in full to the MSHSAA office prior to broadcasting. No payments shall be accepted on site. Please note: There is no fee to broadcast on MSHSAA.TV.
3. Each station must provide a completed MSHSAA broadcast agreement and list of sponsors before the broadcast may begin.
4. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (i.e. - alcohol, tobacco, lottery/gaming advertisements).
5. Entities are required to run or read two MSHSAA public service announcements per game. These PSA's are available to download on the MSHSAA website.
6. Entities shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans.
7. MSHSAA reserves the right to discontinue the broadcasting right of an entity at any time in the event previous broadcasting by the entity is considered to have been in poor taste or incompatible with the educational values of the Association.
8. If more entities request permission to broadcast than can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodation should be provided for entities representing both participating schools.
9. A rights fee shall be charged for audio-only broadcasts at MSHSAA postseason contests: **Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45, Class 6- \$50.** Please note: there is no charge if the outlet provides a video stream on MSHSAA.TV.

- G. **Live Television Broadcasts:** There is a significant rights fee charged for all live broadcasts. All requests to broadcast live must receive prior approval from the MSHSAA by contacting Andrew Kauffman at the MSHSAA office. All live broadcast stations must provide feeds for additional stations desiring the feed. Stations receiving the feed must also pay a rights fee and receive prior permission from MSHSAA. For more information, visit mshsaa.org/media.
- H. **Championship Press Passes (Media):** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through MSHSAA's online system no later than the designated deadline for each event. The online credentialing system can be accessed by registered media outlets on mshsaa.org/media. Late submissions will be considered on a case-by-case basis by the MSHSAA communications staff. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.
- I. **Championship Press Passes (Schools):** Schools are also required to request credentials for their school media. School media is identified as a reporter/photographer who is verified to represent a full-member school. It is up to the school administration to decide which students or personnel will be issued these credentials. Each qualifying school will be allowed three (3) credentials to be used by a writer, photographer or videographer (school's discretion). Athletic Directors can request media credentials for school representatives online under the "Administrative Tasks" section of their MSHSAA administrative accounts. Approved school media credentials are held to the same expectations as regular credentialed media. If a student or school representative is found to have a direct association with a team or individual competing in a MSHSAA sanctioned event, MSHSAA will revoke the individual's media credential privileges and make an effort to appropriately credential the violating individual should the situation warrant. If space is limited, press row is reserved for media covering only games in progress. As soon as a media representative's team has completed its game, the school representative is expected to vacate the press row. Media areas at all MSHSAA Championships are directed strictly in a professional manner. Any school representative who displays any unprofessional behavior will be asked to vacate the media area, and his actions will be reported to the school's media advisor and any onsite school administrators.
- J. **Championship Radio Broadcasts:** Radio stations are identified as an outlet which can transmit a broadcast through an AM, FM, or satellite transmitter. The same regulations as listed above in the Playoff Radio Broadcast section shall apply to all MSHSAA semifinal, championship and third-place game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. No payments will be accepted on site. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45, **Class 6-** \$50.
- K. **Championship Internet Broadcasts (audio only):** Internet webcasts are identified as an outlet which requires an internet connection to receive a broadcast. The same regulations as listed above in the Playoff Internet Broadcast section shall apply to all MSHSAA semifinal, championship and third-place game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. No payments will be accepted on site. The following rate scale will apply to championship broadcasts: **Class 1-** \$25, **Class 2-** \$30, **Class 3-** \$35, **Class 4-** \$40, **Class 5-** \$45.

NOTE: Please contact Andrew Kauffman, Communications Director, by phone at (573) 875-1077 or by e-mail at Andrew@mshsaa.org, if you have ANY questions concerning the guidelines listed in this section or have any media questions/concerns. For reference, here is a link to this year's [Media Regulations and Credential Book](#).

APPENDIX A: DISTRICT HOST AND SITE SELECTION PROCESS

(TOC)

A. General Process: District Site Selection Process

1. Following the assignment of all registered schools to classifications and districts, the MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the Site Selection Chairperson for the purpose of coordinating the process.
2. The chairperson shall be contacted and confirmed via email by the MSHSAA staff.
3. Each chairperson shall review the list of schools assigned to their district located on the activity page on www.mshsaa.org under the "Class and District Assignments" link
4. Each chairperson will contact all athletic administrators of schools and arrange a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site(s). MSHSAA shall incur no expense in conjunction with this meeting.
5. The request shall be to select the host site(s) for only the current classification cycle.
6. Schools wishing to host, shall provide evidence that facilities and staffing meet the necessary and/or recommended requirements to safely, securely and adequately provide for the conduct of the district tournament.
7. The chairperson shall distribute all submitted names to district members for review prior to the selection meeting.
8. The chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site(s) and manager's information.
9. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final approval. The MSHSAA staff and/or Board of Directors shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site constraints. A neutral site may only be used, provided there is prior approval from MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to MSHSAA.
10. Prior to final approval, a Medical Emergency Action Plan (EAP) for all state series sites and venues must be confirmed/uploaded to the MSHSAA website prior to hosting. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org
11. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

B. Specific Criteria for District Sites

1. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
2. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation.
3. A Medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at www.mshsaa.org. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org
4. Secure location for contest officials to be sequestered from teams and spectators.
5. Ability to take admission for all contests.
6. Seating capacity shall be adequate to accommodate anticipated attendance.
7. Adequate off-street parking available for the seating capacity of the facility – required.
8. Adequate concessions available for spectators – required.

C. Specific Criteria For Soccer District Sites:

1. To host a district and/or 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 70 yards in width and 120 yards in length when possible, adequate seating capacity, lights (when possible), scoreboard and timing device.

2. 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.
3. School location (playing field) within the schools assigned to the specific district is considered for reasonable travel.
4. As many games as possible shall be played at night to accommodate parents and spectators.
5. 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.
6. A scoreboard with an automatic timing device and a public address announcer is preferred.
7. Availability of adequate restrooms for public use is required.
8. During all district and/or state tournament series games the playing field must have four corner flags with midfield flags or cones optional.
9. During all district and/or 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).
10. 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.
11. 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.

APPENDIX B: ACCESSING DISTRICT MANAGER OPTIONS

([TOC](#))

(Please follow this process. Disregard the sport reference, as the process stays the same.)

1. Login to your MSHSAA Account
2. Select “Postseason Manager” Tab

Current Notifications

- Outstanding Invoice(s)
- Physical Evaluations for Students Currently on Sport/Spirit Rosters: 6 Expired
- 1 Missing Baseball Pitch Counts
- 1 Missing Varsity Score(s)
- Upcoming Event: 2023 MSHSAA One Day Cheer Clinics



🕒 Spring Season Baseball
Class 1 District 12

🏀 Boys Basketball
Class 1 District 10

🕒 Fall Season Softball
Class 1 District 6

Tournament Items

1. Tournament Bracket – Generate a blank bracket with the date range of your District Tournament (see instructions below)

Building an Empty Bracket

- I. Click on “Tournament Bracket” under Tournament Items
Class 1, District 1 Tournament

🔔 Seeding Not Completed

The Seeding has not been completed for this district. You may generate an empty bracket, but seeding must still be completed at a later time.

PLEASE NOTE! Generating an empty bracket will do so for **ALL teams** in your district. If any school will **NOT** be participating in the tournament, please [Go to Seeding](#) and use the withdraw link **PRIOR TO** generating the bracket.

✅ Generate Empty Bracket ➤ [Go to Seeding](#)



- II. Click “Generate Empty Bracket”
- III. Click “YES”
- IV. Enter Tournament Date Range and Location (Defaults to Host School Address)

[Back to Summary](#)

2022-2023 Class 1 District 12 Spring Season Baseball Tournament Bracket

Class 1, District 12 Tournament

[Seeding](#) [Bracket](#) [Competitions](#) [Official Contracts](#) [Attendance](#)

Tournament Dates:  to 

Location:

Street Address

City

State

Zip Code

-

 Save

 Cancel

- V. Click “Save”
- VI. Blank Bracket (show below)

Class 1, District 12 Tournament

[Seeding](#) [Bracket](#) [Competitions](#) [Official Contracts](#) [Attendance](#)

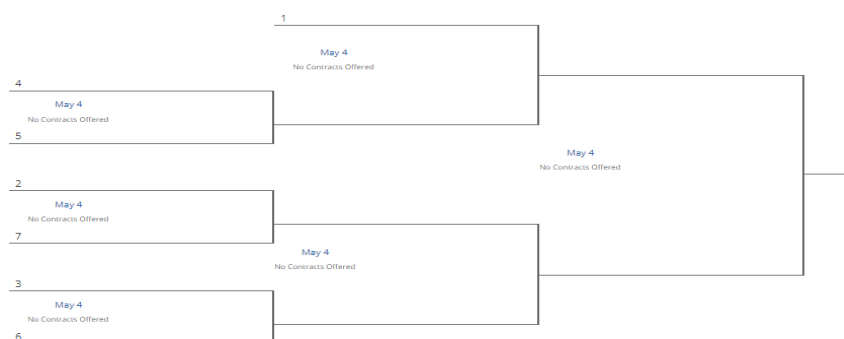
Tournament Dates

May 4-10, 2023

Location

[Edit Tournament Details](#)

Tournament Bracket



2. Competitions – Change individual dates of competition after bracket is created (see instructions below)

Assign Competition Dates for contests

- I. Click on the “Competitions” tab & select “Edit Competitions”
- II. Set the **DATE of EVERY** competition. Times can be set at this time or can be changed later.
- III. Click “Save”

2022-2023 Class 1 District 13 Spring Season Baseball Tournament Competitions

[Seeding](#)
[Bracket](#)
[Competitions](#)
[Official Contracts](#)
[Attendance](#)

[Cancel](#)
[Save Competitions](#)

Quarterfinals

Date	Time	Competition
5/4/2023	12:00 am	District Quarterfinal 2 (#4 vs #5)
5/4/2023	12:00 am	District Quarterfinal 3 (#2 vs #7)
5/4/2023	12:00 am	District Quarterfinal 4 (#3 vs #6)

Semifinals

Date	Time	Competition
5/4/2023	12:00 am	District Semifinal 1

- Official Contest Date Counts – enter the number of officials needed/day (*NOTE – bracket must be generated and dates added before this can be completed)

Instructions

Please enter the **number of officials** you will need for **each contest date**.

If you have been assigned to **multiple draft regions**, enter only the number of officials you will be drafting on **each date** for **each region**.

Current Official Requirements

Region	Thu 5/11	Mon 5/15	Thu 5/18
#3: Northeast Region	4	2	3
	3 Contest(s)	2 Contest(s)	1 Contest(s)

- Official Draft Order Ranking – postseason eligible officials – all information of officials is shown here. District Mgrs are able to move officials around and rank them in the order they see fit.

This is where you will see those officials that are Recommended, Non-Recommended and Availability

Draft Rank Order
 **2022-2023 Spring Season Baseball**
 #3: Northeast Region

#3: Northeast Region Postseason Officials

[Edit Rankings](#)

Rank	Official	Years	C1 D12 Recs	All Recs	Conflicts	Form Answers	Availability
1	Carnes, Phillip Alan #100701	20	1	5 10 3 2			
2	Tolle M.S., Jack (Randy) Randall #115750	12		9 6 2 0			
3	Roberts, Bob #104419	21	2	7 5 2 0	Northeast (Cairo)		
4	Murphy, Blayne E #115124	4	2	7 4 2 0			
5	Slaughter, Scott E. #116310	11		4 7 1 0			

5. Official Region Draft – On Draft day, click link to enter the draft and select officials
6. Official Contract Management – Contract Officials from this link (see instructions below)

Contracting Officials

- I. Click “Officials Contracts” tab
- II. Click “+ Add Contract”
- III. Type in first or last name of official
- IV. Select the position (this can be all the same position for now if unsure)
- V. Save Contracts

 **2023-2024 Class 4 District 5 Boys Soccer**
 Official Contracts

Class 1
Class 2
Class 3
Class 4

2023-2024

District
1
2
3
4
5
6
7
8

Seeding
Bracket
Competitions
Official Contracts
Attendance

Save Contracts

Quarterfinals

9/12/2023 @TBD District Quarterfinal 1 (#1 vs #8)

Marsh

Referee
Assistant Referee 1
Assistant Referee 2

remove

[+ Add Contract](#)

Contracting Officials – Send Contracts

- I. Send Contracts by: “Send now” – send each contract individually or use the “Send All Unsent” button

 **2022-2023 Class 1 District 13 Spring Season Baseball**
Official Contracts


[Seeding](#)[Bracket](#)[Competitions](#)[Official Contracts](#)[Attendance](#) [Send All Unsent](#)

Quarterfinals

5/4/2023 @TBD District Quarterfinal 2 (#4 vs #5)

[Newbrough, Alan W](#) #103634

Plate


 [Send now](#)

 Not Sent

[Salmons, W. Scott](#) #115085

U1

 [Send now](#)

 Not Sent

[+ Add Contract](#)

5/4/2023 @TBD District Quarterfinal 3 (#2 vs #7)

[+ Add Contract](#)

7. District Seeding – Enter seeds for each school following seeding meeting

Entry Items

1. Officials Recommendation – View all recommendations made by district schools
2. District Rosters – View and export team rosters
3. Season Records – View season records (important for seeding meeting prep)
4. Pass Lists – View and print pass lists for gate workers
5. School Information Summary – Details for each school including address, school colors and mascot

[Entry Items](#)

 [Official Recommendations](#)

 [District Rosters](#)

 [Season Records](#)

 [Pass Lists](#)

 [School Information Summary](#)

Other Items Under “Tournament Items”

1. Contract Summary – Shows contracts needing attention and accepted contracts
2. Daily Attendance – View and edit daily attendance
3. Media Credentials – print off media members who have requested to attend the district contacts at your venue
4. Event Settlement – Verify entries and contracts at conclusion of tournament and submit for review and settlement.

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 (2024/2025) State Soccer Tournament. The **Wilson NCAA VIVIDO Soccer Ball** is the official ball of the (2024/2025) state series. Special thanks are extended for Wilson's support of Missouri soccer.

* * * * *

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

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.

Lifetime Pass



Officials Observer Pass



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

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



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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