



2018-19



# Basketball Manual

**MSHSAA**  
Missouri State High School Activities Association

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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DISTRICT ASSIGNMENTS AND STATE TOURNAMENT BRACKETS  
CAN BE FOUND ON THE MSHSAA WEBSITE AT [WWW.MSHSAA.ORG](http://WWW.MSHSAA.ORG)

# BASKETBALL ADVISORY COMMITTEE MEMBERS

\*Term expires in July of this year

[\(TOC\)](#)

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## PURPOSE AND PHILOSOPHY ([TOC](#))

- A. **Purpose of Manual:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. **Philosophy of Interscholastic Activities:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching “through school activities.” Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **Purpose of District and State Contests:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are (1) to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport, and (2) to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools.

Unless these purposes are primary, district and state athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches and the school community make every effort to enhance – and keep in proper perspective – the educational values of these events. Competition merely for “competition’s sake” cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- D. **Supervision of Players and Fans:** The By-Laws of the MSHSAA hold a school responsible, both home and away, for the conduct of its players, students, coaches and fans. Coaches are required to supervise their players. A coach’s respect for others and school property is necessary in order to instill in players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well-chaperoned. The good conduct of students will leave a good impression for the entire school.

A school also should inform its players, students, coaches and fans of the value game officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

## SECTION 1: REGULAR SEASON (TOC)

- A. **Game Rules:** The current National Federation Basketball Rules Book shall govern all competition except where modified by the MSHSAA. MSHSAA By-Law 3.18 and Board policies regarding all tournaments shall be followed by basketball tournament managers.
- B. **Basketball Pre-Season Scrimmage:** To allow Missouri high school boys and girls basketball teams an opportunity to scrimmage other schools prior to their first regular season contest. Each school will be allowed one scrimmage date at either a 3-team or 4-team site.

**The pre-season scrimmage may only be conducted after your team has completed nine conditioning practices and before your first contest.** Recommend to use different sites or different dates for boy and girls.

These scrimmage sessions will allow: 1) officials training; 2) player evaluations in a game-type setting; and 3) game conditioning.

Each school will play a maximum of 36 minutes. Team scoring and team fouls will be kept on the scoreboard, and will be cleared after each 6:00 session. Personal fouls will not accumulate or be tallied. Individual player scoring will not be recorded. Two time-outs per team per session; this will allow teaching and instruction to take place.

### 3-Team Format

A vs. B	6:00	6:00	6:00
B vs. C	6:00	6:00	6:00
A vs. C	6:00	6:00	6:00

Each school will play 6 – 6:00 sessions;  
Total of 36 minutes.

### 4-Team Format

A vs. B	6:00	6:00
C vs. D	6:00	6:00
A vs. C	6:00	6:00
B vs. D	6:00	6:00
A vs. D	6:00	6:00
B vs. C	6:00	6:00

Each school will play 6 – 6:00 sessions;  
Total of 36 minutes.

Schools may not attend or participate in a 2-team format. There must be a minimum of 3 schools or a maximum of 4 schools participating. Teams may wear practice gear or game uniforms. Admission will be the host school's choice with the option for revenues to be donated to charitable organizations.

Refer to MSHSAA By-Law 3.16.6 and Board Policy #24.

- C. **Duration of Game:** Length of quarters for junior high school basketball games shall not exceed: 7<sup>th</sup> grade only – 6 minutes; 8<sup>th</sup> grade only – 6 minutes; 9<sup>th</sup> grade only – 7 minutes (MSHSAA By-Law 3.28). For teams of mixed grades, the limit for the lower grade shall apply. Overtime periods shall be two minutes in length for all games played in less than eight minute quarters.
- D. **Timing for Half-time and Between Games:** Schools shall follow the rule book procedures for half-time length and it is recommended there be a minimum 12 minute and a maximum 15 minute warm-up period before each varsity game during the regular season.
- E. **Mercy Timing Rule:** The game timing rule shall be used for all games at all levels (boys and girls). A running clock shall be used when after the end of the third quarter there is a point differential of 30 points or more. The clock will be stopped only under the following conditions:
1. a charged time-out;
  2. an injury time-out;
  3. to confer with scorers and timers, if necessary;
  4. because of unusual delay in getting a dead ball alive;
  5. to administer all technical, intentional, flagrant and disqualifying fifth personal fouls; and
  6. for any emergency.
- After these clock stoppages, the clock will then begin to run again with normal play resuming procedures. If during the fourth quarter the point differential drops below 30 points, normal timing will resume until the 30 point differential has been reached again or the game ends.

- F. **Game Ball:** All game balls used for interscholastic competition shall possess the NFHS Authenticating Mark. Game officials shall inspect all balls provided for competition for the NFHS Authenticating Mark. Should the host school be unable to provide conforming balls, the official will put into play conforming balls provided by the visiting school. Contest officials are required to notify the MSHSAA office in writing regarding the failure of any host school to provide the marked balls. No contest shall be cancelled and no contest penalties shall be assessed for nonconforming balls. The MSHSAA will provide game balls beginning with the district tournament. The official ball used this year will be the Spalding Top-Flite TF1000 Legacy Basketball 74-7169 for boys and the Spalding Top-Flite TF1000 Legacy Basketball 74-7359 for girls.
- G. **Uniforms:** The designated home team shall wear white jerseys and the visiting team shall wear dark jerseys.
- In district play the top team on the bracket shall be considered the home team and shall wear white jerseys.
  - In sectional, quarterfinal, semifinal, and final play, the bottom team on the bracket in even-numbered years will be considered the home team. In odd-numbered years the top team on the bracket will be considered the home team.
- H. **Pre-Game Conference:** Officials shall conduct a pre-game conference before each contest at center court which the head coach of both teams (not a representative of the head coach), each team's captains, and all the officials must attend to discuss sportsmanship, game procedures, etc.
- I. **Bench Conduct Rule (Head Coaches' Boxes):** The head coach may be off the bench within the confines of the designated head coaches' box to give instructions to his/her players and/or substitutes under the following conditions:
1. Only the head coach may use the box.
  2. The head coach may stand up to get the players' attention, tell them what he/she has to say and sit down. The head coach is not permitted to stand or kneel continuously to observe play.
  3. All violations of Rules 10-4 and/or 10-5 shall be penalized.
  4. The head coach must sit within the confines of the box in order to have these special privileges by rule.
  5. Should the head coach receive either an indirect or direct technical foul (10-3-2, 10-3-5, 10-4 or 10-5) he/she must remain seated throughout the remainder of the contest. Rules 10-5-1 or 10-5-2 then apply.
- Coaches are to abide by the rule and officials are to enforce it when violations are observed within normal movements while officiating the game and reporting information to the scorer's table.
- J. **Ejection:** MSHSAA By-Law 5.5 requires that any player, coach, or bench personnel ejected from an interscholastic contest shall be prohibited by the school administration from participating in the next contest for that level. Ejection under Basketball Rules 10-2, 10-3, 10-4, and 10-5 would fall under this category.
- K. **Sanctions – MSHSAA By-Law 3.18:** Anytime an MSHSAA member school competes in a tournament by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA Office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction; however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation.

## **SECTION 2: CRITERIA FOR POST SEASON**

**(TOC)**

- A. MSHSAA By-Law Provisions:** In order to enter students in the MSHSAA State Basketball Championships Series, the following provisions must be met:
1. A school must have employed a basketball coach and offered instruction in basketball as provided in MSHSAA By-Law 3.1.
  2. A school must meet all provisions of MSHSAA By-Law 5.1 concerning the number of matches which must be scheduled. To be eligible to enter a team or individual in any preliminary or state event, a school must have competed in at least half of the number of contests permitted under the by-law pertaining to that particular sport.
  3. In part, By-Law 5.1 indicates "No individual student shall be entered who has not represented her school in interscholastic competition in that sport during the season." In basketball, as all sports, if a player is to be entered in the district tournament he/she shall have played in at least one regular season contest PRIOR to the district tournament.
- B. Classification:** Schools will be assigned to districts on an annual basis. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
- C. District Assignment Procedure:** Schools are assigned per each activity to districts annually. The assignment criteria utilized for the assignment of schools to districts are (1) geographic proximity and (2) approximate numerical balance. If a school perceives that a mistake has been made in its district assignment (the school's location has been inaccurately located on the map for the activity) and reports it to the MSHSAA office within seven days of the district assignment release date, the MSHSAA staff shall consider the reported information and make changes to district assignments as it deems appropriate. After the seven day period, only the MSHSAA Board of Directors shall consider and make changes in district assignments.

## SECTION 3: DISTRICT ENTRY PROCEDURE ([TOC](#))

- A. **Participation in District Tournament:** Any team scheduled to play in the district tournament that does not appear as scheduled is subject to a forfeit and shall be responsible for paying the scheduled officials' fees.
- B. **Entry Procedure:** District entry forms will no longer be accepted via fax or email. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series. Schools shall submit the following required forms which are available on the MSHSAA website under "District Entries."

The online guide for accomplishing this entry procedure can be found on the MSHSAA website by following these steps:

1. Log on to your school page as the Athletic Director/Coach
2. Under "Postseason" select the link "District Entries"
3. Click on "Boys or Girls Basketball"
4. Complete the screens as listed.

Be sure to complete your Official Recommendations, District Rosters, Season Records and Pass Lists by the indicated individual deadlines listed on the MSHSAA website.

1. **Officials Recommendations:** All coaches are to complete the District Basketball Officials Recommendation Form, available on the MSHSAA website under the "District Entries" link. The form must be submitted online no later than 4:00 p.m. on Friday of Week #29. For every five (5) officials a coach recommends, he/she may add one (1) official to the not recommended list.
2. **District Eligibility Roster:**
  - a) The maximum number of players appearing on the team roster is 15.
  - b) Eligibility lists shall be submitted on the MSHSAA website one week prior to the first allowable playing date of the district tournament (Saturday of Week #32-Class 1-3; Saturday of Week #33-Class 4-5). A school should include on the list all of its eligible athletes for basketball. No team is to be permitted to participate unless this list is submitted via the MSHSAA website. Managers are instructed to forfeit the game if the eligibility roster is not submitted as herein provided.
  - c) All schools are advised to certify on the eligibility roster more than the number of players that will be used in the tournament.
  - d) No additions or substitutions may be made to the team roster after it is submitted for the district tournament even if the number of names listed is less than the maximum allowed. The school may substitute from its eligibility list any athlete to replace one listed on the tournament roster in case of illness or injury verified by a physician. Any player who is thus replaced may not return to competition in the district tournament but may return for the state tournament. However, the player must be included on the team roster prior to the first game of the state tournament – sectional game in all classes – even though the availability of the player is doubtful due to the injury.
  - e) A school may substitute or add to the team roster, which was submitted for district play, prior to the start of the first game of the state tournament (sectional game for all classes). Any additions or substitutions must be submitted on the MSHSAA website. No additions or substitutions can be made after the first game of the state tournament.
3. **Team Season Record:** All schools assigned to the tournament shall be required to complete the season record on the MSHSAA website five calendar days prior to the meeting date to draw the district tournament bracket.
4. **Pass List:** The district pass list shall be submitted on the MSHSAA website to the district manager one week prior to the first allowable playing date of the district tournament. The district pass list for Class 1-3 is due by 4:00 p.m. Friday of Week #33; Class 4-5 is due by 4:00 p.m. Friday of Week #34. A separate pass list shall be used for the district, sectional, and quarterfinal contests. The pass lists are to be used at the site – not sent to the MSHSAA Office. Names shall be placed on this form and submitted via the MSHSAA website to the tournament manager prior to the first game of the tournament.
  - a) In addition to its players, each participating team shall be provided up to ten complimentary admissions for coaches, administrators, manager, bus driver, and to spouses if the school so desires. These are to be honored for all games throughout the tournament. Exception: In facilities where seating is limited,



- the tournament manager/committee may restrict passes to just the schools participating in a particular session and to coaches and administrators of other schools in the tournament.
- b) Varsity cheerleaders shall be admitted free to the district session their team plays provided they are in their official school cheerleader uniforms and are accompanied by their cheerleading coach. 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. Only 12 cheerleaders will be allowed on the floor at the final site of the state tournament. If room permits at the district, sectional and quarterfinal games, more than 12 cheerleaders may be allowed on the floor at any one time. The tournament manager will decide how many cheerleaders may be permitted on the floor. The activities and performances of cheerleaders, pom-pom squads and similar groups are governed by MSHSAA By-Law 4.5 and are to be followed in district and state tournament games as well as throughout the regular season.
  - c) Teachers, who are specifically assigned by their administrator to supervise student conduct at district tournaments, may be admitted free with the number to be allowed as follows--Classes 1 and 2: 4; Class 3: 5; Class 4: 6; and Class 5: 7. These supervisors shall be instructed by their principal to actively supervise the conduct of their students and shall work closely with the tournament manager. They shall be instructed to assist in keeping students off the playing floor following games when conduct problems sometimes arise. These persons must be on the pass list and wear identifying badges so the tournament manager will be able to communicate with them.
  - d) MSHSAA Board of Directors passes issued to present and past Board members are to be honored for any MSHSAA event. MSHSAA Basketball Observer passes are to be honored for district, sectional and quarterfinal games.
  - e) Host schools shall limit complimentary passes to tournament workers and members of the administration. Because of the abuse and impossibility of controlling the matter, the Board of Directors has ruled that professional educational organizations, e.g., MSTA or MNEA, membership cards, or other similar types of passes, shall not be honored as passes to the district or state basketball tournament series games.
  - f) News media with proper credentials are to be admitted free.
- C. **Late Entries:** Managers are allowed to accept late entries until the time the meeting to draw the district tournament bracket commences. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the meeting to draw the district tournament bracket begins. The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information for district seeding (non-participating teams). The MSHSAA shall invoice any school(s) owing a late entry penalty fee. All late entry penalty fees will be paid to the host school by MSHSAA.
- D. **Bracketing Instructions:** Boys teams and girls teams shall be separated and each district is actually two tournaments. The instructions below should be applied, and a separate bracket for boys and girls shall be used. Tournament committees are to draw brackets so that game schedules provide equity for all schools insofar as possible. Every attempt is to be made to schedule both semifinal games for boys on the same night and both semifinal games for girls on the same night. This will allow the winners an equal amount of time between the semifinals and finals. In the first round of district tournaments, boys and girls teams from the same schools should be scheduled, if possible, on the same night so as to save travel.
- E. **Seed Meeting:** Drawing of district tournament brackets: The district manager shall notify each school at least seven days prior to the meeting to draw the tournament bracket in accord with the following schedule:
- CLASSES 1, 2, and 3  
**No earlier than Saturday of Week #31**  
**No later than Saturday of Week #32**
- CLASSES 4 and 5  
**No earlier than Saturday of Week #32**  
**No later than Saturday of Week #33**
1. The mandatory seeding procedure is to seed each spot individually starting with the #1 seed, followed by the #2 seed, continuing to the last seed. Schools may not vote for themselves in the seeding process. The district schools participating in the meeting shall take into account each team's win-loss record (varsity vs. varsity games only), head to head competition, caliber of competition, and common opponents they have played over the season. After the tournament director receives each school vote after each round, the tournament director must make each vote known to all participating coaches in the room. If a tie should occur, a second vote would be used to determine the seed but only the district schools who are not involved with the tie would participate in the second vote. If a tie remains, it shall be broken based on head to head competition of the tied teams. Should a tie still exist, a coin flip shall determine the seeds of the tied teams. This specific procedure shall be followed by district manager.

2. All teams shall be seeded by the committee. In districts of eight or less teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 8-Team Bracket on page 16 of this manual. Any byes are to be given first to the first-seeded team, then the second-seeded team, etc. In districts of nine or more teams, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 16-Team Bracket on page 17 of this manual; any byes are to be given to the first-seeded team, then the second-seeded team, etc.

F. **District Winner Statistical Information:** The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy #18). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

In addition to the appropriate roster and schedule information, the following statistical information will be requested for Basketball teams advancing past the district tournament:

GP	Games Played by the Individual
FG	Total Field Goals Made (includes both two-point baskets and three-point baskets)
FGA	Total Field Goals Attempted (includes both two-point baskets and three-point baskets)
FG%	Field Goal Percentage (field goals made divided by field goals attempted)
3pt	Three-Point Shots Made
3pt A	Three-Point Shots Attempted
3pt %	Three-Point Percentage (three-point shots made divided by three-point shots attempted)
FT	Free Throws Made
FTA	Free Throws Attempted
FT%	Free Throw Percentage (free throws made divided by free throws attempted)
Ast	Assists
Reb	Total Rebounds (including both offensive and defensive)
RPG	Rebounds Per Game Average (total rebounds divided by games played)
Pts	Total Points Scored
PPG	Points Scored Per Game (total points divided by games played)

Note:

- (1) These numbers should represent all games played through the district tournament and will be required for teams advancing past the district tournament. Any statistical information to be found incomplete will result in a fine per Board Policy #18 as listed above.
- (2) Stats only need to be entered once prior to the Sectional game. The stats will not need to be updated after each playoff contest.
- (3) If you have any statistical questions, do not hesitate in contacting Jason West in the MSHSAA office by e-mailing [jason@mshsaa.org](mailto:jason@mshsaa.org) or calling (573) 875-1077.

## SECTION 4: CHAMPIONSHIP SERIES SCHEDULE (TOC)

- A. The district, sectional and state basketball tournaments (boys and girls) will be administered under an annual classification plan based on the enrollment in grades 9-11. The enrollment for all boys and girls schools shall be doubled for classification purposes. Schools will be divided into five classes for the boys and girls tournaments.

**All Classes:** Sixteen district tournaments will be held to determine the teams to be included on the sixteen team state tournament bracket. The winners of the district tournaments will advance to the sectional round.

**Class 1:** The sectional round will be played on Tuesday at eight sites. The sectional winners will advance to the quarterfinal round on Saturday at four sites. The four quarterfinal winners will advance to the semifinal round at the JQH Arena and/or Hammons Student Center at Missouri State University, Springfield.

**Classes 2 and 3:** The sectional round will be played on Wednesday at eight sites. The sectional winners will advance to the quarterfinal round on Saturday at four sites. The four quarterfinal winners will advance to the semifinal round at the JQH Arena and/or Hammons Student Center at Missouri State University, Springfield.

**Class 4:** The sectional round will be played on Tuesday at eight sites. The sectional winners will advance to the quarterfinal round on Saturday at four sites. The four quarterfinal winners will advance to the semifinal round at the JQH Arena at Missouri State University, Springfield.

**Class 5:** The sectional round will be played on Wednesday at eight sites. The sectional winners will advance to the quarterfinal round on Saturday at four sites. The four quarterfinal winners will advance to the semifinal round at the JQH Arena at Missouri State University, Springfield.

- B. District tournaments shall be scheduled in accord with the committee's best judgment, including starting times for sessions. If afternoon games are scheduled, it is suggested that these sessions be scheduled after the school day closes.
- C. **Classes 1-3 district tournaments shall be scheduled between the Saturday of Week #33 and Saturday of Week #34.**  
**Classes 4-5 district tournaments shall be scheduled between the Saturday of Week #34 and Saturday of Week #35. Classes 4-5 may not play district games on Wednesday of Week #35.**
- D. Tournaments should be scheduled to begin during the week preceding, if necessary, to reduce the total number of teams (combined boys and girls) to 16 prior to Monday of the week listed above.
- E. The tournaments are to be scheduled to allow 1.5 hours per game with a minimum of 15 minutes between games when behind schedule.
- F. Boys and girls teams from the same school are assigned to the same district tournament. In sessions where boys and girls teams are involved, the schedule should alternate girls than boys as much as possible up to the semifinal rounds. Every attempt is to be made to schedule both semifinal games for boys on the same night and both semifinal games for girls on the same night. This will allow the winners an equal amount of time between the semifinals and finals. District committees still have the option to schedule all girls and/or boys sessions if it better serves the schools in their tournament with regard to travel, crowd control, etc. Girls and boys teams are assigned to the same districts so they can travel together. At least your first round schedule should reflect this as much as possible.
- G. Each tournament will be under the control and direction of the manager appointed by the Board of Directors who will in turn select two or more other committee members from participating schools other than the host school. As many conferences as possible shall be represented as well as both boys and girls teams (schools).
- H. Tournaments will be conducted on the single elimination plan. There will be no third-place game in the district tournaments.
- I. No more than 15 players may be in uniform for district and state basketball games.
- J. The official game ball for all district tournaments will be the Spalding Top-Flite TF1000 Legacy Basketball 74-7169 for boys and the Spalding Top-Flite TF1000 Legacy Basketball 74-7359 for girls. One of each of

these balls will be provided to the district managers. (These balls will also be used in the state tournament, from district rounds through the finals.)

- K. MSHSAA Guidelines for Fan/Spectator Support Items: See Appendix H.
- L. It shall be the responsibility of schools to eliminate such athletic pranks or activity involving destruction and/or theft of game equipment and materials. Any such acts shall be considered gross acts of unsporting conduct to be considered under the MSHSAA Athletic By-Laws.
- M. The following Board of Directors policy shall be applied: (1) Nets are not to be cut or removed as part of a ceremony; (2) If the nets are desired as a trophy, the administrator of the host school should be asked for them and should be paid the price of a new set of nets; and (3) If nets are secured by the winning school in this manner, they shall be removed following the tournament and not during the time the act will be witnessed by student and adult spectators.
- N. Assignment of each team's bench and pre-game warm-up basket is to be predetermined by the tournament manager/committee and all teams notified in advance. The recommended procedure is to let the "home" team for each game sit on the bench which the host school utilizes during the regular season and conduct their pre-game warm-up at the basket at the opposite end of the floor. Teams are to conduct pre-game and half-time warm-up on their half of the floor only. If jogging or running is part of their warm-up drills, then it is to be confined to their half of the court. Teams are to refrain from circling the entire floor when they enter the court to warm-up. Teams leaving their locker rooms and entering the court are to proceed to their warm-up end of the court by the most direct route and at no time are they to pass underneath their opponent's basket. Officials are to enforce this once their jurisdiction begins by rule by assessing the head coach a technical foul. Tournament managers are to notify schools of this in advance and enforce it.
- O. Participating teams are not permitted to warm-up at half-time of any games except the ones in which they are playing.
- P. Recent additions to the MSHSAA Basketball Manual Terms and Conditions:
  - 1. No practice sessions are allowed at the district host site before or during the district tournament for all non-host schools assigned to the district.
  - 2. **Continuous Standing:** The following criteria shall be used when allowing continuous standing:
    - a) At least one empty row must serve as a buffer between the floor and the student sections.
    - b) The student sections shall be specifically marked and separated (such as by rope, pennants or other barrier) from the general spectator seating areas.
    - c) The student sections shall be cleared out at the conclusion of each game for use by the schools playing the next contest. If a school is playing back-to-back games with its boys and girls teams, that school may remain in its section for both contests, as long as remaining in that section does not conflict with criteria d) below.
    - d) In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other, directly behind either goal or directly behind the bench of the opposing team.
    - e) The student sections shall be placed in locations that minimize the obstruction of other patrons when the students stand in unison.
    - f) Sportsmanlike behavior is expected at all times from the student section.
    - g) An administrator with the responsibility of supervising students should be present at all contests involving that particular school and be present throughout the contest in the vicinity of the student section or in an area designated by the host site administrator.
    - h) An administrator from each participating school, the host site administrator and a representative of the game officials shall meet prior to game time to reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest.
  - 3. Spectators shall not storm the court in celebration at the conclusion of any district or state tournament series contest.
- Q. **Policies Regarding Forfeited Tournament Games:** In case of forfeiture of tournament games, the following policies shall be applied:
  - 1. If the school receiving the forfeit made the trip, its fans would have made the trip and the school shall receive its game share and mileage for the forfeited game.
  - 2. A school that does not make a trip and forfeits a game shall not receive a game share or mileage.
  - 3. Officials shall be paid for the forfeited game unless notified in advance.

4. The host school shall receive the per-game stipend for all forfeited games for which officials are paid. If officials are not paid because of being notified in advance, the host school shall not receive the per-game stipend.

**R. Class 1 sectionals will be played on Tuesday of Week #35; classes 2 and 3 sectionals on Wednesday of Week #35. Classes 1, 2, and 3 quarterfinals will be played on Saturday of Week #35. Class 4 sectionals will be played on Tuesday of Week #36. Class 5 sectionals will be played on Wednesday of Week #36. Classes 4 and 5 quarterfinals will be played on Saturday of Week #36.**

SHOW-ME SHOWDOWN I SCHEDULE  
 Classes 1, 2, and 3  
 JQH ARENA and HAMMONS STUDENT CENTER  
 Missouri State University, Springfield  
**Thursday, Friday and Saturday of Week #36**

SHOW-ME SHOWDOWN II SCHEDULE  
 Classes 4 and 5  
 JQH ARENA  
 Missouri State University, Springfield  
**Friday and Saturday of Week #37**

**S. Information on State Play:** The following is some general information that will be of help to schools that qualify for sectional, quarterfinal and final site state tournament play.

1. A manager, selected by the Board of Directors, will be in charge of each sectional, quarterfinal and final site state tournament session.
2. Each team that qualifies for sectional play will be provided a packet of instructions by the district tournament manager. Your sectional tournament manager will have additional instructions that will be given to you upon arrival. Winners of the sectional round will be provided packets at the end of each session. Open immediately!
3. Game officials for sectional, quarterfinal and final site state games will be contracted by the MSHSAA. Officials' names and game assignments will be provided for site managers.
4. Practice sessions at the tournament site for sectional and quarterfinal games are to be arranged only if an opponent played on the floor in a district or a sectional game, or if the game should be scheduled on the opponent's home floor.
5. The local manager should be contacted about any information that is needed and is not included in the tournament packet of instructions for that session.

**T. Admission Charge** (age six and above):

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

**U. Cell Phone Policy:** During all district, sectional, quarterfinal games in all sports the local tournament manager shall be responsible to post signs outside and inside of each locker room indicating "Cell Phone Use is Prohibited in the Locker Room at all MSHSAA Events."

# APPENDIX A: CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL ([TOC](#))

## **Education**

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete’s physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official’s organization will require annual concussion training and maintain a signed head injury information sheet for each official.

## **Recognition and evaluation of the athlete with a concussion**

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, ATC, or physician on site should evaluate the athlete in a systemic fashion :
  - a. Assess for airway, breathing, and circulation (basic CPR assessment)
  - b. Assess for concussion
    - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
    - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include :

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

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

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

## **APPENDIX B: DISTRICT HOST AND SITE SELECTION PROCESS**

**(TOC)**

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

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

**B. Specific Criteria for Basketball Districts**

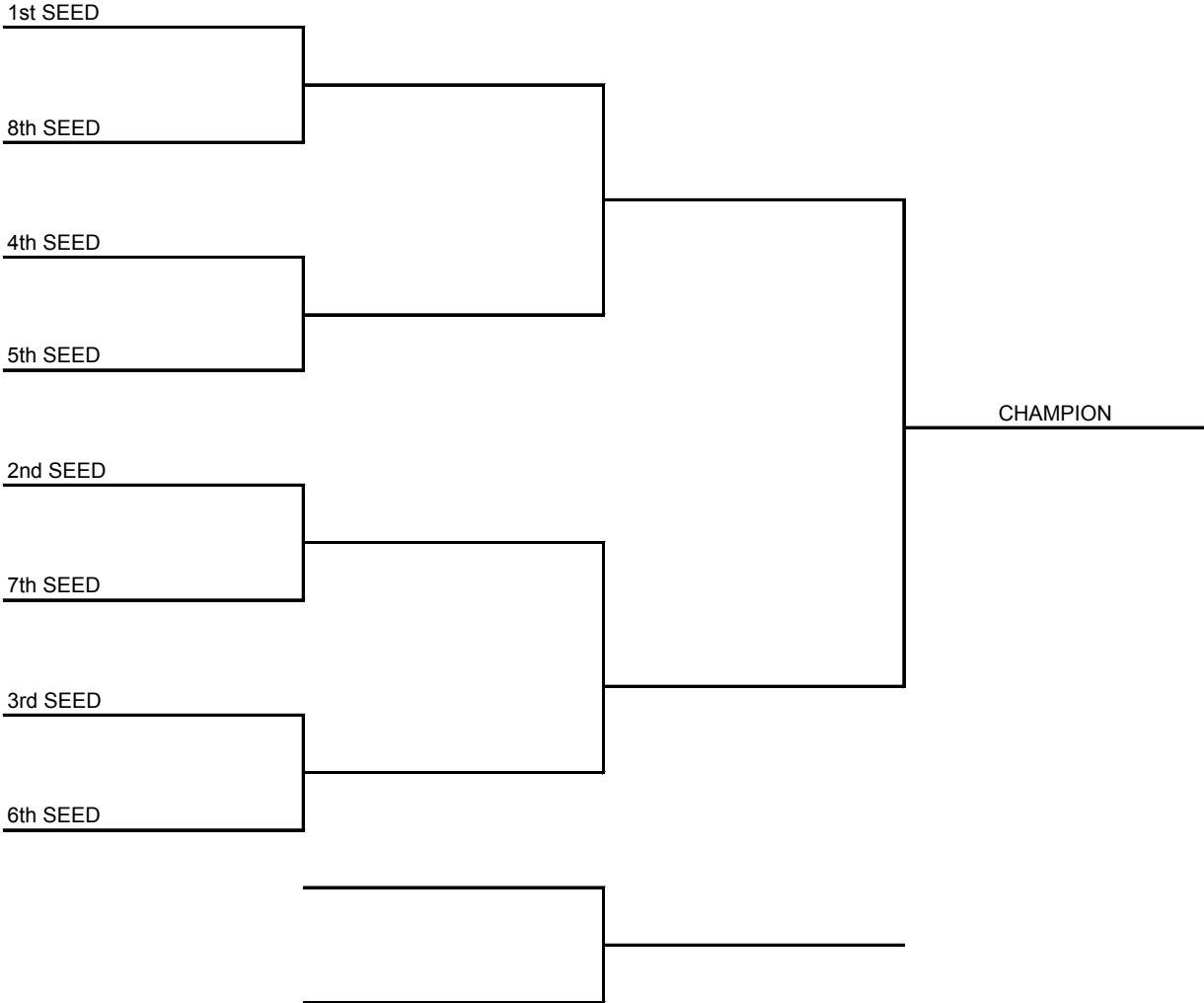
1. Seating capacity shall be adequate to accommodate anticipated attendance.
2. Adequate off-street parking available for the seating capacity of the facility is required.
3. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation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

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



**APPENDIX C: SAMPLE BRACKETS**  
**(TOC)**

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



**SAMPLE 16-TEAM BRACKET**  
(To be used in districts of 9 or more teams.)  
[\(TOC\)](#)



## **APPENDIX D: MSHSAA VIDEOTAPING POLICY**

**(TOC)**

### **1. Videotaping/Filming by Spectators**

- a. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
- b. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
- c. The contest and/or tournament site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed).
- d. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment or any injury as a result of the privately owned equipment.
- e. Spectators may use equipment only in the spectator seating area.
- f. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
- g. Violation of these standards may result in the removal of the offender(s) from the premises.

### **2. Videotaping/Filming by School Representatives**

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

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

## APPENDIX E: PROTEST PROCEDURE (TOC)

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

## APPENDIX F: SUPPLEMENTAL OXYGEN ([TOC](#))

“Oxygen is a prescription drug that has very specific indications and uses. Like all drugs, it can have side effects and possible toxicity. There is no evidence that it enhances athletic performance or speeds recovery from athletic activities (except possibly at altitude). Oxygen, which is available by prescription only, plays a vital role in the treatment of specific conditions such as exertional sickling and should be available on the sideline only with the prescription of a physician and only for use in medical emergencies where indicated. Also, it can be very dangerous if used around a flame, as it promotes combustion and is therefore a safety hazard.”

Also please reference the Invasive Medical Procedures position statement-NFHS found on the MSHSAA Sports Medicine tab.

## APPENDIX G: POLICY ON HAZING AND HARASSMENT ([TOC](#))

**HAZING:** Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

**HARASSMENT:** Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person’s ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 2.2.

**APPENDIX H:**  
**MSHSAA Guidelines for Fan/Spectator Support Items**  
[\(TOC\)](#)

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

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

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

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