

# Academic Competition Manual 2009-2010

**MSHSAA**  
Missouri State High School Activities Association

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### TABLE OF CONTENTS

PURPOSE & PHILOSOPHY .....	PAGE 3
SECTION 1: USING THIS MANUAL .....	PAGE 3
SECTION 2: ETHICS .....	PAGE 4
SECTION 3: ORGANIZATION .....	PAGE 5
SECTION 4: TERMS & CONDITIONS .....	PAGE 7
SECTION 5: ENTRIES & FEES .....	PAGE 9
SECTION 6: CHAMPIONSHIP SCHEDULE .....	PAGE 10
SECTION 7: INSTRUCTIONS FOR DISTRICT MANAGER.....	PAGE 11
SECTION 8: POINTS OF EMPHASIS.....	PAGE 14
APPENDIX A: BRACKETS & BRACKETING INFORMATION.....	PAGE 15
APPENDIX B: DISTRICT SITE SELECTION PROCESS .....	PAGE 18
INDEX:.....	PAGE 20

PLEASE NOTE: New wording has been underlined,  
and areas of emphasis are in **bold** text.

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## PURPOSE AND PHILOSOPHY

- 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:** 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 commentary on incidental information included in the MSHSAA Journal and on our website. 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 its 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; to evaluate and compare the best of this 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 coach’s respect for others and school property is necessary in order to instill this respect in their players. Students staying overnight in hotels or motels in conjunction with any interscholastic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

## SECTION 1: USING THIS MANUAL

All coaches and activity directors shall read the instructions in this manual carefully. Also, make note of all deadline dates for submitting entry forms which relate to academic competition. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office, #1 Keene Street, P.O. Box 1328, Columbia, Missouri 65205-1328. Phone No.: 573/875-4880. FAX No.: 573/875-1450. Website: [www.mshsaa.org](http://www.mshsaa.org); email: [email@mshsaa.org](mailto:email@mshsaa.org)

## SECTION 2: ETHICS

- A. **ACADEMIC COMPETITION COACHES' CODE OF CONDUCT:** As the coach of an activity which, by its nature, promotes academic excellence in the schools and which seeks to foster a climate of learning and scholarship through competition, I agree to support and abide by the following statements:
1. I agree to abide by all the rules and regulations for Academic Competition as stated in the MSHSAA Official Handbook and Academic Competition Manual.
  2. I agree to both model and nurture a spirit of fair play and good sportsmanship for my students at all times.
  3. I agree to discourage and curtail quibbling during competition on the part of my students. No extraneous comments or remarks should be directed toward teammates, opponents, or officials.
  4. I agree to encourage my students always to award the benefit of the doubt both to the opponents and to the officials.
  5. I agree to help my students understand that Academic Competition is a pursuit which can foster intellectual growth in all students.
  6. I agree to teach my students to cooperate with one another and to offer encouragement to other teams to do their best. I believe that this not only promotes fair competition, it is also the essence of good citizenship.
- B. **“WINNING”:** The desire to win supplies a strong incentive to achieve and improve. This aspect of the activity is desirable in that winning is correlated with performance of merit; however, it sometimes happens that, under the stress of a desire to win, individuals become over zealous and their actions reflect on the good name of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest plane. An academic competition game is a friendly contest and to keep this spirit, it must be conducted in a fair and impartial manner by coaches, participants and spectators.
1. The highest kind of school loyalty is that which reflects credit on the home school, not that which tries to secure a victory at any cost.
  2. Respect opponents and the schools they represent.
  3. Competitors should help maintain an atmosphere of fairness and mutual respect.
  4. Coaches and others present should always display proper audience behavior and use appropriate language.
  5. Coaches should always be positive role models for their students.
  6. Participants must go through the proper channels of appeal without causing “A Scene”.
  7. Always show respect for the host school and all property at the tournament site. Make certain that nothing is disturbed in the contest rooms and follow the rules for the use of the building.
- C. **UNSPORTSMANLIKE CONDUCT:** Unsportsmanlike conduct includes actions which are unbecoming to an ethical, fair, honorable individual. It consists of acts of deceit, disrespect or vulgarity and includes taunting. The National Federation and the MSHSAA disapproves of any form of taunting which is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of relative ability, race, religion, gender or national origin.

## SECTION 3: ORGANIZATION

- A. **CLASSIFICATION:** The district and state academic competition tournaments will be administered for a two-year period (2008-2009 and 2009-2010). Based upon the total number of schools participating in the activity, schools shall be divided equally into classes. (Enrollment is based on grades 9-12). Enrollment for all-boys and all-girls schools shall be doubled for classification purposes. NOTE: Due to the two-year classification assignments, no change in classes shall be made during the middle of the two-year cycle if a new school participates in academic competition.
- B. **DISTRICT ASSIGNMENTS:** The state, within each class, is divided into sixteen districts as qualifying centers for the State Academic Competition Tournament Series. A listing of district assignments, district tournament sites, and local tournament managers can be found on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org)) following the scheduled release date of Friday, January 8, 2010. **Once district assignments are released, schools may no longer register for the district tournament but may still register to compete interscholastically during the regular season only.**
- C. **DISTRICT TOURNAMENTS:** The tournament series for academic competition consists of sixteen district tournaments for each class and all tournaments will be held on Saturday, April 17, 2010. [SEE SECTION 6 FOR SCHEDULE.]
- D. **DISTRICT WINNERS:** District winners will advance to the Sectional Tournament (see below). At the conclusion of the district tournament, the winning team will be provided a packet of instructions by the district tournament manager. It is imperative that coaches read and follow the directions contained in this packet. The sectional tournament manager may have additional instructions for teams upon their arrival at the sectional site.
- E. **DISTRICT TOURNAMENT MANAGEMENT:**
1. A Site Selection Chairperson will be appointed by the MSHSAA office to assume responsibility for selecting a host for the district tournament under the provisions included in this manual. (See Appendix B)
  2. The host school's district manager shall appoint a committee of three or more academic coaches from participating schools to assist in preparation for and management of the tournament.
  3. Each participating school shall provide a spotter and an unofficial scorekeeper at the district tournament.
  4. See also Section 7: Instructions for Managers
- F. **SECTIONAL TOURNAMENTS:** District winners will advance to the Sectional Tournaments, which will be held on Thursday evening, April 22, 2010. Sectional tournaments will consist of a best two-out-of-three game format where each odd district winner will host the corresponding even district winner in odd years (2011), and the even district winners will host the odd district winners in even years (2010). [For example, in April of 2010, the team winning District 2 will HOST the team winning District 1, the District 4 winner will host the District 3 winner, and so on.] **[SEE SECTION 6 FOR SCHEDULE.]**
- G. **SECTIONAL WINNERS:** Sectional winners will advance to the State Tournament. At the conclusion of the Sectional, the winning team will be provided a packet of instructions by the host manager. It is imperative that coaches read and follow these instructions.

- H. **STATE TOURNAMENT:** Eight teams from each class, the winners of each sectional, will advance to the MSHSAA State Championships. The tentative schedule is shown below:  
Class 1/2: Friday, May 7, 2010; University of Missouri, Columbia  
Class 3/4: Saturday, May 8, 2010; University of Missouri, Columbia

I. **GENERAL PROCEDURES FOR DISTRICT, SECTIONAL AND STATE PLAY:**

1. **DISTRICT TOURNAMENT PRELIMINARY ROUNDS:** In the preliminary rounds, a modified round-robin will be played. At the district tournament, before play begins, the captain of each team competing in the tournament will draw to determine his or her team's opponent in each of the three preliminary rounds. In tournaments in which an even number of teams are competing, each team will play three games. In tournaments in which an odd number of teams are competing, there will be a bye in each round. A team that draws a bye in a particular round will play two games in the preliminary rounds. A team may not draw a bye in more than one round.

2. **DISTRICTS WITH FEWER THAN FOUR TEAMS:** If fewer than four teams officially ENTER the district tournament, the following format of play will be used:

Two teams: Play a best two-out-of-three game format, using questions for the correct "hour."

Three teams: Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hours."

Four teams: Must play the full five-round preliminary, semifinal, and final format.

3. **SECTIONAL TOURNAMENT FORMAT:** The sectional tournaments will consist of a best-two-out-of-three game format. The team that wins two games will advance to the state tournament.
4. **STATE TOURNAMENT PRELIMINARY ROUNDS:** Preliminary round opponents for the state tournament for 2009-10 will be as follows:

ROUND 1      Sectional 1 vs. Sectional 2  
                  Sectional 3 vs. Sectional 4  
                  Sectional 5 vs. Sectional 6  
                  Sectional 7 vs. Sectional 8

ROUND 2      Sectional 1 vs. Sectional 4  
                  Sectional 3 vs. Sectional 2  
                  Sectional 5 vs. Sectional 8  
                  Sectional 7 vs. Sectional 6

ROUND 3      Sectional 1 vs. Sectional 6  
                  Sectional 3 vs. Sectional 8  
                  Sectional 5 vs. Sectional 2  
                  Sectional 7 vs. Sectional 4

Advancement of teams to the final rounds will be determined by the number of games won. A bye will be counted as a win. If there is a tie among teams for entry into the final rounds, then the average points scored by teams in the preliminary rounds will be used to determine the teams which advance to the final rounds and the seeding in the final rounds. The team with the highest point average advances to the final rounds.

5. **FINAL ROUNDS:** Entry into the final rounds will be determined by a team's performance in the preliminary rounds as outlined above. Four teams advance to finals. The final rounds will be single elimination.
  
- J. **AWARDS:** Plaques will be awarded to the first and second place teams in each district tournament. No awards are presented at the Sectionals, as this is the **first round** of the State Tournament. Trophies will be presented to the first, second, third and fourth place teams in the state tournament with individual medals for eight players and the coach.

## SECTION 4: TERMS AND CONDITIONS

- A. **ACADEMIC COMPETITION:** Academic Competition can be characterized as competition in which subject matter in multiple academic disciplines is used. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. Note: The current Academic Competition disciplines are: science, mathematics, social studies, communication arts, fine arts /performing arts, and miscellaneous.
  
- B. **ACADEMIC COMPETITION RULES:** The Academic Competition Rules (as published separately in the "Rules Book and Duties of Officials") shall govern District and State play. The use of this format and these rules during the regular season is strongly recommended to all schools. NOTE: It is the responsibility of each coach to make certain his or her team is thoroughly familiar with the Academic Competition Rules.
  
- C. **SEASON:** No senior high school or junior high school shall participate in an interscholastic academic competition before the second Friday in October nor later than the date of the MSHSAA District Competition, exclusive of the MSHSAA state competition, other than the following allowances:
  - a. A school may participate in an interstate, interscholastic academic competition event which may begin no earlier than the Friday of Memorial Day weekend, only if the school has advanced from a qualifying event that takes place during the aforementioned season.
  - b. A school may participate in one interscholastic event following districts and prior to the Friday of Memorial Day weekend. Such an event shall count as one of the school's allowable regular season events as per By-Law 293.0 (Limits on Participation) and must meet the travel regulations per By-Law 630-d.
  
- D. **RULES MEETINGS:** Academic Competition Rules Meetings are held EVERY YEAR (in the fall). All Academic Competition coaches are required to attend. As per By-Law 650, when a coach does not attend, the school shall give reason for his/her being unable to attend.

- E. **COACHES ROSTER AND ELIGIBILITY LIST:** All team coaches must be listed in the Coaches and Directors section of the MSHSAA Online Membership computer system. Further, your team's eligibility roster **MUST** be entered online on the MSHSAA Online Membership computer system. Please provide your athletic/activities director with the information that he/she needs to complete this process.
- F. **CONTEST LIMITATIONS:** Students enrolled in grades nine through twelve shall participate in no more than fourteen interscholastic academic competitions during the school year, exclusive of MSHSAA district and state competition. Seventh and/or eighth grade students shall participate in no more than eleven interscholastic academic competitions during the school year.
- DEFINITION OF A COMPETITION:** 1) A dual match; 2) An event with three or more teams, started and completed within **seven** consecutive days, with a champion proclaimed. If no champion is proclaimed, each match would be counted as a competition; 3) An event with three or more teams started and completed on one calendar date.
- G. **SUBSTITUTIONS:** Substitutions to your 8-person team roster can be made from the school's online eligibility roster until the start of the coaches meeting at the district tournament. Substitutions after the district coaches meeting may be made in case of illness verified by a physician. Any team member who is thus replaced may not return to competition in the district tournament, but may return to competition for sectionals or state provided his/her name has been on the school's eligibility roster prior to the first game of the districts.  
Please Note: Only up to 8 students may participate in the district, sectional and/or state tournament.
- H. **PROTESTS:** The protest procedure is outlined in the separate Academic Competition Rules and Officials Booklet.
- I. **SUPERVISION:** As per MSHSAA By-Law 103, no individual student, team, or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised on site by a member of the school faculty or administrative staff.
- J. **SPORTSMANSHIP:** Students, coaches, and spectators are reminded to demonstrate good sportsmanship and to conduct themselves as ladies and gentlemen at all times. It is important for spectators to remain silent during the matches. Whispering or mouthing answers could result in a team losing points and is unfair for both teams. If the judges find members of the audience engaging in distractive behavior, the judges may ask those creating the disturbance to leave the room. No clapping or cheering is allowed except at half-time or the end of the game.
- K. **SANCTIONING:** Anytime a member school competes in a tournament, by definition, with an out-of-state school(s) a sanctioning form must be on file at the MSHSAA office at least 30 days in advance. It is the host school's responsibility to see that the form is completed. If you are an invited school, you shall take the responsibility to see that the HOST has sanctioned the event.
- L. **TOBACCO AND ALCOHOL RESTRICTION POLICY:** It is important that all adults involved in the interscholastic activities program set the proper example for our participants

with regard to the use of tobacco products and alcoholic beverages. Actions must not teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic activities: "Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA."

## SECTION 5: ENTRIES AND FEES

- A. **REGISTRATION FEE:** Schools which submit the Registration Fee for District Academic Competition **prior to the release of district assignments in January** are eligible to be assigned to a district tournament, and **MUST ENTER** that tournament with the appropriate form.
- B. **DISTRICT ENTRY PROCEDURE:** Schools shall complete the online district entry procedure (completed properly and entirely) and forward the District Tournament Entry Fee by the due date listed on the MSHSAA website.
1. **District Entry - Team Roster:** Please refer to the step-by-step instructions sent to coaches in the October Rulebook Packet. The roster must be completed by the specified entry deadline.
  2. **District Entry Fee Invoice:** This downloadable form will be located on the MSHSAA website; please refer to the October Rulebook Packet for instructions regarding where to locate this form on the website. Please print the form and forward it with payment, to the MSHSAA office. Do NOT send payment to your District Manager.
  3. **State Entry Form:** State Entry procedures will be provided to schools that have qualified at the Sectional Tournament. Although a team may qualify for state competition, the team is not considered to be entered at the state tournament until the school has submitted the state entry forms and the state entry fee to the MSHSAA Office.
- C. **ENTRY FEES AND DEADLINE:**
1. **District Entry Fee:** The fee to enter a registered school team in the district tournament is \$50.00. The entry fee shall be submitted (by school purchase order or check) to the MSHSAA office using the invoice form described in Section 5, letter B-2.
  2. **District Tournament Entry Deadline:** Entry for the district tournament shall be completed online on the MSHSAA website no later than 4:00 p.m. on Friday, March 19, 2010 (Friday of Week 37). **Note:** The school is not considered entered until online entry has been completed.
  3. **Late District Entries:** Entry completed after the deadline listed above may be accepted until Wednesday, March 24, 2010 (Wednesday of Week 38) **provided** the Host school has not scheduled its officials and arranged for buzzer systems, and

provided the late-entering school pays a late penalty fee of \$50. The Final District Roster Form is due to MSHSAA from district managers on Thursday, March 25, 2010 (Thursday of Week 38) for preparation of the Question mailing.

4. **State Entry Fee:** The fee to enter the District qualifying team in the state tournament is \$55. The entry fee shall be submitted to the MSHSAA Office by school P.O. or check.
  5. **State Tournament Entry Deadline.** Entry Forms for the state tournament shall be submitted as directed in the Sectional winners packet by the stated deadline.
- D. **DISTRICT CANCELLATIONS:** Any team entered in the district tournament that does not participate will forfeit the district entry fee and be charged the expenses for one set of officials for the three preliminary rounds (\$51 total currently).
- E. **TEAM PHOTO:** See instructions contained in the Sectional Winners Packet.
- F. **NAME CARDS:** For district and sectional competition, coaches should prepare a name card for each member of his or her team and a card with the school's name on it. These will be used on the game tables when the teams are competing. File cards (5X8) may be used. You will need the cards each time your team competes. These name cards will be supplied by MSHSAA for the State Tournament.
- G. **LIMITATIONS:**
1. Only those students who meet the eligibility standards listed in Appendix A of this manual may participate in the District and State Tournaments.
  2. A school is permitted to enter only one team in district competition.
  3. No student is eligible who has participated in more than the maximum number of allowable interscholastic academic competition contests this year.
  4. No student may be added to the eligibility roster after the district entries are submitted.
- H. **SPECIAL SERVICES:** Anyone who requires auxiliary aids or services should request such services by contacting the manager of the event no later than 48 hours before the event.

## SECTION 6: CHAMPIONSHIP SCHEDULE

- A. **DISTRICTS:** All district tournaments will be held on Saturday, April 17, 2010, and must compete using the schedule below.

### TIME SCHEDULE:

12:45 p.m.:	Moderators' meeting.
1:00 - 1:30 p.m.:	Team arrival and check-in
1:30 p.m.:	Informational meeting for teams and coaches and drawing for preliminary round games.
2:00 p.m.:	First round games begin.
3:00 p.m.:	Second round games begin.
4:00 p.m.:	Third round games begin.
5:00 - 6:00 p.m.:	Dinner break.
6:00 p.m.:	Round 1 of final rounds begin.

**Continued on next page...**

7:00 p.m.: Round 2 of final rounds begin. (Championship round for tournaments with 4 or more teams)

**Teams must be prompt.** Each round of the tournament will begin at the designated time. Teams not ready to compete at the designated time will forfeit. A forfeit will be determined by the judges in the room where the team arriving late is scheduled to compete. The only exception will be if the late arriving team's preceding game was an overtime game, to the extent that the team was unable to report to its next game. However, the tournament has been designed to allow for overtime games.

B. **SECTIONALS:** All sectional tournaments will be held on Thursday, April 22, 2010.

**TIME SCHEDULE:** 5:00 p.m.: Game one begins.  
6:00 p.m.: Game two begins.  
7:00 p.m.: Game three begins, if necessary.

C. **STATE:** The Show-Me Academic Challenge will be held on Friday and Saturday, May 7-8, 2010. Class 1 and 2 will be held at the University of Missouri on Friday and Class 3 and 4 will be held at the University of Missouri on Saturday. The schedule will be similar to the above District schedule and will be published in advance of the tournament.

## SECTION 7: INSTRUCTIONS FOR DISTRICT MANAGERS

A. **DISTRICT MANAGERS:** Each district tournament will be under the control and direction of the manager appointed by the Board of Directors. Managers will receive a packet of materials containing detailed instructions on the administration of the tournament. Prior to the arrival of this packet, managers should follow the instructions listed in this section.

1. **MANUAL:** Managers should study this Manual carefully. It contains detailed information concerning the tournament and the terms and conditions for participation. Managers should be very familiar with this information.
2. **TOURNAMENT COMMITTEE:** The manager shall select three or more coaches from other participating schools to serve with him/her as a tournament committee.
3. **COMMITTEE DUTIES:** In general, committee members should assist the manager in the administration of the tournament. District coaches should be called upon to assist in the planning, preparation, and management of the tournament.

B. **TOURNAMENT PREPARATIONS:**

1. **INSTRUCTIONS TO SCHOOLS:** A sheet of instructions for participating schools should be prepared and sent to schools. The information sheet should include important information such as: directions to the school, instructions for Coaches, information on your facility, parking arrangements, location of where to enter, copy of time schedule, supervision responsibilities, care of property, local restaurants, and anything else they may need to know.

2. **SECURING TOURNAMENT WORKERS:** Officials needed are moderators, scorekeepers, timekeepers, door security, equipment operator, and judges. Participating teams shall provide a spotter and an unofficial scorer. (NOTE: Spotters are optional and are not paid. If spotters are not used, either the timer, moderator, or scorer may act as the spotter.) Possible sources for the remaining officials are faculty members, adults from the community, or college students who have played on academic teams. It is also acceptable to ask participating schools to provide some of these officials. However, no academic coach should act as an official in a game in which his or her team is competing.

**NOTE: It is extremely important that all officials be completely familiar with the official Academic Competition Rules. It is a good idea to have a practice sessions for tournament officials a few days before the tournament. This can be done during the regular practice session of your academic team.**

3. **SECURING EQUIPMENT:** Equipment needed includes electronic response systems (buzzer system), stop watches, paper, pencils, and possibly microphones. More information concerning the equipment needed and ways to secure it will be contained in the District Manager's Packet.
4. **GAME ROOMS:** Arranging for game rooms. A game room will be needed for each game in each round. For example, if there are eight teams, there will be four games in round one and four rooms will be needed. The game rooms may be ordinary classrooms; however, the championship game will have more spectators than the earlier rounds and should be played in an area that can accommodate a larger crowd. This could be the gym, multipurpose room, or theatre/auditorium. However, in the larger area, you may need microphones and a sound system. In all class room settings, the moderator shall face the audience and the teams shall face the moderator. In large rooms (auditoriums and gyms) the moderator shall face the audience and the teams placed as appropriate for the room.
5. **LUNCH ROOM:** Most district sites will provide a lunch room for the convenience of tournament participants and spectators. If a lunch room is provided, teams and coaches are urged to patronize it because the host school will retain the proceeds from the lunch rooms to help defray expenses. Some schools, particularly those in urban areas, may elect to have a snack bar instead of lunch room.
6. **HOST RECEIPTS:** Proceeds from concessions shall be the property of the host school.
7. **HOSPITALITY ROOMS:** Hospitality rooms will not be sponsored or reimbursed by the MSHSAA.
8. **TOURNAMENT CENTRAL:** This is a place where persons attending and participating in the tournament may receive directions. It is also a place where reference books are available to look up questions which may be challenged during a game. At Tournament Central, there should be a copy of the bracket, a calculator, a set of World Book Encyclopedias, and an unabridged dictionary.

9. **BRACKETS:** Posters showing the tournament bracket should be posted in a prominent area. Brackets for the morning rounds as well as the single elimination bracket for the afternoon games are needed. Brackets should be updated with winners and scores as the tournament games are played.
10. **PROGRAMS:** Programs, containing the tournament bracket and a list of the team members and their coaches, are optional but recommended. The cost of such is not an allowable district expense. It is suggested that programs are sold so that hosts are able to cover their costs. All such receipts are retained by the host school.
11. **AWARDS:** Awards at the district tournament consist of a plaque for the first and second place teams. These district plaques will be shipped to the district tournament sites by UPS. When they arrive, you should check to make certain you have a first and a second place plaque, that they are correct and have not been damaged.
12. **MODERATORS:** Moderators must be impartial. District managers should not schedule moderators so that a team has the same moderator for all three preliminary rounds.

#### C. FOLLOWING THE TOURNAMENT:

1. **QUESTIONS:** Prepare Questions For Shipment To The MSHSAA. This should be your first priority after the tournament concludes. The questions packets should be checked to make certain all are in their correct packets and that all packets are there. If any are missing, find them. After checking the questions packets, prepare them for return to the MSHSAA and seal the shipping carton securely. Send by Parcel post or U.P.S. Get a dated receipt and make a copy of it. Send the original to MSHSAA with the financial report. Keep the copy for your records. This is your verification that the questions were delivered to the Post Office or U.P.S. distribution center for return, as required by MSHSAA's contract.

Send QUESTIONS to: Stacy Schroeder, MSHSAA  
 1 N. Keene Street, P.O. Box 1328  
 Columbia, MO 65205-1328

2. **WINNER'S PACKET:** Present the winner's packet to the winner of the district tournament **IMMEDIATELY AT THE CONCLUSION OF THE TOURNAMENT**. This **IMPORTANT** packet contains instructions that the winning team needs. This packet will be contained in the District Manager's Packet.
3. **CALL MSHSAA RESULTS LINE:** See District Manager's Packet for instructions on making this important call.
4. **FINANCIAL REPORT:** Prepare the District Financial Report and submit one copy to the MSHSAA within ten days following the completion of the tournament. See District Manager's Packet for instructions. **PLEASE MAKE AND KEEP A COPY OF THE COMPLETED FINANCIAL REPORT PRIOR TO SUBMITTING IT TO THE MSHSAA.**

## SECTION 8: POINTS OF EMPHASIS

This section contains items of **significant interest** for the current year, and/or items to address **problem areas** as determined by the Academic Competition Advisory Committee. The specific location in the manual will be noted if applicable (Section, Letter, Number).

- A. **New wording underlined/Areas of Emphasis in bold:** New wording in the Manual has been underlined for easy reference and areas of emphasis are in **bold** text.
- B. **Deadline to Register at the “Tournament Level”:** Once district assignments are released, schools may no longer register with MSHSAA at the “tournament level” for participation in Districts or the state series. Following release, schools may only register at the “rulebook level” which allows for interscholastic competition during the regular season only. (Section 3-B)
- C. **District Expansion:** For the second year, sixteen district tournaments will be held within each class rather than eight. This will reduce the number of teams competing in each district, reduce travel to the district site for competing teams, reduce the number of rooms, buzzer systems, and workers that district managers are required to secure and prepare, and increase the number of district winners and the number of teams that qualify for the state tournament series. (Section 3-B)
- D. **Districts held in the afternoon:** For the second year, the district tournaments will be held in the afternoon, rather than the morning. The change is was made to create a standard annual schedule for the district tournaments that also alleviates the common conflict with the April ACT testing date. (Section 6-A)
- E. **Sectional level added:** For the second year, district winners will qualify for the sectional round, which is the first level of the state tournament series. Sectionals will consist of two teams playing a best-two-out-of-three format. Winners will qualify to compete at the state tournament. (Section 3-F)
- F. **Eligibility Roster:** Your team’s eligibility roster must be entered online on the MSHSAA Online Membership computer system. Please provide your athletic/activities director with the information that he/she needs to complete this process. (Section 4-E)
- G. **Coaches Roster:** All team coaches must be entered online on the MSHSAA Online Membership computer system. Please provide your athletic/activities director with the information that he/she needs to complete this process. (Section 4-E)

## APPENDIX A: INSTRUCTIONS FOR PLACEMENT OF TEAMS ON BRACKETS

**Even-Numbered Tournament:** Place slips of paper in a "hat" numbered 1 through 8 (for an 8-team tournament). Have the captains of each team draw a number for placement on the 8 team bracket as shown.

**Odd-Numbered Tournament (Example 5-Team Tournament):** Place 6 slips of paper in a "hat" numbered 1 through 6 and have the captains of each team draw for their number for placement on a 6 team bracket. The numbered slip of paper remaining in the "hat" will go on the bracket in each round as a "bye". Therefore, whichever team on the bracket is scheduled to compete against the "bye" team in each round, that team will receive a win in that round of the competition.

### ADVANCEMENT

Advancement into the district semifinal round is based on:

- 1) Win/Loss Record in prelims
- 2) Point Average in prelims

See the tiebreaking procedures in the Rules Book in Section L.

### FORMATS

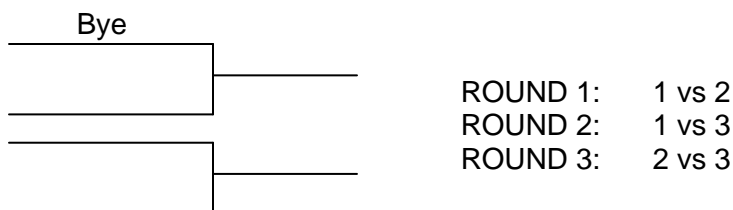
Two teams: Play a best two-out-of-three game format, using questions for the correct "hour."

Three teams: Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hours."

Four or more teams: Must play the full five-round preliminary, semifinal, and final format.

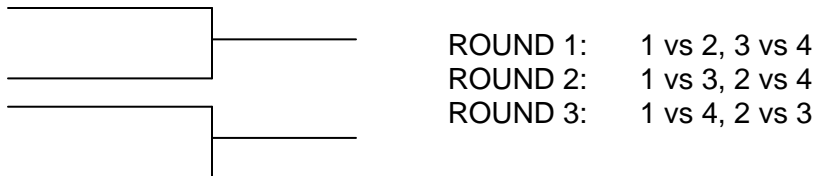
### BRACKETS

#### **SAMPLE 3-TEAM BRACKET**

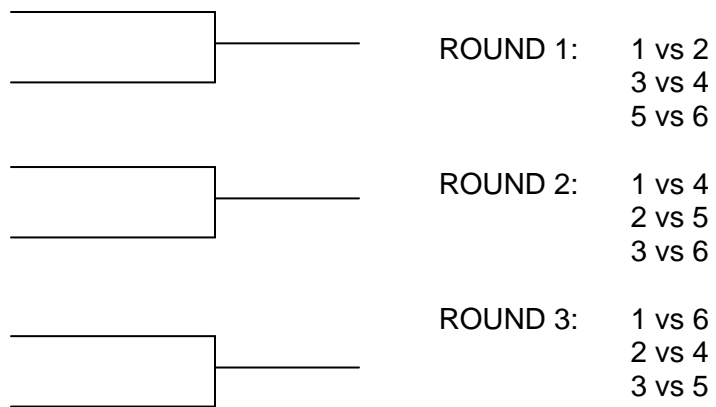


# BRACKETS

## SAMPLE 4-TEAM BRACKET

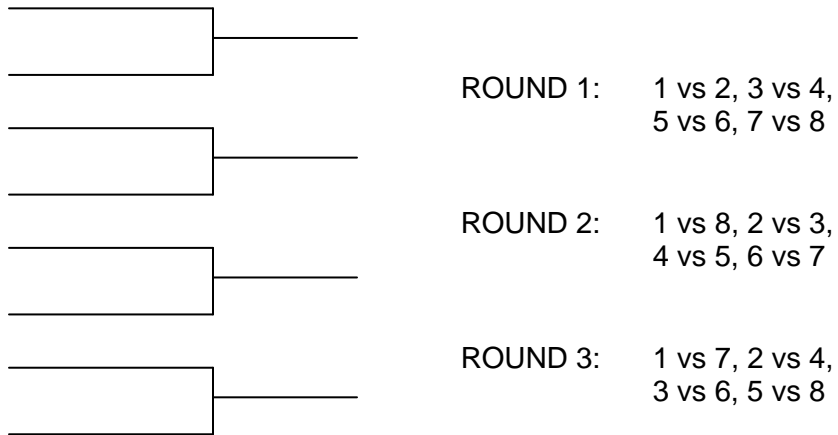


## SAMPLE 6-TEAM BRACKET

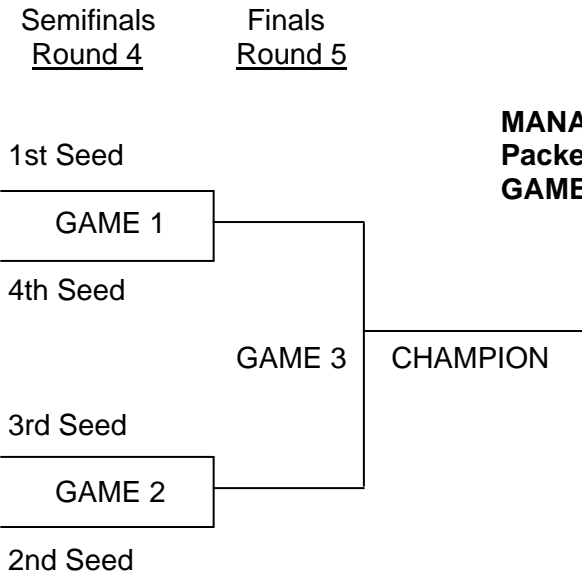


# BRACKETS

## SAMPLE 8-TEAM BRACKET



## SINGLE ELIMINATION FINALS: 4 TEAMS ADVANCE



**MANAGERS: Use the Question Packet marked with the CORRECT GAME NUMBER!!**

## APPENDIX B: DISTRICT SITE SELECTION PROCESS

### A. GENERAL CRITERIA

The following district site selection process shall be used for Academic Competition.

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments due to the addition or deletion of schools to the activity.
2. The MSHSAA staff shall select one Academic Coach, 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 fax/telephone/mail by the MSHSAA staff.
4. Each chairperson shall review the list of schools assigned to his/her specific district on the MSHSAA website under "district assignments" and then "academic competition."
5. Each chairperson will contact all schools (Academic Coach, Athletic Administrator, or Principal) assigned to the specific district and arrange for a **meeting** (face-to-face meeting preferred but could be by telephone conference call, fax ballot, etc.) to discuss, vote and select the host site. The MSHSAA shall incur no expense in conjunction with this meeting.
6. The Chair shall select the host sites for both years of the two-year classification cycle.
7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s).
8. The district chairperson shall contact the MSHSAA office, via fax/mail, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final approval. The MSHSAA staff and/or Board shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA, based upon confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
10. Following final approval, host sites shall be added to the district assignments on the MSHSAA website and the District managers' packets shall be forwarded to each district manager in the appropriate time frame to properly administer the event.

## **B. SPECIFIC CRITERIA**

The following specific criteria shall be used by the schools and site selection chairperson:

1. Facility/Sight must be located within the boundaries of the State of Missouri, as per Board policy.
2. At least eight classrooms are available.
3. Necessary workers, moderators, timers, etc., are available or can be secured.
4. Necessary responder systems are available, or can be secured from participating schools.
5. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.

## INDEX

- A Academic Competition –Definition p. 7  
Advancement p. 7, 15  
Advisory Committee p. 2  
Alcohol Policy p. 8-9  
Awards p. 7, 13
- B Brackets, District p. 13  
Brackets (Samples) p. 15-17  
Bracket, Instructions for Placement p. 15  
Bracket, 3-Team p. 15  
Bracket, 4-Team p. 16  
Bracket, 6-Team p. 16  
Bracket, 8-Team p. 17  
Bracket, Single Elimination Finals p. 17
- C Cancellations (See District Cancellations)  
Championship Schedule p. 10-11  
Classification p. 5  
Coaches' Code of Conduct p. 4  
Coaches Roster, p. 8, 14  
Committee (See Tournament Committee)  
Committee (See Advisory Committee)  
Conduct p. 3, 4, 8  
Contest Limitations p. 8
- D District Assignments p. 5  
District Brackets (See Brackets, District)  
District Cancellations p. 10  
District Entry Forms p. 9  
District Managers Instructions, p. 11-13  
District Preliminary Rounds p. 6  
District Site Selection Process p. 18-19  
District Tournaments p. 5  
District Winners Instructions p. 5  
District Winner's Packet p. 13
- E Eligibility List p. 8  
Entries p. 9-10  
Equipment, Securing p. 12  
Ethics p. 4
- F Fees p. 9-10  
Final Rounds p. 7  
Financial Report, District p. 13  
Following the Tournament p. 13
- G Game Rooms p.12
- H Hospitality Rooms p. 12
- I Instructions for District Managers (See District Managers Instructions)  
Instructions to Schools p. 11-12
- L Late Entries p. 9  
Limitations p. 10  
Lunch Room p. 12
- M Managers (See District Managers Instructions)
- N Name Cards p. 10  
No shows (See District Cancellations)
- P Philosophy of Interscholastic Activities p. 3  
Photo (See Team Photo)  
Points of Emphasis p. 14  
Procedures for District & State Play p. 6-7  
Programs p. 13  
Protests p. 8  
Purpose and Philosophy p. 3  
Purpose of District & State Contests p. 3
- R Registration Fee p. 9  
Results (See Tournament Results)  
Rules p. 7  
Rules Meetings p. 7
- S Sanctioning p. 8  
Score (See Official Score)  
Season p. 7  
Sectionals p. 6, 7, 11, 14  
Seeding p. 6, 7, 15  
Sportsmanship p. 8  
State Entry Forms p. 9  
State Preliminary Rounds p. 6-7  
State Tournament p. 5, 6, 7, 9, 10, 14  
Supervision of Players and Fans p. 3  
Supervision of Team p. 8
- T Team Photo p. 10  
Terms & Conditions p. 7-9  
Tie-Breaking p. 7, 15  
Tobacco & Alcohol Policy p. 8-9  
Tournament Central p. 12-13  
Tournament Committee p. 11  
Tournament Results p. 13  
Tournament Workers (See Workers, Tournament)
- W Workers, Tournament p. 12  
Winner's Packet (See District Winner's Packet)