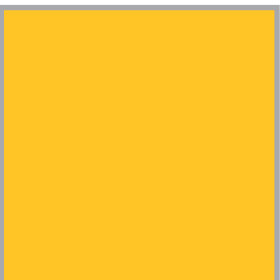




# Softball Manual



# MSHSAA

Missouri State High School Activities Association



# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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## TABLE OF CONTENTS

<a href="#">PURPOSE AND PHILOSOPHY</a>	<a href="#">PAGE 2</a>
<a href="#">DATES TO REMEMBER</a>	<a href="#">PAGE 3</a>
<a href="#">SECTION 1: REGULAR SEASON</a>	<a href="#">PAGE 4</a>
<a href="#">SECTION 2: BULLETIN AND MODIFICATIONS</a>	<a href="#">PAGE 7</a>
<a href="#">SECTION 3: CRITERIA FOR POST SEASON</a>	<a href="#">PAGE 8</a>
<a href="#">SECTION 4: DISTRICT TOURNAMENT INFORMATION</a>	<a href="#">PAGE 9</a>
<a href="#">SECTION 5: CHAMPIONSHIP SERIES SCHEDULE</a>	<a href="#">PAGE 11</a>
<a href="#">APPENDIX A: SCORING &amp; PROGRAM INFORMATION</a>	<a href="#">PAGE 13</a>
<a href="#">APPENDIX B: CONCUSSION INFORMATION</a>	<a href="#">PAGE 14</a>
<a href="#">APPENDIX C: HAZARDOUS WEATHER</a>	<a href="#">PAGE 16</a>
<a href="#">APPENDIX D: HEAT ACCLIMATIZATION</a>	<a href="#">PAGE 17</a>
<a href="#">APPENDIX E: DISTRICT SITE SELECTION PROCESS</a>	<a href="#">PAGE 19</a>

\*\*\*Revised August, 2018

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

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

- A. **MISSION STATEMENT:** The 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.
- B. **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.
- C. **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 their primary philosophy and purpose.
- D. **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 to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and 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.

- E. **SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coaches' respect for others and school property is necessary in order to instill this respect in players. 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 of the entire school.

A school also should inform its players, students, coaches and fans of the value contest 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. Booing of officials leads to booing 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.

## **2019 DATES TO REMEMBER** [\(TOC\)](#)

	<u>Spring 2019</u>	<u>Fall 2019</u>
_____ Class/District Assignments Released	March 8	August 23
_____ Pre-Season Scrimmage may be conducted after your team has completed nine (9) days of conditioning practices		
_____ First allowable contest (By-Law 3.9.1 Conditioning requirements must be met prior)	March 15	August 30
_____ Post Season Entries OPENED	March 22	September 6
_____ Officials' Post Season Application Deadline	April 3	September 18
_____ Post Season Officials' List posted	April 5	September 20
_____ Coaches' Online Officials' Recommendations due	April 10	September 25
_____ District Eligibility Rosters due	April 17	October 2
_____ Season Records must be up-to-date (records should continue to be updated through the start of the district tournament)	April 17	October 2
_____ Softball Umpires' Draft	April 17	October 2
_____ District Seeding Meetings Conducted	April 19-25	October 4-12
_____ Final Date for Pass List to be submitted	April 26	October 13
_____ Finalized District Brackets posting due	April 26	October 13
_____ District Tournament	April 29-May 2	October 16-19
_____ Sectional Contests	May 6	October 23
_____ Quarterfinal Contests	May 9	October 26
_____ State Championships – Killian Sports Complex, Springfield	May 17-18	November 1-2
_____ Officials Ratings due	May 15	November 15

**Dates throughout the remainder of the manual are based on the MSHSAA Standard Calendar. They will be stated with a day of the week and the Standard Calendar week. This Calendar can be found on the inside front cover of the Official Handbook or in a MSHSAA 3-Year Calendar**

## SECTION 1: REGULAR SEASON [\(TOC\)](#)

- A. FIELD QUALIFICATIONS:** Recommendations for regular season – REQUIRED for post-season
1. Contests shall be played on fields designed, constructed and intended for Softball, not fields where the host has created a temporary softball field. Teams should not be placed in an unfair/unsafe situation by playing on a make-shift softball field. Example: A football/soccer field converted to a softball field. A baseball outfield converted to a softball field. A baseball field, used in a traditional manner, with the mound removed and temporary fencing installed would meet the qualifications to host, as long as all other requirements are met.
  2. The field must have an outfield fence (the recommended distance is 200 feet (185ft – 235ft); a permanent fence is preferred). A school cannot host without a fence.
  3. The facility must have a means to charge admission.
  4. A facility with lights is preferred, but not required.
  5. The field shall not include a baseball mound. A school cannot host if the field has a baseball pitcher's mound.
  6. Multiple fields at one facility are preferred, but not required.
  7. Restrooms and concession stands are preferred, but not required.
  8. The softball field should be free of dangerous obstructions and/or non-traditional softball playing equipment. (Ex. Soccer goals, Goal Posts, Maintenance Equipment, etc.).
  9. The Facility must represent to MSHSAA that the facility is in compliance with accessibility under the Americans With Disabilities Act (ADA), Title III, as a place of public accommodations and Facility will assume all responsibility for any claims made against MSHSAA arising from any non-compliance with the ADA.
- B. GAME LENGTH:**
1. 7 Innings is the preferred length of a game. A regular season game may be considered to be official after 4½ innings due to inclement weather.
  2. Rule 4-2-3: Permitted game-ending procedures:
    - a. Missouri has adopted the following run-rules: 15 runs after 3 innings or 10 runs after 5 innings.
    - b. The NFHS approved, and Missouri adopted, 1½-hour time limit game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State series may not utilize this option).
    - c. A varsity game may be ended at the conclusion of the inning, if after 1¼ hours of play, the game has not entered the sixth inning and the opposing schools have prior mutual agreement by a written contract. **This allowance is for non-tournament varsity contests only.**
  3. Rule 4-2-6: The NFHS tie-breaker game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State Tournament series may not utilize this option), with the application of the tie-breaker occurring after seven innings or a 1½ -hour time limit.
- C. REGULAR SEASON TOURNAMENT GAMES:** May use “The International Tie Breaker”  
The following procedure shall be followed if the International Tie-Breaker is used: At the start of the inning in which the tie-breaker rule is used, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half-inning being placed on second base (e.g., if the number 5 batter is the leadoff batter, the number 4 batter in the batting order will be placed on second base). The umpire and the scorekeeper will determine that the proper runner has been placed at second base and the inning shall begin. \*If the pitcher or the catcher is the person to bat last in the inning, they should be placed on second base. Once both teams agree and that person is on second base, then the offensive coach may use the courtesy runner.
- D. 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.
- E. UMPIRES:** Only MSHSAA registered umpires shall be contracted. A minimum of two umpires shall be required for all varsity level contests and recommended at all other levels. The proper uniform of an umpire consists of a powder blue shirt (by Missouri adoption, the shirt may be a light blue “Pro Knit Mesh” pullover) and heather gray slacks. All members of an umpiring crew must be dressed alike.
- F. GAME BALLS:** During the regular season the home team shall furnish at least two game balls. It is recommended that the teams use the same ball that is used for post-season play, the “Dudley Thunder Heat”.

**G. EQUIPMENT:** Player Equipment (Rule 1-4 thru 1-8):

1. Catchers shall wear a protective mask with throat protector, head protector (with double/dual ear flaps), body protector, and protective shin guards.
  - a. The mask must be worn during warm-up pitches. Note: Any player warming up a pitcher at any location within the confines of the field shall wear a mask and throat protector.
  - b. A catcher's throat protector is mandatory equipment and must be part of the mask. The commercially manufactured catcher's head, face, and throat protector may be a one-piece design or a multi-piece design. The catcher's helmet and mask combination must meet the NOCSAE standard (NOCSAE permanent stamp) and have full ear protection.
2. Each on-deck batter, batter, runner, and players/students in coach's boxes shall wear a head protector with extended ear flaps.
3. Batting helmets, with a NOCSAE approved facemask, shall bear the NOCSAE permanent stamp and exterior warning label.
4. The team at bat shall be responsible for retrieving foul and pass balls.
5. By Missouri Adoption the pitcher is required to wear a protective fielder's mask while pitching. The softball advisory committee and the MSHSAA Board of Directors also strongly urge the first and third basemen to do the same.
  - a. A specific model or brand was not specified, but all face protection equipment must to be worn as intended by the manufacturer
  - b. The pitchers mask must vertically cover and extend from the forehead (frontal bone) to the chin (mental protuberance).
  - c. It will also horizontally cover and extend from temple (temporal bone) to temple.
  - d. It will provide adequate shielding so as to protect the wearer's face from being struck by a regulation ball through any opening.
  - e. The facemask shall also meet all regulations set forth by NFHS Softball Rules 1-8-4 & 1-8-5

**Note: Discarded defensive facemasks will be handled as outlined in Case Book 1.8.4 Situation A which may or may not result in an obstruction call and awarding of bases.**

**H. COACHES' ATTIRE:** A team faculty coach who occupies a coaches' box during any game in the State tournament series shall be clad in school colors or in white, black, gray, or khaki. It is strongly recommended that coaches dress in this same attire or official softball uniform throughout the regular season

**I. PRE-SEASON JAMBOREE**

1. General Requirements (MSHSAA By-Law 3.16.6)
  - a. Only senior high schools may participate in the jamboree.
  - b. The preseason jamboree shall consist of play against no less than two other schools and no more than three other schools.
  - c. The preseason jamboree must be under contract with participating schools.
  - d. The preseason jamboree shall be officiated by MSHSAA registered officials.
  - e. A jamboree may be conducted after your team has completed nine days of conditioning practices and before your first contest. Each participant shall have at least nine individual days of school physical conditioning practice prior to participating in
  - f. All game rules shall apply with the exception that coaches may be on the field to provide instruction.
  - g. The admission charge shall be determined by the host school.
2. Softball Specific Requirements (Board Policy 25)
  - a. Additional game rule exceptions
    - i. Free substituting.
    - ii. Each half inning will end after three outs or five runs, whichever comes first.
  - b. Three or Four-Team Format Only:
    - i. 3-School Format
      - 1) Maximum of 4 innings against each opponent
      - 2) Maximum of 8 innings for each school participating
    - ii. 4-School Format
      - 1) Maximum of 3 innings against each opponent
      - 2) Maximum of 9 innings for each school participating
    - iii. Time Limit: Prior to the date of the scrimmage, the schools may to agree to implement a time limit per scrimmage. However, the scrimmage may not exceed the number of innings allowed, as described above.

**J. WARM-UP PROCEDURE:** Recommended for the regular season and required through the MSHSAA postseason, 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.

**K. FORFEITED AND SUSPENDED REGULAR SEASON GAMES:**

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 tournament managers will make the final decision on the forfeit. Every effort should be made to contact a late team.
2. Regular Season: If enough innings have been played to determine a winner the game is considered final. If enough innings have not been played to determine a winner or the score is tied, the suspended game rules apply.
3. Suspended Games (Regular Season): 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, she 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.

**L. Contest Limitations (By-Law 3.29.6)**

- 20 games & 1 tournament
- 18 games & 2 tournaments
- 14 games & 3 tournaments

**M. PLAYER LIMITATIONS (By-Law 3.22.1)**

No player may participate in a total number of innings for the season that exceeds ten times the number of games (exclusive of tournaments) played by the higher team on which he plays. For a game in which the score is tied at the end of seven innings, the extra innings shall be considered as an extension of the seventh inning.

**N. SANCTIONING (By-Law 3.18.8)**

Any time a 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 a MSHSAA member school (e.g. a university, theme park, shoe company, etc.), a sanctioning request must be made through the MSHSAA website at least 30 calendar days prior to the event. If the event involves National Federation Sanctioning, an application must be completed at least 90 days prior to the event through the NFHS website ([www.nfhs.org](http://www.nfhs.org)). It is the event host's responsibility to obtain sanctioning, however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation.

**O. TOURNAMENT TRAVEL LIMITATIONS (By-Law 3.18.8)**

A school may travel to one multi-game event beyond 250 air-miles of the borders of Missouri. All other multi-game events must fall within 250 air-miles of the state border.

**P. POST SEASON STATISTICS**

All district champions will be required to submit accurate varsity season statistics for all players placed on their state series roster. Please reference Appendix A for the sport-specific statistics required.

**Q. PROTEST PROCEDURE (MSHSAA Board Policy 23)**

The Board of Directors adopted the following Policy, in March, 1997, to address protests. The Board acknowledges that mistakes are made by umpires in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by umpires 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.

1. Within the procedures established within each individual sport rule code, the head coach must request a review of an umpire's application of a rule through appropriate channels.



**Q. PROTEST PROCEDURE (continued)**

2. If, after the review is complete, the coach still believes there has been a misapplication of a rule by an umpire(s), the coach shall then file a formal verbal protest with the game umpires who will then notify the opposing coach immediately of the protest. A coach shall not protest a decision of judgment.
3. 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 umpire(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 umpire's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the game umpires may assist the head coach in locating appropriate rule and case book references.
4. All protests shall be resolved at the site before any further game action occurs.
5. Protests that are not filed in a timely manner by that sport rules code shall be automatically disallowed.
6. The MSHSAA Board of Directors and/or Staff shall not review game protests.

**R. BENCH/DUGOUT CONDUCT**

1. The use of artificial noisemakers and/or use of equipment to produce noise by team personnel in and around the dugout is prohibited.
2. The penalties associated with non-compliance range from a warning (team/individual) to an ejection.

## **SECTION 2: BULLETIN AND MODIFICATIONS** ([TOC](#))

The following rule modifications, adoptions and points of emphasis are presented as reminders to assist coaches and umpires with this softball season.

1. **NFHS Rule 1-8-4:** "Required Pitcher Facemask" see Section 1.G.5
2. **NFHS Rule 4-2-3:** "Run Rule" see Section 1.B.2.a
3. **NFHS Rule 4-2-3:** "1½-hour Tournament Time Limit" see Section 1.B.2.b
4. **NFHS Rule 4-2-3:** "1¼-hour Game Time Limit" see Section 1.B.2.c
5. **NFHS Rule 4-2-6:** "Tournament Tie-Breaker" see Section 1.B.3 and Section 1.C
6. **NFHS Rule 4-4:** "Protests" see Section 1.Q
7. **Rule:** Suspended Games (Regular Season): see Section 1.K.3
8. **Rule:** Suspended Games (Post Season): see Section 4.C.6.c

## **SECTION 3: CRITERA FOR POSTSEASON** ([TOC](#))

### **A. GENERAL INFORMATION**

1. School Eligibility
  - a. Post season is for member senior high schools only
  - b. Schools must register for the post season by the annual deadline
  - c. A school must have competed in at least half of the permitted number of contests for softball as established by By-Law 3.29.6
  - d. An individual must have represented their school in interscholastic competition in that sport during the current season.
2. Classifications
  - a. Spring Season (Release: **Friday, Week #36**)
    - i. Schools will be placed into one (1) class.
    - ii. Tournament Format
      - 1) The class will be divided into 16 districts. The winners of these 16 districts will advance to the State Series
      - 2) The State Series will consist of 4 rounds. There will be 8 sectional contests, 4 quarterfinal contests, 2 semifinal contests, a championship game and third place game (weather permitting).
  - b. Fall Season (Release: **Friday, Week #7**)
    - i. Schools will be divided into four (4) approximately equal classes.
    - ii. Tournament Format
      - 1) Each classification will be divided into 16 districts. The winners of these 16 districts will advance to the State Series
      - 2) The State Series will consist of 4 rounds for each classification. There will be 8 sectional contests, 4 quarterfinal contests, 2 semifinal contests, a championship game and third place game (weather permitting).

### **B. UMPIRES**

1. Only MSHSAA registered umpires (not on probation) shall be contracted for post season contests.
2. Only those MSHSAA registered umpires who have completed and verified a post season application shall be eligible to work post season contests.
3. Umpires for district tournaments will be selected via a regional draft from the approved regional list.
4. Umpires for sectional and quarterfinal rounds shall be agreed upon by the two competing schools from the approved state series list.
5. Umpires for the final site will be selected by the MSHSAA staff.

### **C. SITE/FIELD QUALIFICATIONS**

1. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
2. Contests shall be played on fields designed, constructed and intended for Softball, not fields where the host has created a temporary softball field. Teams should not be placed in an unfair/unsafe situation by playing on a make-shift softball field. Example: A football/soccer field converted to a softball field. A baseball outfield converted to a softball field. A baseball field, used in a traditional manner, with the mound removed and temporary fencing installed would meet the qualifications, as long as all other requirements are met.
  - a. 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.
  - b. The facility must have a means to charge admission. If a gate is not charged the expenses for game or games will be shared by the participating schools.
  - c. A facility with lights is preferred, but not required.
  - d. The field shall not include a baseball mound.
  - e. Multiple fields at one facility are preferred, but not required.
  - f. Restrooms and concession stands are preferred, but not required.
  - g. The softball field should be free of dangerous obstructions and/or non-traditional softball playing equipment. (Ex. Soccer goals, Goal Posts, Maintenance Equipment, etc.).
  - h. The Facility must represent to MSHSAA that the subject facility is in compliance with 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.

## SECTION 4: DISTRICT TOURNAMENT INFORMATION ([TOC](#))

### A. DISTRICT ENTRY PROCEDURE:

1. For the MSHSAA District and State Tournament Series, all school/team district entries shall be submitted on-line. District entry forms will no longer be accepted via fax or e-mail.
2. Entries Open  
**Spring – Friday, Week #38**      **Fall – Friday, Week #9**
3. Accessing Entry Pages
  - a. Log in to your school page as the Athletic Director/Coach
  - b. Under “Sports and Activities” select the link “District Entries”
  - c. Click on Softball
  - d. Complete the screens as listed
    - i. **Official Recommendations**

MSHSAA takes the officials recommendation/non-recommendation process very seriously. This process for post season officials is designed to enhance the quality of officiating through input from each school on those officials that should be considered for post season contests. MSHSAA has the right to dismiss any recommendations/non-recommendations, submitted by the head coach, if it is determined that the coach has abused and/or manipulated the process for intentions not aligned with MSHSAA’s purpose and philosophy in selecting post season officials.
    - ii. **District Eligibility Roster**
      - 1) Failure to submit a roster will result in the school forfeiting its opening contest.
      - 2) No limit is placed on the number of players that may be in uniform for any one-tournament game.
      - 3) All eligible players shall be listed on the roster at the time of the beginning of each tournament.
      - 4) No new players may be added to the roster once the team has participated in the respective tournament.
      - 5) Rosters may be updated between the close of the district tournament and sectional game.
    - iii. **Season Record**
    - iv. **Pass Lists** (must be completed by administrator)
  - e. Make sure to note the deadline for each task to be completed.
4. **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 \$50.00** shall be assessed for late entries. No entries will be accepted after the meeting to draw the District tournament brackets. The District Manager shall notify the MSHSAA regarding any late entries for the tournament

### B. TOURNAMENT MANAGEMENT

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 one coach shall be included on the committee.
2. Committee Duties:
  - a. Assist the manager in the administration of the tournament.
  - b. Establish the tournament schedule.
  - c. Consult on the plan for selecting tournament officials.
  - d. Make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament.
3. Seeding Meeting: A face-to-face meeting is encouraged. However, if they are done via email or conference call, it is required for voting information (results, who voted for who, etc.) to be made public to all schools
4. Seeding Procedures: The participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how it may affect each coach’s team. This process shall be for each coach to rank each team in the district excluding his/her own team, from top to bottom on a secret ballot that will then be published in open forum and tallied to determine the overall seeding. When ranking the teams, the committee shall take into account each team’s won-lost record (varsity games only), head to head competition, caliber of competition, and common opponents they have played over the season. If a tie should occur in this seeding process, the tournament committee shall look at the tied teams only and their individual seeds from the other schools in the districts to break the tie. Based upon each ballot, the tied teams would be assigned one or two points based upon their relative seeds. The team with the fewest points shall be awarded the higher seed. Should a tie still exist, the tournament committee shall determine the seeds of the tied teams. A tournament committee member whose team is involved in the tie shall abstain. The tournament committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. The committee shall reserve the right to accept or reject the coaches’ recommendations. This specific procedure shall be followed by district manager.

## **B. TOURNAMENT MANAGEMENT (CONT)**

5. Placement on Bracket: All teams shall be seeded by the committee. Teams shall be placed on the bracket according to seeding; any byes are to be given first to the first-seeded team, then to the second-seeded team, etc.
6. Team Withdrawal: If a team withdraws from the district tournament after the seeding meeting all teams seeded below the team withdrawing shall be moved up one seed to fill the vacated spot. For example if the 6th seeded team withdraws from the tournament the 7th and 8th seeded teams would be moved up to the 6th and 7th spots on the bracket.
7. Inform Media: District Manager and coaches should notify media outlets seeding is complete and direct them to [www.mshsaa.org](http://www.mshsaa.org) to view the brackets.
8. 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.

## **C. CONTEST DETAILS**

1. Game Length
  - a. 7 Innings: All MSHSAA tournament games shall be seven 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.)
  - b. Mercy Rule: In accordance with Rule 4-2-3 of the Softball Rules Book, Missouri has adopted procedures for the game to end if one team leads by 15 runs after 3 innings (2½ if home) or 10 runs after 5 innings (4½ if home).
  - c. A district game that is called due to darkness or inclement weather can be considered final by mutual agreement of the two coaches. If it is not agreed upon it shall be considered a suspended game.
2. Home Team
  - a. Higher seeded team shall have the choice of selecting whether to be the home or away team
3. Warm-Up Procedures
  - a. Recommended procedures from the regular season shall be required in the post season.
  - b. See Section 1.J
4. Game Ball
  - a. Official Ball: Dudley Thunder Heat
  - b. A limited number of balls will be supplied to hosts for district, section and quarterfinal games
  - c. MSHSAA will supply all game balls at the final site.
5. Number of Umpires
  - a. Two umpires may be used in preliminary district games. The expense of using a third umpire will be divided among the participating schools.
  - b. Three umpires shall be used in the district final.
  - c. Three umpires will be used for all State Series rounds.
6. Forfeited and Suspended Games
  - a. 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 tournament managers will make the final decision on the forfeit. Every effort should be made to contact a late team.
  - b. Post Season: If enough innings have not been played to determine a winner or the score is tied, the suspended game rules apply.
  - c. Suspended Games (Post Season): 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.

## SECTION 5: CHAMPIONSHIP SERIES SCHEDULE [\(TOC\)](#)

(District Tournament thru the State Championships)

### A. DISTRICT TOURNAMENT

1. When it becomes necessary to postpone an event, the local manager should check with the MSHSAA Office. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of all participating schools remaining in the tournament.
2. Schedule: The administrators and coaches are requested to follow the schedule in this manual.
  - a. **SPRING:** All Games played between **Monday and Thursday of Week #44**
  - b. **FALL:** All Games played between **Wednesday and Saturday of Week #15**
  - c. Postponed games shall be played on the earliest possible date following the postponement.
  - d. It is strongly recommended that if District games are to be played in the afternoon of a school day, they be limited to one game per day at each site when possible, and not start before 3:30 p.m. If lights are available a second game may be played. If multiple fields are available additional games may be scheduled following the 3:30 p.m. starting time.
  - e. 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. A 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 tournament manager and tournament committee. If necessary the change shall be approved by the MSHSAA Office.
4. The host school shall be responsible for notifying the opposing school of the game time as far in advance as possible. The notice shall permit adequate time for pregame preparations.
5. First and second place plaques will be awarded at the District tournaments. The District plaques will be mailed directly to the manager of the District tournament.
6. A \$5.00 admission fee shall be charged for persons age six and up.

### B. SECTIONAL AND QUARTERFINAL GAMES:

1. Sectional
  - a. SCHEDULE
 

<b>SPRING</b>	<b>Monday of Week #45</b>
<b>FALL</b>	<b>Wednesday of Week #16</b>
  - b. HOST: Team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.
  - c. GAME TIME: Between 4pm and 6pm unless held at a facility without lights, when it may begin as early as 2:00 pm, with prior approval of both participating schools' administrators and the MSHSAA office.
  - d. ROTATION:

Sectional	Districts	Sectional	Districts
1	1 v. 2	5	5 v. 6
2	3 v. 4	6	7 v. 8
3	9 v. 10	7	13 v. 14
4	11 v. 12	8	15 v. 16

2. Quarterfinal—The host team for the quarterfinal round will be determined by the following:
  - a. SCHEDULE
 

<b>SPRING</b>	<b>Thursday of Week #45</b>
<b>FALL</b>	<b>Saturday of Week #16</b>
  - b. HOST: Will be determined by the following
    - i. 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.
    - ii. 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 the quarterfinal game
  - c. GAME TIME:
    - i. **SPRING:** Between 4pm and 6pm unless held at a facility without lights, when it may begin as early as 2:00 pm, with prior approval of both participating schools' administrators and the MSHSAA office.
    - ii. **FALL:** Between Noon and 4pm. A start scheduled outside these parameters must be approved in advance by both participating school's administrators and the MSHSAA office.

d. ROTATION:

Quarterfinal	Sectionals
1	1 v. 2
2	3 v. 4
3	5 v. 6
4	7 v. 8

3. A \$7.00 admission fee for sectionals and \$7.00 for quarterfinals shall be charged for persons age six and up.

**C. FINAL FOUR & STATE CHAMPIONSHIPS:**

1. The final site for the State Softball Championships will be the Killian Softball Complex, Springfield, MO
2. Coaches meeting will be presented online.
3. Coaches should check-in upon arrival to the complex.
4. Team Pictures will be taken just Day 1 prior to warm-ups.
5. Warm-Up Schedule – TBA
6. Spring Schedule:

a. Session I – **Friday, Week #46** (Admission Gates open 4:00 PM)

Game Time	Semifinal	Quarterfinalists
5:00 PM	1	1 v. 2
7:00 PM	2	3 v. 4

b. Session II – **Saturday, Week #46** (Admission Gates open 10:00 AM)

Game Time	Game
11:00 AM	3 <sup>rd</sup> Place
1:00 PM	Championship

7. Fall Schedule:

a. Session I – **Friday, Week #17** (Admission Gates open 9:00 AM)

Game Time	Field	Class	Semifinal	Quarterfinalists
10:00 AM	1	4	1	1 v. 2
10:00 AM	2	4	2	3 v. 4
11:00 AM	3	1	1	1 v. 2
11:00 AM	4	1	2	3 v. 4
1:00 PM	1	2	1	1 v. 2
1:00 PM	2	2	2	3 v. 4
2:00 PM	3	3	1	1 v. 2
2:00 PM	4	3	2	3 v. 4

Game Time	Field	3 <sup>rd</sup> Place Game
1:00 PM	Championship	Class 4
3:00 PM	Championship	Class 1
5:00 PM	Championship	Class 2
7:00 PM	Championship	Class 3

b. Session II – **Saturday, Week #17** (Admission Gates open 9:00 AM)

Game Time	Field	Championship
10:00 AM	Championship	Class 4
12:00 PM	Championship	Class 1
2:00 PM	Championship	Class 2
4:00 PM	Championship	Class 3

8. Trophies will be presented to the four semifinalist teams along with individual team medals. (Spectators are not permitted on the game fields during or after awards ceremonies).
9. An \$8.00 admission fee shall be charged per session at the State Tournament for person age six and up.

Future Fall State Championship classification schedule rotations:

2020	Class 1	Class 2	Class 3	Class 4
2021	Class 2	Class 3	Class 4	Class 1
2022	Class 3	Class 4	Class 1	Class 2

## APPENDIX A [\(TOC\)](#)

### SOFTBALL SCORING AND PROGRAM 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 #20). 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 Softball teams advancing past the district tournament:

B/T= bats and throws (left, right or switch)

G=Games played for the individual

Hitting:

Avg.= batting average

AB=At-bats (not plate appearances)

H= hits

RBI- runs batted in

2B= doubles

3B= triples

HR= homeruns

BB= walks earned as a batter

SO=times struck out (both looking and swinging) as a batter

SB=stolen bases

Pitching:

W/L= wins and losses as a pitcher

ER= earned runs allowed

IP= innings pitched

ERA= earned run average (based on 7 innings)

SO=strikeouts thrown as a pitcher

BB= walks thrown as a pitcher

S=saves

Fielding:

PO= putouts recorded as a fielder

A= assists recorded as a fielder

E= errors committed

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 #20 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

## APPENDIX B (TOC)

### CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

#### 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 is 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, (Certified Athletic Trainer) 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. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include:

<u>PHYSICAL</u>	<u>COGNITIVE</u>	<u>EMOTIONAL</u>
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	

4. 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 SCAT2 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.



5. 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 C [\(TOC\)](#)

### HAZARDOUS WEATHER CONDITIONS:

In case of inclement weather, the host school manager shall determine whether a game will start and so notify the referees and opposing school. The district will not adopt a provision that if one game is postponed, all games in that district are postponed on that date. Make arrangements with referees to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the referees working the game will be paid for that contest but will not receive a second payment for completing the game at a later date other than travel expenses. In situations where a referee has a conflict on the day in which the game is rescheduled and another official works the game he will be paid a game fee and travel expenses.

The host school principal or his designated representative and the head official 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 head official, once a game has started, has 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 game officials have not acted, the host principal or his/her designated representative will intervene by informing the head official who shall suspend the contest.

Develop criteria for suspension and resumption of play:

1. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
2. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash or lightning is witnessed prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.

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 designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official 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. (See *Section 1-B-4* for what constitutes a completed game.) The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

## APPENDIX D [\(TOC\)](#)

### HEAT ACCLIMATIZATION

**Diagram 1.7 (1)**  
**SUMMARY OF THE 16-DAY ACCLIMATIZATION PERIOD**

(Days 1-5)

1. Days 1 through 5 of the acclimatization period consist of the first 5 days of formal practice. During this time, athletes are not allowed to participate in more than 1 practice per day.
  2. If a practice is interrupted by inclement weather or heat restrictions, the practice may recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
  3. A 1-hour maximum walk-through is permitted during days 1–5 of the acclimatization period. A 1-hour recovery period is required between the practice and walk-through (or vice versa).
  4. During days 1–2 of the acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted (goalies, as in the case of field hockey and related sports, may not wear full protective gear or perform activities that would require protective equipment).
    - A. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
    - B. Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
    - C. Full-contact sports: 100% live contact drills may begin no earlier than day 6.
- Beginning on day 6, all protective equipment may be worn and full contact may begin.

(Days 6-16)

1. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 1 hour of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
2. On a double-practice day neither practice may exceed 3 hours in duration nor may student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time. The 2 practices must be separated by at least 3 continuous hours in a cool environment.
3. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, it is recommended that an athletic trainer be on site before, during, and after all practices, but it is not required.

**Diagram 1.7 (2)**

Day	Heat Acclimatization Practice Plan	Sports Equipment/Helmets/Pads
1	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
2	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
3	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
4	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
5	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
6-16	<ul style="list-style-type: none"> <li>• Alternate double practice days w/ a single practice day or a rest day.</li> <li>• <u>Double Practice Day</u>: 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two.</li> <li>• <u>Single Practice Day</u>: 3 hour max; 1 hour walkthrough after 1 hour rest.</li> <li>• During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walk-throughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement.</li> <li>• On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required.</li> </ul>	FB-All equipment / full contact

\* Baseball and Softball catchers may wear protective gear for their safety and by rule, but must be allowed extra rest and water breaks during the practice.

\*\* Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.

\*\*\* Golf is excluded from the heat acclimatization schedule but must have 14 days of practice completed before competition

\*\*\*\* The preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.

Exertional heat stroke is on the rise and is a threat to the lives of athletes. Exertional heat stroke is currently among the top three reasons athletes die during sport and in the summer months it is the number one reason. What makes these tragedies worse is that exertional heat stroke risks can be minimized through proper heat acclimatization. Sports medicine researchers and advocates indicate that periods of rest and a progressive system of early practices can reduce the instances of exertional heat stroke in athletes. Heat acclimatization in humans is a biological adaptation that controls physiological activities like heart rate and body temperature. The most vital change that occurs is an increase in sweating. Humans who have adapted to hot climates begin sweating earlier and more profusely, controlling their body temperature more efficiently. Another result of this acclimatization is the reduction of body heat production, as it is no longer as important as it is in colder environments. The goal of the acclimatization period is to increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions. This period should begin on the first day of practice or conditioning. Above is a summary of the Heat Acclimatization requirements.

## **APPENDIX E** ([TOC](#))

### **SITE SELECTION PROCESS**

#### **A. General Process: District Site Selection Process**

1. Following the assignment of all registered schools to classifications and districts, the MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the Site Selection Chairperson for the purpose of coordinating the process.
2. The chairperson shall be contacted and confirmed via email by the MSHSAA staff.
3. Each chairperson shall review the list of schools assigned to their district located on the activity page on [www.mshsaa.org](http://www.mshsaa.org) under the “Class and District Assignments” link
4. Each chairperson will contact all athletic administrators of schools and arrange a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site(s). MSHSAA shall incur no expense in conjunction with this meeting.
5. The request shall be to select the host site(s) for only the current classification cycle.
6. Schools wishing to host, shall provide evidence that facilities and staffing meet the necessary and/or recommended requirements to safely, securely and adequately provide for the conduct of the district tournament.
7. The chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site(s) and manager’s information.
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 managers’ packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

#### **B. Specific Criteria for District Sites**

1. Facilities must be located within the borders of the State of Missouri.
2. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation
3. Secure location for contest officials to be sequestered from teams and spectators.
4. Ability to take admission for all contests.
5. Seating capacity shall be adequate to accommodate anticipated attendance.
6. Adequate off-street parking available for the seating capacity of the facility – required.
7. Adequate concessions available for spectators – required.

#### **C. Specific Criteria for Softball Sites**

1. See Section 1.A of the Softball Manual





