

2024



SPRING SOFTBALL
DISTRICT MANAGER

SOFTBALL DISTRICT MANAGERS PACKET

TIMELINE

	Spring 2024	Fall 2024
_____ District Managers should select committee members to establish their District Tournament Committee. <i>(See Section 1.C.1)</i>	April 5	September 11
_____ Coaches' Postseason Umpire Recommendations Open - District Managers should contact schools to remind them to submit their postseason officials' recommendations online. <i>(See Section 1.E.2)</i>	April 5	September 20
_____ Final date for schools to submit their Umpire Recommendations to the District Managers and MSHSAA Office via the MSHSAA website	April 10	September 25
_____ District Tournament Committee should determine tournament format/schedule and list of officials to be selected at the draft (if applicable)	April 11-16	September 26 – October 1
_____ Notify all participating schools seven (7) days prior as to the date, time, and location of the district seed meeting	April 11-15	September 26-30
_____ The Softball Officials Draft - conducted in all areas. <i>(See memo RE: District Softball Official Selection Meeting Reminder)</i>	April 17	October 2
_____ District Eligibility Rosters due & Season Records must be up-to-date	April 19	October 4
_____ District Seed Meetings Held – brackets should be updated on the MSHSAA website immediately following the seed meeting	April 22-27	October 7-12
_____ Final Pass list due , to be submitted via the MSHSAA website	April 30	October 14
_____ District Tournament (Game scores and attendance must be immediately following each game)	May 2-9	C1 (With Sect.) – October 15-22 C1 (No Sectional) - C5 – October 16-23
_____ Quarterfinal Contests	C1&2 – May 16	C1 – October 24
_____ District Manager financial report Deadline (See Section 2)	May 17	October 28
_____ State Championships – Killian Sports Complex, Springfield	May 20-21	October 31 – November 2

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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*****Revised February 2024*****

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

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.

SECTION 1: MANAGERS INSTRUCTIONS (TOC)

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

B. **AUTHORITY OF CONTEST MANAGER:**

1. **Guidelines:** It is necessary that a school designate a manager for every contest it hosts. It is also important it be understood that the coach will automatically serve as the manager if no one else is so identified. The individual that will serve as manager should introduce himself/herself to the contest officials prior to the contest. These guidelines are limited to the authority of a 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. 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 manager's authority exists from the time participating teams arrive up to the actual start of the contest.
 - d. The manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with umpires 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. **Coach as Contest Manager:** All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to act as a 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 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. Managers are expected to take any action they feel necessary as they administer their duties.

4. **Game Balls:** Each team shall furnish two official top-grade softballs for each game in the District tournament in which the team participates. District Managers will receive balls for the District championship, Sectional, Quarterfinal games from the MSHSAA office. The MSHSAA official fast pitch softball is the only ball that may be used in District, Sectional, Quarterfinal, and State games. The official softball for the State Tournament Series is the *Rawlings FPRYL*.
Spring Softball - Four (4) are to be used for the district finals, then four (4) to be used in the Quarterfinal game.
Fall Softball - For Classes 1-5 (8 total) - Four (4) are to be used for the district finals, then four (4) to be used in the Quarterfinal.
5. **Conducting the tournament as a NUETRAL SITE:** As the district tournament host, you should conduct the tournament as a NUETRAL site. This means that if you are wanting to play any walk-up music or announcements, it should be offered to BOTH teams, not just the host team.
6. **DISTRICT FINAL WINNERS:** Managers will give the winning coach a limited number of game balls. AD's of District winning schools will receive the State Series Manual by email, along with signage. These materials and the information sent contain instructions that require immediate attention of the coach and school administration.

HOST INFORMATION: Will be determined by the following

- i. NO SECTIONAL – Team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- ii. WITH SECTIONAL
 - 1) If one team has hosted a sectional game and the other has not; the team that did not host, the sectional game will host the quarterfinal game.
 - 2) If both teams have hosted or both have not hosted the sectional game the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years will host.

If the assigned host is unable to host on the scheduled date, a delay until the next playing date is permissible. If on the next playing date, the assigned host cannot host, the contest shall be moved to a neutral site or the other school's site.

C. TOURNAMENT COMMITTEE:

1. **Selection:** 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 **TWO COACHES** shall be included on the committee.
2. **Committee Duties:**
 - a. Assist the manager in the administration of the tournament.
 - b. Establish the tournament schedule (**including locations of contests**)
 - c. Consult on the plan for selecting tournament officials.
 - d. **Make a contingency plan for poor field conditions due to weather.**
 - e. Make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament.

D. DISTRICT TOURNAMENT SCHEDULE: The tournament committee is to follow the guidelines in this manual when building the schedule. District tournament games shall be played:

SPRING Thursday of Week 44 – Thursday of Week #45

FALL Class 1 With Sectional: Tuesday of Week 15 – Tuesday of Week 16

Classes 1-5 No Sectional: Wednesday of Week 15 - Wednesday of Week 16

1. **Start Times:** On a school day, it is ***STRONGLY*** recommended that if District games are to be played in the afternoon, the committee considers the protection of instructional time. **If games are scheduled to begin before 3:30 pm, on a weekday, administration from all schools involved must approve. Please email marty@mshsaa.org at the MSHSAA Office to make aware of these requests.**
 - a. **Lights** - If the field has lights, two or more games may be played in a single day. **If the facility doesn't have lights, a game may NOT start after 4:00 p.m.**
2. **Switching Sites:** By mutual agreement, the two participating schools may switch the site for a game. This would normally result from one school having inadequate facilities or because of inclement weather. District games may be played between two teams at a central location or at one of the other facilities in order to hold down travel. All games, however, shall be coordinated by the District manager. All game officials shall be approved, registered and contracted by the District manager.
3. **Multiple Sites:** The diamond used need not be that of the manager's school, and different diamonds may be used for district games if it will help to expedite the tournament and be more convenient for the schools. When the adequacy of a playing field is questioned, the manager shall resolve it.
4. **Postponed Games** shall be played on the first possible date following the postponement. The decision to postpone a game should be made in consultation with District Manager, School Administrators, Head Coaches and Umpires. *(Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of the superintendents of all participating schools remaining in the tournament and the MSHSAA office)*
5. **Schedule Changes:** Deviation from the pre-scheduled District softball playing dates by the participating District teams due to an extreme conflict must be approved in advance by the District Manager and tournament committee. The change shall also be approved by the MSHSAA Office.
6. **District Champion:** The schools winning district tournaments shall immediately contact manager for necessary information and instructions.
7. **State Series Schedule:** See the MSHSAA website at www.mshsaa.org for brackets for district, sectional, and quarterfinal game sites and times.

E. OFFICIALS:

1. **Eligibility:** All officials shall be fully registered with the MSHSAA Office (no reciprocal officials). Only officials submitting a completed postseason application form and not on probation may work the postseason.
2. **Umpire Recommendations:** Remind participating schools to submit the umpire recommendations. 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, 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. **Officials Recommendations are to be submitted online no later than 4:00 p.m. on:**

SPRING Wednesday of Week #41

FALL Wednesday of Week #12

3. **Number of Umpires:** **Two (2) umpires shall be used in all district tournament games prior to the final. Three (3) umpires shall be used in the district final. Umpires are allowed to work more than one game per night. IF a third umpire is hired for games prior to the championship, the expense will be divided among the participating schools or paid by the host school.** Umpires shall be notified as far in advance of game time, as possible, if games are postponed or game sites are changed. Umpires should also be notified of their game partner(s) so they may travel together, if at all possible, to save on travel expenses.

4. **Officials Draft and Selection of Officials:** For district contests the manager and tournament committee are responsible for the selection of officials using the Officials Recommendations. The committee is to ascertain any conflicts of interest of the recommended officials, 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.
5. **Draft Schedule:** Each District Manager or his/her designee shall attend an officials' selection draft(s) to be held on:

SPRING Wednesday of Week #42
FALL Wednesday of Week #13

6. **Payment:** Officials will be paid per MSHSAA Contracted Rate for district, sectional, and quarterfinal games. Officials will be paid directly by the MSHSAA Office.
 - a. Inclement Weather:
 - (1) Umpires onsite and prior to games starting will be paid travel expenses.
 - (2) Once a contest begins, an umpire will be paid the game fee according to the Zone Pay Chart.
 - (3) Umpires working a game that is postponed to a new date, who return will be paid a second game fee based upon the Zone Pay Chart.
 - (4) Replacement umpires for the make-up of a postponed game will be paid the game fee according to the Zone Pay Chart.
 - b. **THIRD Umpire: If a tournament committee elects to employ a third umpire in any games prior to the championship, additional costs will be divided among participating schools per round.**
7. **Contracting: See Appendix B for instructions. Follow the STEPS to this process when it comes to assigning the umpires. You MUST select a position for each umpire each game.**

F. **SEEDING MEETING:** The committee shall schedule a meeting to draw the tournament bracket in accord with the following schedule:

1. **Schedule:**

SPRING Monday - Saturday of Week #43
FALL Monday – Saturday of Week #14

2. **Seeding Procedures:** Set a date for drawing the tournament seeds within the dates listed previously, (avoid conflicts with school time) and notify the participating schools at least 7 days in advance of the site and time of the meeting to draw the bracket. Schools should have all scores on their Season Record up to date. A face-to-face meeting is encouraged. However, a Zoom call or Google Meet meeting would also be allowed to protect instructional time. If either method is used, it is required for voting information (results, who voted for who, etc.) to be made public to all schools. Any other method needs to be approved by the MSHSAA office.
 - a. **The mandatory seeding procedure is to seed each spot individually starting with the #1 seed, followed by the #2 seed, continuing to the last seed. Schools may not vote for themselves in the seeding process. NOTE - If School "A" votes "School "B" as the #1 seed and School "B" does not receive enough other votes for the #1 seed, School "A" MUST vote School "B" as the #2 seed in the next round of voting. The district schools participating in the meeting shall consider 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 District Manager receives each school's vote after each round, the manager must make each vote known to all participating coaches. If a tie should occur, a second vote would be used to determine the seed but only the district schools who are not involved with the tie would participate in the second vote. If a tie remains, it shall be broken based on head to head competition of the tied teams. Should a tie still exist, a coin flip shall determine the seeds of the tied teams. This specific procedure shall be followed by district manager.**
 - b. All teams shall be seeded by the committee. In districts of eight or less teams, the teams shall be placed on the bracket according to seeding. Any byes are to be given first to the first-seeded team, then the second-seeded team, etc. In districts of nine or more teams, the teams shall be placed on the bracket according to seeding in a 16-Team Bracket; any byes are to be given to the first-seeded team, then the second-seeded team, etc.
3. **Placement on Bracket:** Once seeds are assigned, the system will build the bracket assigning any byes to the highest seeds in ascending order as needed.
4. **Team Withdrawal:** If a team withdraws from the district tournament after the seeding meeting, but before games are played, all teams seeded below the team withdrawing shall be moved up one seed to fill the vacated spot. **The withdrawing team will also be responsible for any umpires already contracted for their game.**
5. **Entering Seeds:** At the conclusion of the seed meeting, the manager is to enter seeds on the MSHSAA website and the bracket will automatically populate.

G. DISTRICT ELIGIBILITY ROSTER:

1. **Schedule:** Eligibility lists shall be submitted on the MSHSAA website ten (10) days prior to the first allowable playing date of the district tournament:

SPRING Friday of Week #42

FALL Friday of Week #13

2. **Make-Up:** A school should include on the list all of its eligible athletes for softball; No team is to be permitted to participate unless this list is submitted via the MSHSAA website. Managers are instructed to forfeit the game if the eligibility roster is not submitted as herein provided.
3. **Additions/Substitutions**
 - a. Managers are allowed to accept late entries until the date of the seeding meeting. A late entry penalty fee of **\$50.00** shall be assessed for late entries. No entries will be accepted after the seeding meeting. The District Manager shall notify the MSHSAA regarding any late entries for the tournament
 - a. A school may substitute or add to the team roster (submitted for district play) prior to the start of the first game of the state tournament (sectional game for all classes). Any additions/substitutions must be submitted on the MSHSAA website. No additions/substitutions can be made after the first game of the state tournament.

H. SEASON RECORD:

1. **Schedule:** All schools assigned to the tournament shall be required to complete the season record on the MSHSAA website prior to the seeding meeting window:

SPRING Friday of Week #42

FALL Friday of Week #13

2. **Updates:** All contests following this date shall be updated via the softball schedules page by each school

I. PASS LIST:

1. **Schedule:** The district pass list shall be submitted on the MSHSAA website by 4:00 p.m. three (3) days prior to the first allowable playing date of the district tournament:

SPRING Tuesday of Week #44

FALL Monday of Week #15

2. **Make-Up:** A maximum of eleven (11) persons shall be admitted on the pass list excluding players. The general pass list spots shall be reserved for approved coaches, administrators, managers, athletic trainers and student supervisors. Individuals working the event do not have to be listed on the pass list.
3. **State Series:** Pass lists will be able to be updated prior to the sectional game for sectionals and quarterfinals. 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

- J. **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.

- K. **SAFETY AND SECURITY:** The host school and manager are directly responsible for the safety and security of all umpires before, during, and after all interscholastic contests. Umpires are encouraged to notify the school and the MSHSAA by the Special Report Process when their safety and security are not provided for.

- L. **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.).

- M. **GATE:** Serial numbered tickets should be used for the protection of the host school in case for some reason an audit would be requested. Those schools wishing to use Hometown Ticketing (digital ticket option) through the MSHSAA website, must contact digitaltickets@mshsaa.org to get set up for the event. A pass list must be provided by each participating school and only those people on the pass list, with press credentials or carrying a pass as shown in Appendix C shall be granted entry free of charge. The admission gate can be shut down after the 3rd inning of the last game of the day.

- N. **TOURNAMENT WORKERS:** Arrange for tournament help: ticket sellers and takers, scorers, timers, security, etc. and plan for medical emergencies. Be sure to plan for traffic control and the directing of bus and car parking in the lots both

before and after the games. Adequate provisions for crowd control shall be made and participating schools shall be requested to assist in controlling their students and fans.

- O. **TABLE PERSONNEL AND PROCEDURES:** Personnel to be assigned to the scorer's table: official scorer, scoreboard operator, and P.A. announcer. Select experienced adults – those who have been keeping score for you during the regular season. Above all, select those individuals 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. PA Scripts and PSA may be located [HERE](#)
- P. **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. Rosters can be found in the Mgr. Options.
- Q. **LOCKER ROOMS:** Make participating schools aware of the availability of locker room facilities prior to the start of the tournament. If available, 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.
- R. **CELL PHONE POLICY:** During all district games, the manager shall be responsible to post signs indicating "Cell Phone Use is Prohibited in the Locker Room at all MSHSAA Events."
- S. **NATIONAL ANTHEM:** All managers are reminded that the National Anthem is to be played before the first game of a session. It is to be played only before the first game of each nightly (or daily) session. Please insure that the American Flag is prominently displayed.
- T. **HAZARDOUS WEATHER CONDITIONS:** In case of inclement weather, the manager shall determine whether a game will start and so notify the umpires and participating schools. The district will not adopt a provision that if one game is postponed, all games are postponed on that date.
 - 1. The manager or his/her designee and the umpires have mutual authority to delay the start of a game any time weather conditions are considered to be hazardous to life or limb. Likewise, the umpires, once a game has started, have the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress, where the administration feels safety is questionable and the umpires have not acted, the manager or his/her designee will intervene by informing the umpires who shall suspend the contest.
 - 2. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designees choose to ask for an additional 30 minutes of waiting time, the umpires may grant that request. If the principals of both schools or their designees and the umpires cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the umpires before declaring a game suspended. The manager should, when severe weather is pending, keep a constant check with local media outlets which would have information concerning the path of the storm. These relevant updates, available to the manager, are not available to the game officials.
- U. **LIGHTNING:** See [Appendix E](#) for guidelines for dealing with thunder and lightning events.
- V. **FIELD QUALIFICATIONS:** MSHSAA Postseason contests shall be played on fields designed/constructed and intended for Softball not fields where the host has created a temporary softball field. A baseball field used in a traditional manner with the mound removed and temporary fencing would meet the qualifications to host, as long as all other requirements are met.

The field must have an outfield fence (the recommended distance is 200 feet (185 ft- 235 ft); a permanent fence is preferred). A school cannot host without a fence.

 - 1. A facility with lights is preferred, but not required.
 - 2. The field shall not include a baseball mound. A school cannot host if the field has a baseball pitcher's mound.
 - 3. Multiple fields at one facility are preferred, but not required.
 - 4. Restrooms and concession stands are preferred, but not required.
 - 5. The field should be free of dangerous obstructions and/or non-traditional softball playing equipment. (Ex. Softball goals, Goal Posts, Maintenance Equipment, etc.)
 - 6. The Facility must represent to MSHSAA that the subject facility is following accessibility under the Americans With Disabilities Act (ADA), Title III as a place of public accommodation and facility will assume all responsibility for any claims made against MSHSAA arising from any noncompliance with the ADA.

- W. **HOME/VISITOR TEAMS:** During the district tournament, the higher seeded team of each game shall have the choice of being home or visitors.
- X. **COACH'S UNIFORM:** A team faculty coach who occupies a coaches' box shall be clad in school colors or in white, black, gray, or khaki.
- Y. **WARM-UP PROCEDURES:** The following warm-up procedure shall be in effect unless weather conditions would require a change in this procedure. This procedure shall begin 25 minutes prior to the starting time of the game.
1. The home team shall be scheduled for the first infield practice not to exceed ten minutes.
 2. The visiting team shall then be scheduled for infield practice not to exceed ten minutes.
 3. Following the completion of infield practice by both teams the game umpires, team coaches and captains shall meet at home plate to discuss ground rules and present each team's starting line-up and batting order five minutes before game time.
- NOTE:** If line-ups are to be announced the schedule may be adjusted for submitting line-ups to the announcer to allow time to prepare for announcing purposes. The official line-up is that submitted to the umpire-in-chief.
- Z. **DURATION OF GAME:** 7 Innings: All MSHSAA tournament games shall be 7 innings and shall have precedence over any regularly scheduled games or other local school activities. (At least 4-1/2 innings constitutes a regulation game).
1. **Forfeited Game:** A game shall be forfeited if a team fails to report within fifteen minutes, after the set starting time and no contact has been made. Host schools or managers will make the final decision on the forfeit. Every effort should be made to contact a late team.
 2. **Suspended Game:** All MSHSAA postseason softball games called due to darkness, rain, or other causes shall be considered suspended games and shall be continued from the point of suspension. If the required number of innings has been played to determine a winner, the team trailing at the time of suspension has the option to return and finish the game or have the current score considered final. The Head Coaches of both schools and the Home Plate Umpire must sign the official scorebook indicating the game is completed if the schools choose not to return to finish the game. (See *Hazardous Weather Conditions* Section 1-T)
 3. **Resuming Suspended Game:** When play is continued, the line-up and batting order shall be exactly the same as at the moment of suspension, subject to the rules governing the game. For example, if a team, while on defense, has been charged with two conferences, it is allowed only one more charged conference when the Suspended Game is continued. If a player has entered as a substitute and has been removed from the game, he cannot reenter when the game is continued. Even though a game is played during two different days, all playing regulations apply as if the game were continuous and being played during one day.
- AA. **MERCY RULE:** Rule 4-2-3 allows for games to be ended when the run differential is 15 runs after 3 innings or 10 runs after 5 innings.
- AB. **CONSECUTIVE GAMES:** When a team must play two consecutive games, a minimum of thirty (30) minutes must be allowed between games unless the participating teams mutually agree to a lesser time.
- AC. **AWARDS:** 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
- AD. **DISTRICT CHAMPION MATERIALS:** Managers will give the winning coach a limited number of game balls. All State Series qualifying school ADs will receive the State Series Manual email, along with signage. These materials and the information sent contain instructions that require immediate attention of the coach and school administration.

HOST INFO: Will be determined by the following

- iii. NO SECTIONAL – Team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
- iv. WITH SECTIONAL
 - 1) If one team has hosted a sectional game and the other has not; the team that did not host, the sectional game will host the quarterfinal game.
 - 2) If both teams have hosted or both have not hosted the sectional game the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years will host.

If the assigned host is unable to host on the scheduled date, a delay until the next playing date is permissible. If on the next playing date, the assigned host cannot host, the contest shall be moved to a neutral site or the other school's site.

For questions the school should contact Marty M. Marsh, Assistant Executive Director of MSHSAA, at (573) 875-1074.

SECTION 2: FINANCIAL INFORMATION ([TOC](#))

- A. **ADMISSION CHARGES:** for all spectators ages 6 and above (Students and Adults)
1. District Tournament (per day) \$6.00
 2. State Sectional Game \$8.00
 3. State Quarterfinal Games \$8.00
 4. State Championships (per day) \$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:**
1. **Host School Stipend:** Each district will be granted a district host school stipend of \$100/game for conducting the tournament and an additional \$200 manager's stipend. The district host school stipend is to be used to pay local expenses (gate keepers, scorers, athletic trainers, field preps, turface, 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.
 2. **Gate Receipts:** Host schools are expected to collect the appropriate admission from all spectators ages 6 and over at all games. **If games are to be played at multiple sites, arrangements should be made to collect gate at these sites as well.**
 3. **Net Profit:** The net profit shall be calculated by subtracting the manager stipend, host school stipend, and umpire fees from gate receipts.
 4. **Host School Profit Share:** The host school will receive 20% of the net profit.
- D. **EXCEPTIONS**
1. **Umpires:** If a tournament committee elects to employ three umpires in games prior to the championship, the additional umpire fees will be divided among participating schools.
 2. **No Gate:** Failure to collect gate will result in the proration of the host school stipend and the cost of umpire fees to be distributed amongst all participating schools.
 3. **Late Withdrawal:** If a school withdraws from the tournament after the Officials' Draft, the withdrawing school will be responsible for all umpire fees for the forfeited game.
- E. **OTHER FINANCIAL ITEMS:**
1. **Program Concessions:** The printing of a tournament program is encouraged and represents an additional income opportunity for the host site. Costs of producing a program are not an allowable tournament expense. However, any income from program sales or local advertising stays entirely with the host school.
 2. **Food Concessions:** Receipts from concessions will go to the host school and will not be included in the financial report. Concessions expenses are not an allowable expense.
 3. **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 3: 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. (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 (Jason West or Scott Lunte) know of any capacity limits or restrictions your facility may have. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission will be charged to media representatives who have made prior arrangements. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. **Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press table), access to the floor level and access to a telephone after the event is over. Photographers should remain a safe distance from the playing surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Jason West at the MSHSAA Office.
- C. **Results:** Each site manager has the responsibility to ensure that all final results are reported immediately after the conclusion of each district championship, or playoff game to the MSHSAA Web Brackets.
- D. **Playoff Radio Broadcasts:** Permission to conduct a radio broadcast from a district, sectional or quarterfinal site should be arranged through the site manager no less than 24 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. The following regulations also apply to all playoff game radio broadcasts:
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 accommodations 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.

- E. Playoff Internet Webcasts:** All postseason video webcasts must be streamed through MSHSAA.tv. Permission to conduct an internet broadcast from a district, sectional or quarterfinal site should be arranged through the MSHSAA office. 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. 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 fee must be paid in full to the MSHSAA office prior to broadcasting. No payments shall be accepted on site.
 3. Each station must provide a completed MSHSAA broadcast agreement and list of sponsors before the broadcast may begin, in addition to a receipt or memo from the MSHSAA office stating the rights fee has been paid.
 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 accommodations 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**. There is no charge if the outlet provides a video stream on mshsaa.tv.
- 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 Jason West at the MSHSAA office. All live broadcast stations must provide feeds for additional stations desiring the feed. Stations receiving the feed must also pay a rights fee and receive prior permission from the MSHSAA.
Live Broadcast: (Districts through MSHSAA Quarterfinal) - \$1500 per game
- G. Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championships (state-level) credentials.
- H. Championship Radio Broadcasts:** The same regulations as 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**.
- I. Championship Internet Broadcasts (audio only):** The same regulations as listed above in the Playoff Internet Broadcast section shall apply to all MSHSAA Semifinal, Championship and Third-Place Game broadcasts (post-district tournament). A rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. No payments will be accepted on site. The following rate scale will apply to championship broadcasts: **Class 1- \$25, Class 2- \$30, Class 3- \$35, Class 4- \$40, Class 5- \$45**.

NOTE: Please contact Jason West, Communications Director, by phone at (573) 875-1077 or by e-mail at Jason@mshsaa.org, if you have ANY questions concerning the guidelines listed in this section or have any media questions/concerns.

APPENDIX A: (TOC)
MSHSAA Guidelines for Fan/Spectator Support Items

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

LEGEND: BA-Baseball BK-Basketball CC-Cross Country FB-Football GO-Golf SO-Soccer SB-Softball SW-Swimming & Diving TN-Tennis TR-Track & Field VB-Volleyball

Sport	BA	BK	CC	FB	GO	SO	SB	SW	TN	TR	VB	WR
Balloons	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Banners on all	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Confetti/shredded paper/powder	No	No	No	No	No	No	No	No	No	No	No	No
Hand held signs(no obstruction of view during play)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laser light/pointer/flashing objects	No	No	No	No	No	No	No	No	No	No	No	No
Megaphones (Exception: Sideline Cheerleaders only)	No	No	No	No	No	No	No	No	No	No	No	No
Artificial noisemakers, (including but not limited to horns, cow bells, bells, buzzers, shakers, clickers, thunder sticks, rattles, instruments not part of a band)	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	No	No
Compressed air horns/sirens	No	No	No	No	No	No	No	No	No	No	No	No
Whistles	No	No	No	No	No	No	No	No	No	No	No	No
Drones/UAV/UAS	No	No	No	No	No	No	No	No	No	No	No	No
Team introduction run-throughs or break away banners (fans)	No	No	No	No	No	No	No	No	No	No	No	No
Team introduction run-throughs or break away banners (team personnel & Sideline cheerleaders)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Poms, spirit/rally towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cannons/muskets/guns/fireworks	No	No	No	No	No	No	No	No	No	No	No	No
Carried school flags (running/taunting prohibited)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Animals/Pets (other than service animals with proper credential documentation)	No	No	No	No	NO	No	No	No	Yes ¹	No	No	No
Appropriate dress requested (host determines)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

(Adopted September 2012, Revised 2019)

APPENDIX B: WEBSITE OPERATIONS ([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

1. 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.

[➤ Go to Seeding](#)

2. Click “Generate Empty Bracket”
3. Click “YES”
4. 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

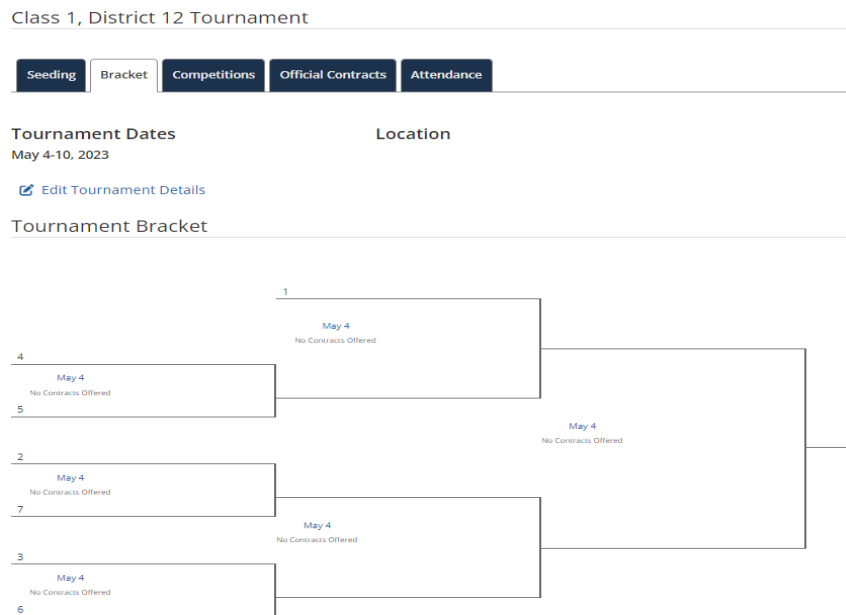
Class 1, District 12 Tournament

Seeding | Bracket | **Competitions** | Official Contracts | Attendance

Tournament Dates: 05/04/2023 to 05/10/2023

Location: Right Here
Street Address: 860 Randolph St
City: Glasgow State: MO
Zip Code: 65254 - 1299

5. Click “Save”
6. Blank Bracket (show below)



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”

[← Back to Summary](#)

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

Seeding Bracket Competitions **Official Contracts** Attendance

— Cancel

Quarterfinals

Date	Time	Competition
<input type="text" value="5/4/2023"/>	<input type="text" value="12:00 am"/> ▾	District Quarterfinal 2 (#4 vs #5)
<input type="text" value="5/4/2023"/>	<input type="text" value="12:00 am"/> ▾	District Quarterfinal 3 (#2 vs #7)
<input type="text" value="5/4/2023"/>	<input type="text" value="12:00 am"/> ▾	District Quarterfinal 4 (#3 vs #6)

Semifinals

Date	Time	Competition
<input type="text" value="5/4/2023"/>	<input type="text" value="12:00 am"/> ▾	District Semifinal 1

3. Official Contest Date Counts (NEW Fall 23) – 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	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
	3 Contest(s)	2 Contest(s)	1 Contest(s)

4. Official Draft Order Ranking (NEW Fall 23) – 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 (NEW Fall 23) – 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

1. Click “Officials Contracts” tab
2. Click “+ Add Contract”
3. Type in first or last name of official
4. Select the position (this can be all the same position for now if unsure)
5. Save Contracts

[Back to Summary](#)

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

Seeding
Bracket
Competitions
Official Contracts
Attendance

Save Contracts

Quarterfinals

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

Alan W Newbrough #103634	Plate	U1	U3	— remove
--------------------------	-------	----	----	----------

W. Scott Salmons #115085	Plate	U1	U3	— remove
--------------------------	-------	----	----	----------

[+ Add Contract](#)

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

First Last #123456	Plate	U1	U3	— remove
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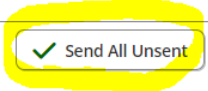
[+ Add Contract](#)

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




Quarterfinals

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

[Newbrough, Alan W #103634](#)

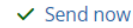
Plate

 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: 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



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.

APPENDIX D: PROTEST PROCEDURE (TOC)

The Board of Directors adopted the following policy in 1997 to address protests in athletic contests. It was later expanded to cover the activities of Speech/Debate/Theatre (2000) and Scholar Bowl (2017). The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school activities.

1. Within the procedures established within each individual rule code (i.e. NFHS, MSHSAA, USTA, USGA, etc.), the head coach/director must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete, the head coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the contest officials who will then notify the opposing head coach/director immediately of the protest. No coach/director shall protest a decision of judgment.
3. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her Sport Rules Book or Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above-mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the officials may assist the head coach in locating appropriate rule and case book references.
4. All protests shall be resolved at the contest site before any further contest action occurs. [Scholar Bowl: the contest may continue while the protest is being reviewed; see game rules.] [Speech/Debate/ Theatre: the jury of appeals will hear the appeal; events other than the one affected by the protest may continue during the review.]
5. Protests that are not filed in a timely manner as specified in that rule code or activity manual shall be automatically disallowed.
6. The MSHSAA Board of Directors and/or staff shall not review contest protests.

APPLICATION OF PROTEST PROCEDURE

1. **Introduction:** Protests rarely occur and the protest policy is not intended to increase the frequency of protests. The policy is intended to resolve the protest on site. For this to occur the following must take place:
 - a. Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - b. As stated above, protests involve the application of rules only – **not judgment calls**. (Examples of items which could be protested: Football – penalizing 5 yards instead of 15 yards; Wrestling – allowing 1 minute for injury time instead of 2 minutes; Baseball – allowing only two charged defensive conferences instead of three.) (Examples of items that could not be protested: Football – pass interference; Wrestling – stalling; Baseball – out or safe calls.)
 - c. **GET IT RIGHT!** If the official has made a mistake; admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report online process shall be used for this purpose.
2. **Process:**
 - a. Once a head coach has filed a formal verbal protest with the officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, classroom, etc. shall be cleared of all participants and they shall report to their respective team bench or seating areas.
 - b. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the materials and resources listed above to substantiate the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
 - c. If the head coach is able to produce rule evidence from the above-mentioned sources to support the claim of a misapplication of a rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side, etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
 - d. Once the final decision regarding the protest has been rendered, the officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

APPENDIX E: [\(TOC\)](#)

GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

** – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

Revised and Approved March 2018



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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