

VOLLEYBALL PROCEDURES MANUAL

2023

Table of Contents

I. PREPARING FOR AND MANAGING YOUR EVENT

- A. MEDIA, VIDEO AND WEBCAST/TAPE DELAY**
- B. AWARDS AND RECOGNITION**
- C. BRACKETS & SEEDING**
- D. OFFICIALS**
- E. REQUIREMENTS FOR PROGRAMS, ADVERTISING AND CORPORATE SPONSORS**
- F. SPIRIT (CHEER), HALF-TIMES AND FLAG PRESENTATIONS**
- G. TICKET PROCEDURES**

II. TIP-OFF: CONDUCTING POSTSEASON GAMES WITHIN YOUR FACILITY

III. APPENDICES – SAMPLES & RESOURCES

- A. Tournament Managers' Resources Appendix**
- B. Announcers and Media Appendix**
- C. Program Content Appendix**
- D. Ticketing and Tournament Finances Appendix**

INTRODUCTION

On behalf of the MHSA Executive Board, MHSA staff and MHSA member schools, thank you for your willingness to manage a postseason volleyball tournament. This manual has been prepared to provide a better understanding of the administration of MHSA sponsored events. It will serve as a guide to tournament managers and will provide for greater consistency.

I. PREPARING FOR AND MANAGING YOUR EVENT

A. *MEDIA, VIDEO AND WEBCAST*

➤ Media:

Media Coverage: Media coverage is a very important part of any MHSA tournament. Whatever assistance can be provided the media with their coverage of your event is always appreciated by those media agencies. Some of the requests media have in regard to their coverage of the tournament are:

- Passes for the event
Only bona-fide media representatives are entitled to passes. To receive a pass, one must have Montana Newspaper Association's credentials, must be a television station employee with proper identification or must be a radio station employee with proper identification. Pass arrangements should be made prior to the tournament with the tournament manager. Media should display their press passes at all times.
- Programs/Rosters for the event
Providing the media with a packet of team rosters and a bracket or a tournament program is always appreciated by the media.
- Space for reporting
The MHSA requires that where space in facilities allows, press tables or areas will be provided. The press should talk to the designated tournament manager if special services are needed. Daily newspapers, local television and local radio shall be given preference when space is inadequate for all.
- Results
The MHSA Executive Board requests that each tournament manager assign someone to call in or email results of the tournament to the local media outlets following each session of the tournament.

Media Location: Where media personnel are located in relation to the playing floor should be a concern for all tournament managers. For legitimate media photographers (possessing a Montana Newspaper Credential or member of a TV camera crew) tournament managers should have a well-marked designated area located in a non-playable area where athletes cannot collide with media personnel. Only media photographers, TV cameras, etc. are allowed in these media areas (spectators are not allowed). No staff photographers and no television camera operators will be allowed beyond those designated areas. Media photographers/videographers do not and cannot have unlimited access. Also, no equipment can be placed there. These restrictions are necessary for the safety of the high school athletes and for MHSA insurance coverage.

Commercial Photography: Please remember that rights and conditions (including fees) of commercial photography and distribution will be specified through written contract. When granting authority for commercial photography, the commercial entity must comply with the conditions set forth, including any safety, contractual, fiscal, or other concerns that apply. The promotion of both male and female activities should be considered when granting authority. Commercial photography rights are authorized as follows:

- a. For regular season events, the event manager has the authority to grant photography rights with the permission of participating schools. (Schools can require a percentage of the profit from the commercial sales).

- b. For district/divisional tournaments and playoffs (excluding postseason football and soccer), the tournament/event manager has the authority to grant photography rights with the permission of conference schools. (District/divisional tournaments and playoffs can require a percentage of the profit from the commercial sales).
- c. For all state level competition, all postseason football and all postseason soccer, the MHSA Executive Director has the authority to grant rights.

Before your tournament starts you should review the MHSA policies for videotaping, cybercasting, telecasting and photography of MHSA events which can be found in Section 32 of the MHSA Handbook (pages 27-28).

➤ **Videotaping—schools and spectators:**

The MHSA Executive Board has established the following policy for videotaping at MHSA sponsored tournaments in basketball, volleyball and wrestling (page 27 of the 2023-24 MHSA Handbook): All regular season and postseason audiovisual rights may be granted to other parties as stipulated below:

Videotaping/Filming:

1. All videotaping shall be conducted from an area designated by the event manager or tournament manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSA Executive Director.
3. Videotaping by spectators is allowed only from designated areas and only for private home use (not for distribution, broadcast or cybercast).
4. Videotaping by school/team representatives is allowed only from designated areas and only for use by the individual school program (not for distribution, broadcast or cybercast). **Schools or their representatives may videotape only those specific competitions in which their students participate.**
5. Videotaping by media and commercial outlets is allowed only from designated areas and is regulated by MHSA policy.

➤ **Webcast, Commercial Broadcast/Telecast and Tape Delay**

All commercial broadcast, telecast, cybercast or video display of any regular or postseason event must be approved by the MHSA Executive Director. Rights and conditions (including fees) of live commercial broadcasts, telecasts, and/or cybercasts of regular and postseason events will be specified through written consent of the MHSA.

All non-media, non-profit filming for any postseason event must be approved by the MHSA Executive Director. Rights and conditions (including fees) of tape-delayed broadcasts, telecasts, and/or cybercasts of postseason events will be specified through written consent of the MHSA. The MHSA will consider the promotion of both male and female activities when granting authority.

School Broadcast Program (SBP)

1. All live streaming must be previously approved by the MHSA Executive Director. All MHSA media policies are in effect, including equitable coverage of male and female events.
2. Only MHSA member schools currently registered with the SCHOOL BROADCAST PROGRAM (SBP) provided by NFHS Network / PlayOn! Sports are eligible to receive rights for live streaming of postseason contests. Approval by the Executive Director is required.
3. MHSA member schools registered with the SBP who receive live streaming rights will be allowed to cover only those contests in which their team is participating.

4. Subscriber fees will be paid to the NFHS Network and distributed back to the schools by the NFHS Network.
5. If rights are granted, MHSA will notify the producing schools, and appropriate arrangements for admission, set-up, etc. will be coordinated between the host facility and the producing school(s) covering the event through the SBP.
6. No other networks or school will be allowed to live stream any postseason events without the written consent of the MHSA.

If schools are interested in joining the SBP to broadcast their postseason contests, contact:

Bob Rittierodt
nfhsnet@yahoo.com
Cell: 406-321-2154
Office: 406-326-2474

B. AWARDS AND RECOGNITION

- **Awards—Trophies and individual awards:** The only trophies or individual awards that may be presented at any MHSA tournament site shall be those provided by the MHSA. No school shall be permitted to purchase or present additional trophies or individual awards over and above those authorized by the MHSA (see rule 2, page 42, and "Athletic Awards - Volleyball", page 45, of the MHSA Handbook). Neither the MHSA Executive Board/office staff nor the district/divisional officers have the authority to set aside any of the awards rules established by vote of the MHSA membership. The Executive Board has purchased trophies for all district, divisional and state tournaments from Universal Awards and they will be shipped directly from Billings to tournament managers. The Montana High School Association will pay for these trophies and awards. Awards should be inventoried when they arrive at your site. At district, divisional and state tournaments, the tournament volleyball (only one) is to be presented to the first-place team in addition to the first-place trophy.
- **All Star Teams:** No all-state teams or players shall be picked or announced at the tournament site by either the Executive Board or tournament officials. This applies to district, divisional and state tournaments.

C. BRACKETS & SEEDING

- **Master Plan for Tournaments:** Refer to the Volleyball Section of the MHSA Handbook for each classification's regulations for postseason play. Tournament structure and seeding as outlined for each classification must be followed. Brackets may be switched only as noted.

All postseason volleyball matches in Classes AA, A, B and C shall utilize a three (3) out of five (5) basis with rally scoring for all sets. In the first four sets, the score will go to twenty-five (25) points with no cap and a team must win by two (2) points. If a fifth set is needed, the score will go to fifteen (15) points with no cap and a team must win by two (2) points. The let serve will be utilized and two time-outs per set will be allowed. The libero player can be utilized.

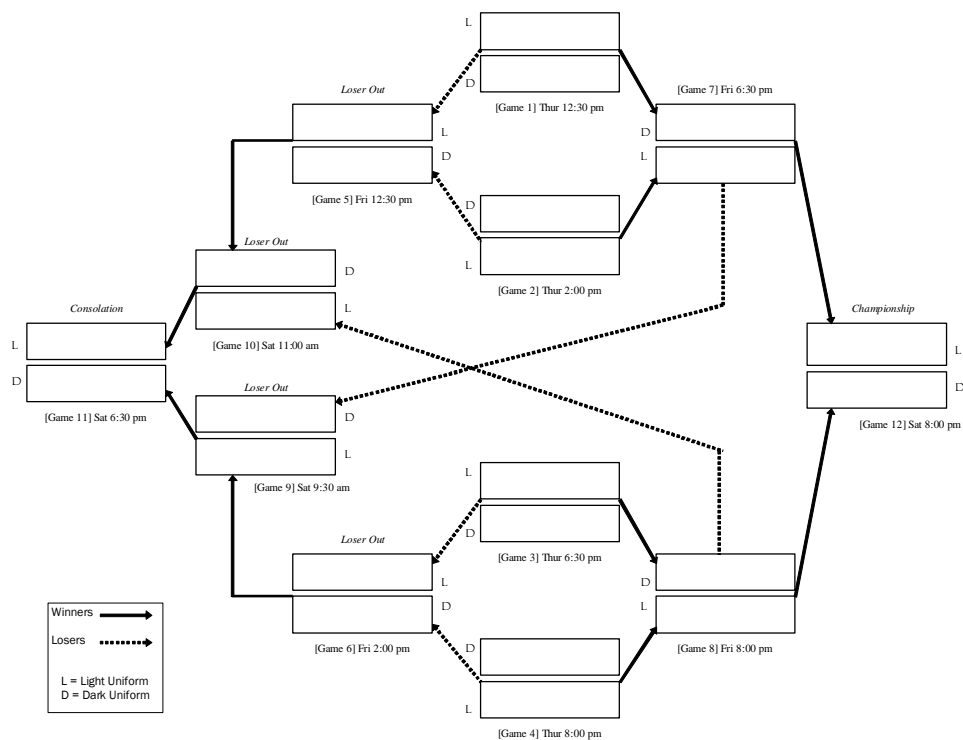
All divisional volleyball tournaments in Classes AA, A, B and C shall utilize a true double-elimination bracket, played on a three (3) out of five (5) basis with rally scoring for all sets. In the first four sets, the score will go to twenty-five (25) points with no cap and a team must win by two (2) points. If a fifth set is needed, the score will go to fifteen (15) points with no cap and a team must win by two (2) points. The let serve will be utilized and two time-outs per set will be allowed. The libero player can be utilized.

There will be an eight (8) team, three (3) day state volleyball tournament on a three out of five rally scoring basis for AA, A, B, and C.

The home team must be designated on the tournament bracket before the tournament begins because by rule the home team shall select its team bench and side of court before the match begins. Tournament management can designate which team bench the home team will use before the tournament starts to provide consistency as far as which bench the home team uses. Refer to the example bracket below for home/visitors' designation.

Postseason Date Changes: The MHSA Executive Director is the only one who can approve playing on Sunday, postponing the postseason tournament to days other than the days the tournament was originally scheduled to be played, or to change the format of the tournament.

As approved by MHSA Executive Board action, all District and Divisional Volleyball Tournaments that use a 3-day format to complete the tournament must be played on Thursday, Friday and Saturday. If the tournament uses a 2-day format, the tournament can be held on Thursday/Friday or Friday/Saturday.



D. OFFICIALS

- **Assignment of Officials:** Participating schools are responsible for selecting officials for all tournaments by returning their ballots to the MOA office. The procedure to be followed for selecting the officials is outlined on page 134 of the MHSA Handbook. Ballots for district, divisional and state tournaments are sent from the MOA office, tabulated by office staff, and officials will be assigned

accordingly. The MOA assigns officials to work all levels of postseason play. Officials should be notified of the match times, dates, parking arrangements, etc.

Standard Plans for Scheduling Officials to Work Tournaments: Tournament managers will be notified immediately after all officials are secured for their particular tournament. Officials assigned to work Association tournaments will be scheduled for the various tournament matches on the basis of the plans listed in the MOA Section of the MHSA Handbook and there will be no deviation from these rotation plans unless approved by the MHSA. The MOA/MHSA requires that six (6) officials shall be used for all district, divisional and state tournaments. **District and divisional tournaments with less than eight teams must request to the MOA/MHSA office to use less than 6 officials. If you have not already done so, please contact the MHSA office if you are requesting less than six officials to work your tournament. To request less than six officials you must have seven or fewer teams participating in your tournament.** After the rotation schedule is assigned, no deviation from the rotation is permitted, except when the tournament manager approves urgent, short-term requests to change the line judging rotation, and only if the change is acceptable to the entire officials' crew and the change is scheduled prior to the first match of the tournament. **Please note the standard plan for scheduling six (6), five (5) and four (4) officials to work tournaments – (MHSA Handbook, page 134).**

- **Official Fee:** The tournament manager must call all tournament officials to find out their travel and motel needs, and if no tournament officials meeting is being held, the tournament manager should randomly draw official rotation numbers so officials' fees and expenses can be determined using the information in the MOA Section of the MHSA Handbook. Officials' fees and expenses must be listed on the *Notification of Assignment of Tournament Officials Form* and must be sent, before the tournament starts, to all officials working the tournament along with two copies of the *Tournament Officials Contract*. Once a tournament official returns one copy of the *Tournament Officials Contract* to the tournament manager, the official has agreed to be paid the amount of money that is listed for them in the *Notification of Assignment of Tournament Officials Form*. Also, remember that you must pay officials' motel expenses associated with the tournament. Officials should receive their check for fees and expenses when they arrive at the tournament. Tournament managers should have the officials' checks ready to give to the officials who will be working the second championship match (if-needed match) if that match is to be played.

The volleyball postseason fee schedule per official is:

District tournament per match -----	\$75.00
District tournament personnel who line judge only (per match) -----	\$15.00
Divisional tournament per match -----	\$ 81.00
Divisional tournament personnel who line judge only (per match) -----	\$ 21.00
AA/A playoffs referee/umpire -----	\$113.00
AA/A playoff line judge -----	\$21.00
State tournament (6 officials) -----	\$486.00
State tournament official working as line judge -----	\$ 96.00
Play-in match at District tournament -----	\$75.00
District Play-in match personnel who line judge only (per match) -----	\$15.00
Play-in match at Divisional tournament -----	\$ 81.00
Divisional Play-in match personnel who line judge only (per match) -----	\$ 21.00

- **Play-in match:** Because volleyball districts/divisions are now scheduling play-in matches (to pare the tournament down to an eight team bracket) on Monday or Tuesday, the MOA/MHSA has approved that if one of the tournament officials has a work-related conflict and is unable to officiate the play-in match to which he or she was assigned, the MOA/MHSA office or the tournament manager can assign one of the other tournament officials to work these play-in matches. Please contact Kip Ryan at the MHSA if you have questions regarding this procedure.

- **Alternate Official:** So that an alternate official is always available during postseason play, a schedule of alternate officials should be prepared by the tournament officials and coordinated by the tournament manager in case of injury or illness to an assigned official. If a replacement official is needed, please notify Kip Ryan (442-6010) of your needs. Please contact the MHSA/MOA office with any questions or requests.
- **Locker Room for Officials:** Please provide a private room that the tournament officials may occupy during the course of your tournament. This room should be available to them as a dressing room as well as a lounging room during matches they are not working. Visitors must be excluded from the officials' room during the entire tournament. Tournament officials must have privacy. Again, NO ONE is allowed in the official's private room.
- **Tickets for Officials:** Officials working the tournament should be provided two passes (one for the official and one for a guest).

E. REQUIREMENTS FOR PROGRAMS, ADVERTISING AND FUNDRAISING

- **District/Divisional Programs, Concessions and Corporate Sponsors:**
 - (1) The tournament program rights for all district and divisional programs will be determined by the respective district or division. The tournament program rights for all state tournaments will be the responsibility of the MHSA Executive Board.
 - (2) The concession rights for any state tournament must be approved by the Executive Director. Concession rights include but are not limited to t-shirts, other apparel, photos, buttons, etc.
 - (3) At district and divisional events, concessions where goods and/or services are received would be at the approval of managers of events, in consultation with schools in their district or division.
 - (4) Corporate sponsorship of any postseason event is the responsibility of the MHSA Executive Board and requires Board approval. Exceptions are a) program advertisements and b) signage or announcements acknowledging the receipt of donated goods including food or beverages for the hospitality room, the use of tents at outdoor events, or the use of other equipment necessary for staging the event. Signage should be placed only in the appropriate areas; i.e. on the tents or in the hospitality room/area. Established facility sponsorships are not affected, provided that MHSA corporate sponsorship requirements are met.
- **Program Production and Content:** By the direction of the Executive Board, the MHSA office requests that tournament managers use the following content in your tournament programs. Also, refer to the Program Content Appendix of this manual for samples and the list of tournament program contents, all of which are also linked through the MHSA website (www.mhsa.org). Pictures of the MHSA Executive Board and Executive Staff are available on the MHSA website.

MHSA logo

This logo must be used somewhere on your tournament program's cover to show that your tournament is sponsored by the MHSA.



[Statement relative to the MHSA](#)

We ask that the statement below be used inside the tournament program.

Montana High School Association

Originally founded in 1921 to regulate athletic competition, the Montana High School Association strives to serve all member schools by governing high school interscholastic activities in Montana.

The mission of the MHSA is to assure that the membership is provided with leadership and support in advancing equitable MHSA interscholastic activities for the growth and educational experience for students.

The purpose of the Montana High School Association is to ensure that interscholastic activities in Montana are administered fairly. Policies pertaining to scholastic standing, transfer, awards and other regulations that guide the Executive Board are adopted by the MHSA member schools. The MHSA is a service-based organization.

High school students throughout the state benefit greatly from interscholastic activities programs. These programs are an integral part of the high school experience, and promotion of good citizenship is essential to the growth and to the development of these valuable activities.

In addition, please include the following statement inside your program: **"Selection of officials for district, divisional and state basketball tournaments will be made by the MOA office using a combination of the following: coaches' input (ballots), individual officials' pool ranking and MHSA/MOA office input."**

[NorthWestern Energy Advertisement](#)

The NorthWestern Energy ad must be used in your program as a full-page ad. Please do not contact NorthWestern Energy offices in your area for advertising.

Other MHSA Corporate Sponsor Advertising

Use of the following ads is voluntary at the district and divisional level and may be utilized at the discretion of the district/divisional.

- [Baden Sports Inc.](#)
- [Blue Cross & Blue Shield of MT](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Honda Dealers](#)
- [Northwestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

Roster Form

This roster form is provided for tournament program information if you choose to use it.

Libero Tracking Sheet

This libero tracking sheet is provided for the tournament if you choose to use it.

Other Advertising

The MHSA Executive Board policy restricts allowing advertisements in tournament programs that are related to alcohol or to other controlled substances. The Executive Board strongly recommends that any advertisements that relate to alcohol and/or tobacco products not be used in tournament programs.

Prohibited Content

Only information provided by MHSA or other tournament-specific items can be used. Contact the MHSA office if you have questions about allowable program content.

- **State Worker Apparel:** If state event managers choose to provide merchandise or apparel (hats, shirts, other items) for their MHSA state event workers, the following conditions are required:
 - All worker apparel must be purchased through Universal Athletics.
 - The MHSA-sanctioned event title and logo must appear in any large graphic (t-shirts/sweatshirts).
 - The MHSA logo or acronym must appear in any small graphic (hats).
 - No other sponsorship or advertising may appear on the worker apparel without prior approval by the MHSA Executive Director through a contractual agreement.
 - The above criteria do not apply to district and/or divisional events; however, conferences are encouraged to follow these guidelines.
- **Voluntary Contributions/Fund Raising:** The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSA Executive Board, raffles (or similar fund-raising activities) are prohibited at playoffs, championship games, tournaments, meets, and/or festivals that are under the direct supervision of the MHSA Executive Board. The concession rights for any state tournament must be approved by the Executive Director. At district and divisional events, concessions where goods and/or services are received would be at the approval of managers of events in accordance with the district and/or divisional policies. Fifty/fifty tickets are considered a form of raffle type fund raising and are therefore prohibited.

F. SPIRIT (CHEER), HALF-TIMES AND FLAG PRESENTATIONS

- **Cheerleaders/Spirit Rules:** At all MHSA postseason tournaments all cheer squads shall follow the National Federation Spirit Rules Book and MHSA Handbook Spirit/Dance guidelines (see page 122 of the MHSA Handbook). All cheer squads shall adhere to all guidelines provided by the manager of the tournament where the contest is hosted. For safety and liability reasons, mascots and cheerleaders are not allowed on the playing floor during volleyball team warm-ups. That means school songs or floor cheers will need to be planned for a different time (before the teams get on the floor or between sets). Also, it is critical for safety reason that cheerleaders are provided an adequate stunt warm-up area that includes appropriate matting. If there are any questions regarding this, please contact Amy Bartels at the MHSA Office at abartels@mhsa.org.
- **Flag presentations:** The MHSA Executive Board has taken the following action on proper observance of the American Flag before the first game of any session: The designated band (the band chosen to play the "Anthem") is responsible for the opening ceremonies and patriotic observance of the American Flag. The National anthem should be performed by high school students or high school bands before the first game of the session. Only the flags of the U.S., Montana and **Montana Tribes or Nations flags**

can be presented before the start of each tournament session. Other groups can have their flag on the end line during the presentation of the U.S., Montana and **Montana Tribes or Nations flags**.

- **Signs, Banners:** The MHSA Executive Board has directed that each school will be allowed to hang no more than two (2) banners / signs, and they should be moderate in size. The Tournament Managers should inspect all signs to be posted by competing schools in or near their cheering section seats. Any signs that carry questionable implications or are degrading should not be allowed. Signs mounted on sticks hinder vision and can cause injury, so they are not acceptable at tournament games.
- At the State Tournament, each classification will have a separate area in which to hang their signs and banners and signs can be displayed on the fieldhouse walls only. No banners or signs will be allowed in any area where the view of spectators is obstructed, on railings, or on cat walks. Painters' tape or floor tape will only be allowed to hang banners and signs. Duct tape will not be allowed. Please do not cover up any other schools' banners with their own as this has caused serious problems in the past.
- **Support Items:** Refer to the Tournament Managers' Resources Appendix of this manual for a list of allowable support items at MHSA events.

G. TICKET PROCEDURES

Policy for tournament passes: The MHSA has established the following policy for the number of tournament passes that can be given to schools, media, and referees which shall be adhered to by all tournament managers:

1. Personnel pass – fourteen (14) all-session tickets per school. **If school's co-op the host school will receive the fourteen administrative tickets and the other school(s) in the co-op will each receive an additional four (4) administrative tickets.** These are to be used for administrators, coaches, spouses, chaperones, bus drivers, etc., who actually attend the tournament. When more administrators and/or coaches attend than passes permitted by policy, extra tickets must be purchased.
 2. For players – twelve passes for players and four passes for managers – total of sixteen.
 3. For cheerleaders – one pass for each cheerleader who actually attends the tournament.
 4. For radio – three passes to each station given permission to broadcast the tournament or match. The match (or matches) must be broadcast in its (or their) entirety.
 5. For media other than radio:
 - a. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of these teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.
 - b. Television news media – passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
 - c. Commercial photography or broadcast – passes for working staff as contracted by the event manager or MHSA.
 - d. Passes will not be issued for spouses or children who attend the event with working members of the media.
 6. For officials—one pass for each official working the tournament and one for a guest.
 7. Bands and performing groups will be allowed free admission at state tournaments when accompanied and vouched for by the participating school's director. Band members attending state tournaments will be given wristbands which must be worn the entire tournament and are required for admission throughout the duration of the event.
 8. A ticket pass chart is enclosed– these passes must be honored at all MHSA regular season events and MHSA tournaments.
- **Tickets for NorthWestern Energy:** In accordance with the MHSA / NorthWestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area NorthWestern Energy employees. These tickets are to be

provided at no charge to Northwestern Energy, but the Northwestern Energy employees are required to sign for the requested tickets. Also, Northwestern Energy may have a representative at each tournament site to assist managers with trophy presentations. Because of the involvement of Northwestern Energy in the MHSA awards program, the MHSA requests that you involve a company employee in the presentation of tournament awards. The awards presentation can be organized in the manner that you wish. Refer to the Ticketing and Post-Tournament Finances appendix for the NorthWestern Energy ticket tracking form.

- **Ticket Prices for District, Divisional and State Tournaments:** All district and divisional tournament ticket prices are determined by each respective district or division. The MHSA Executive Board determines the state tournament ticket prices. If a district or division does not determine ticket prices, then the ticket prices outlined on page 10 of the current MHSA Handbook will be used.
- **Ticket Pass Chart:** – MHSA passes must be honored at MHSA regular season events and MHSA tournaments. Please see appendix for a sample of the pass chart.

II. TIP-OFF: CONDUCTING POST SEASON GAMES WITHIN YOUR FACILITY

- **Note:** The Executive Director is the only one who can approve playing on Sunday, postponing the tournament to days other than the days the tournament was originally scheduled to be played or to change the format of the tournament.

- **Assistant Officials**

Adult line judges: For all district, divisional and state volleyball tournament matches, it is mandatory that line judges be adults. Normally, the officials assigned to work the tournament have also done the line judging.

Pre-match — Line judges shall:

- Be designated and report to the first referee no less than 20 minutes before the scheduled starting time of the match;
- Review specific responsibilities with the first referee;
- Be assigned to their positions by the first referee prior to the match.

Position — Line judges shall:

- Stand near the intersection of the left sideline and the end line and move so they have a clear view of both the end line and the sideline. NOTE: If the server serves from the left third of the service area and encroaches on the line judge's position,, the line judge on the serving team's side shall move a few steps to the side in line with the extension of the end line until the ball is contacted for serve. Then the line judge quickly moves back into position at the intersection of the end line and left sideline.
- Hold the same positions relative to the court throughout the match;
- Stand at the intersection of the attack line and sideline, on their respective side of the court, nearest the first referee during time-outs. The line judge on the serving team's side of the net shall hold the game ball;
- Have a designated neutral area where they can be seated between sets.

During the set, each line judge shall assist the first referee and second referee by:

- Determining at the moment of contact for the serve whether the server touches the end line or the floor outside the lines marking the width of the serving area.
- Indicating when the serve, or any played ball, crosses the net not entirely between the net antennas;
- Indicating when the ball touches the net, net antennas, and/or net supports not entirely between the net antennas;
- Indicating whether a ball is inbounds or out of bounds when it lands on or near any line for which the line judge is responsible;
- Indicating when a player touches a ball that is going out of bounds on the player's side of the net;
- Communicating with the first referee when asked, when the ball touches the ceiling or overhead obstruction, if out of the view of the referees.

Scorer: The official scorer shall:

- a. Be designated and report to the first referee no less than 20 minutes before the starting time;
- b. At the conclusion of the pre-match conference, receive each team's roster. When discovered, the scorer shall report any inaccuracies to either referee;
- c. No later than two minutes prior to the end of the pre-match warmup and no later than one minute prior to the subsequent sets, enter on the scoresheet the uniform numbers of the starting players in the proper service order. Prior to each set of the match, the scorer shall provide the second referee with a lineup, which lists the players' numbers and the serving order of each team. This information shall be made available to the libero tracker;
- d. Print the first referee's and second referee's names on the official scoresheet.

Position — The official scorer shall be seated at the officials' table between the libero tracker and the official timer.

During the set, the official scorer shall:

- a. Record individual and team scoring, and supervise the operation of the visual scoring device;
- b. Notify the second referee during the first dead ball when there is a discrepancy with the score;
- c. Verify the serving order to the first referee or second referee;
- d. Provide the proper serving order upon request of the first referee or second referee during a dead ball;
- e. Sound the audio device at the time the ball is contacted for the serve when there is an improper server;
- f. Keep a record of time-outs charged to each team and notify the second referee how many time-outs each team has used at the completion of each team time-out.
- g. Record in the comments section of the scoresheet all warnings, penalties and disqualifications for unsporting conduct violations; notify the second referee of any previous unsporting conduct violations recorded for the same individual;
- h. Record in the comments section of the scoresheet all uniform/ equipment violations and notify the second referee of any previous violations recorded for the same team;
- i. Record in the comments section of the scoresheet when a player is removed from the set because the player is unconscious or apparently unconscious;
- j. Record in the comments section of the scoresheet the number of any player replaced by exceptional substitution and a redesignated libero;
- k. Notify the second referee when a team has requested an illegal time-out;
- l. Record each substitution as it is reported by the second referee. Immediately notify the second referee if a substitution is a request for a:
 - 1. 15th, 16th, 17th or 18th substitution;
 - 2. 19th entry (illegal);
 - 3. Re-entry in wrong service position;
 - 4. Re-entry of a disqualified player;
 - 5. Re-entry of an injured/ill player during the same set in which he/she was replaced by exceptional substitution;
 - 6. Player not listed on the roster.
- m. Not count an illegal substitution as one of the 18 entries allowed per team;
- n. Notify the second referee when a team reaches set point.

The official score is the individual points being kept by the official scorer. Whenever a discrepancy occurs between this score and the visible scoring device or another part of the scoresheet, the individual points shall be considered official and correct.

Libero Tracker: The libero tracker shall:

- a. Be designated and report to the first referee no less than 20 minutes before the starting time;
- b. Enter on the tracking sheet the starting players in the proper service order, when this information is received from the scorer.

Position - The libero tracker shall be seated at the officials table next to the official scorer.

During the set, the libero tracker shall:

- a. Record libero replacements and substitutions;
- b. At the beginning of each time-out, inform the second referee of each team's libero status;
- c. Notify the second referee during the first dead ball when there is a discrepancy with a replacement;
- d. Notify the second referee if the libero does not remain out of the set for one rally between replacements, unless the libero is replacing the player in the right back position and will serve the next rally;
- e. Notify the scorer to sound the audio device at the time the ball is contacted for the serve when there is an illegal replacement.

Timer: The official timer shall:

- a. Be designated and report to the first referee no less than 20 minutes before the starting time;
- b. Test the timing device to be certain it is in proper working order;
- c. Time the prematch warm-up period.

Position:

- a. The official timer shall be seated at the officials' table next to the official scorer;
- b. An assistant timer may be seated next to (outside) the official timer.

During the set, the official timer shall:

- a. Time the interval for each charged time-out beginning with the referee's signal and, if necessary, give an audio signal at the end of 60 seconds.
- b. Time the interval for each injury time-out, on a timing device other than the visible scoreboard, beginning with the referee's signal, and notify the second referee when 30 seconds have elapsed unless play has resumed, or the referee indicates a decision has been made;
- c. Time the interval between sets (three minutes) beginning when the first referee signals the teams to report to the appropriate team benches. Give an audio signal at the end of two minutes and 45 seconds and again at the end of three minutes (unless both teams are on the court)

➤ **Designation of benches and pre-match introductions:** Please note that the following procedures are recommended at all MHSA district and divisional volleyball tournaments:

- A. **HOME TEAM DESIGNATION** – the home team must be designated before the tournament begins because by rule the home team shall select its team bench and side of court before the match begins. Team benches shall be on the same side of the court as the officials' table, placed no closer to the sideline than 6 feet and no closer to the out-of-bounds extension of the center line than 10 feet. Prior to the beginning of the tournament, to provide consistency, tournament management can designate which team bench the home team will use. See page 1, Item C for a sample state tournament bracket with home and

visitor designated for each match. You can use this system or designate the team with the higher seed as home team for each match or use any other method your district or division decides, as long as the home team is designated before the tournament begins. If necessary, prior to the fifth set of the match, the home captain shall call the toss. The winner shall choose to serve/receive or the playing area. The loser of the toss shall be given the remaining choice.

- B. The pre-match warmup period will be a continuous twenty-minute period. The buzzer will be sounded at twelve (12) minutes (signaling the end of joint court warm-up), at eight (8) minutes, at four (4) minutes, at two (2) minutes and at 0:00 (end of serving warm-up). The pre-match conference (with the head coaches and captains) and coin toss will occur before the twenty (20) minute warm-up. The visiting team captain will call the coin toss. The winner of the toss shall choose either to serve or receive. By MHSA guidelines, for all postseason volleyball play, volleyball teams will not be allowed on the playing floor until 30 minutes before the start time of the match. Volleyballs can be used during this 30-minute period. The 30-minute period of time includes the 20-minute mandatory warm up.
 - C. After the final two (2) minute warmup, the teams will return to their benches for quick last-minute instructions.
 - D. After the quick last-minute instructions, the starters will proceed to their respective end lines for the playing of the National Anthem (for the first match of a session only) and then starters will be introduced, and player protocol completed.
- **Certificate of Insurance:** If your tournament venue requires a certificate of insurance, please call the MHSA Office and a form to be completed and sent to Dissinger/HUB Insurance (MHSA's Insurance provider) will be sent to you. Events hosted at high school gymnasiums are generally covered by the host school's liability insurance, but other facilities may require these certificates. Email jcockhill@mhsa.org to request a copy.
 - **Coaching Box:** The head coach may stand only in the libero replacement zone (between the attack line and the end line) in front of that team's bench to coach his/her players. During play, the head coach shall be no closer to the court than 6 feet from the sideline.
 - **Controlling the Playing Court:** The MHSA Executive Board urges all school administrators, athletic directors and coaches to establish a policy in their school to prohibit students from rushing onto the floor at the conclusion of athletic contests. The request for this policy comes as a result of the dangers to players, officials and fans with the rushing of uncontrolled fans onto the confined area of the gymnasium floor.
 - **Crowd Control:** To help with crowd control issues, leadership must be provided by the school's faculty with the superintendent, principal, and athletic director leading the way and delegating authority. Special attention must be given to the supervision of the student cheering sections including having a school's administrator near the vicinity of the student cheering section for postseason contests to assist with crowd control. The use of artificial noisemakers during indoor Association contests shall be prohibited. Artificial noisemakers prohibited at volleyball matches include, but are not limited to, large megaphones, cowbells, sirens, clackers, cans or bottles with marbles or rocks inside, popping of paper bags, twisting or popping of balloons, and various other creations (including thunder sticks and vuvuzelas). Bands may only play before the start of a contest, during intermissions between matches, during a time out and post-match. Students on or near the playing floor during the introduction of players is prohibited. Exceptions are cheerleaders. During player introductions, players may not leave the playing floor or enter the spectator section, and anyone associated with an Association tournament (players, fans, cheerleaders, etc.) may not throw objects into the spectator section. Fans, students and adults, must wear shirts at all MHSA contests. Student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time. Host management

can be of tremendous assistance in maintaining a positive playing atmosphere and curtailing fan behavior that is taunting, baiting or demeaning by monitoring the game to maintain the right atmosphere that encourages cheering positively for your team. Also, balloons are prohibited at state tournaments – district and divisional tournaments will determine whether balloons will be allowed at their tournaments. For more detailed crowd control information refer to Section 34 in the current MHSA Handbook.

Also, it is important that as the popularity of the sport of volleyball grows and the stands fill with more fans, we take time to educate the fans of conduct that is good for high school volleyball. Good sporting conduct is an integral part of the interscholastic volleyball program. The rules of volleyball state that any type of cheering, yelling, or other actions which are done in a manner to disconcert, be derogatory, or taunt the opposing team or a specific player is considered inappropriate. Cheering and other support should always be positive. Inappropriate behavior, if not addressed, allows a loss of respect for the game and the players. Host management and referees should work together to create the best environment possible for the competition. The referees should discuss with the host management how any incident needing attention shall be handled prior to the start of the match. Host management can be of tremendous assistance in maintaining a positive playing atmosphere and curtailing fan behavior that is taunting, baiting or demeaning by monitoring the match to maintain the right atmosphere that encourages cheering positively for your team. On rare occasions, incidents occur which must cease immediately and not be repeated. Here the referee will stop play, have host management address the problem and play shall not resume until the situation is resolved. It is very important for referees and host management to set the right atmosphere that encourages cheering positively for their team.

MHSA Crowd Control Policies and Guidelines are included in the Appendices.

➤ **Game Equipment:**

The Net and Markings: The net shall be 36 inches to 39 inches (1 meter) wide overall and at least 31'6" (9.5 meters) up to 33 feet (10 meters) in length when stretched. It shall consist of 4-inch-square (10 centimeters) mesh of at least No. 21 size dark, natural or synthetic cord. A plain white 2-inch (5 cm) to 2¾-inch wide double thickness of canvas or single thickness of durable synthetic material shall be sewn along the full length of the top of the net. A white net sleeve, no wider than 3 3/8 inches (8.6 cm) may be installed along the top of the net. It shall be secured so it does not affect the net height or interfere with play. It is permissible to place the school name, insignia, school mascot along the top of the net or net sleeve by way of a decal or professional printing. Through the top shall run a 1/8 to 3/16-inch-diameter flexible steel cable (or aramid-type fiber cable no more than 1/4-inch thick which is no heavier, has no more stretch and has at least as much tensile strength as the required steel cable). Through the bottom shall run a 1/8 to 3/16-inch-diameter flexible steel cable or a 1/4-inch rope. Any exposed steel cable and/or metal tensioning device through the top and bottom of the net shall be covered. Through each side may be inserted a 1/2 to 1-inch-diameter wooden, metal or fiberglass rod which, when the net is installed, holds the sides perpendicular to the floor.

NOTES:

1. No markings are permitted on a side tape, vertical tape markers or other net supportive straps other than the manufacturer's name/logo/trademark or reference.
2. Net systems which do not have a cable/rope through the top or bottom of the net are legal provided they meet all other rule specifications, and the entire net remains taut at the specified net height.

The net shall be attached to upright standards which are 3 feet (1 meter) outside the court or from its four corners to walls which are at least 6 feet (2 meters) from the sideline. The net supports include any attachments to the net used for anchoring the net to walls or upright standards, as well

as the standards themselves and any attachments used for anchoring the standards to the floor or walls or ceiling. The standards, first referee's platform and floor/wall cables shall be padded as follows:

- a. Standards must be padded to a minimum height of 5½ feet with at least 1-inch-thick, resilient, shock-absorbing material (such as polyethylene foam) to encase the uprights and all tensioning devices;
- b. Front and sides of first referee's platform must be padded in the same manner as the standards;
- c. Any guy cables or rigid braces must be padded to a minimum height of 5½ feet with at least 1/2-inch-thick resilient, shock-absorbing material.

When the host school does not pad the standards, floor/wall cables and first referee's platform according to Rule 3-1-3, the match shall not be played, and the state association shall be notified.

Net placement shall be such that the net crosses the court midway between and parallel to the end lines. The height of the net shall be 7 feet, 4 1/8 inches (2. 24 meters) for girls and 7 feet, 11 5/8 inches (2. 43 meters) for boys measured at the center of the net. The net measured at the ends shall not exceed these heights by more than 3/4 inch (1. 92 cm).

Net antennas shall be attached to the net in line with the outside edge of the sideline and extend upward at least 2½ feet but no more than 3½ feet above the net. The antennas shall be fastened securely to the top and bottom of the net. They shall be of an unbreakable material no more than 3/8 inch in diameter with alternating 4-inch to 6-inch white and orange or red bands.

Officials platform: A safe, stable platform, which elevates the first referee's head to between 2 and 3 feet above the top of the net, is required. It is recommended the top of the platform be at least 18 inches long by 12 inches wide, and that steps up to the platform be provided.

- **Lighting Guidelines During Postseason Player Introductions:** For all postseason volleyball matches (playoffs and tournaments) full facility lighting will remain on throughout introductions and between games (if applicable). Please see page 29 of the current MHSA Handbook.
- **Official Volleyball:** For MHSA postseason play, the Baden Lexum VX450c-210 red/white/navy blue microfiber composite volleyball will be used, and the volleyball shall include the NFHS authenticating mark. At district, divisional and state tournaments, the tournament volleyball (only one) is to be presented to the first-place team in addition to the first-place trophy. A game ball for all divisional volleyball tournaments and for all state volleyball tournaments will be shipped to the managers of these tournaments from the MHSA office. They are complimentary and furnished by the Baden Company. The Class "B" and "C" districts will secure their own tournament volleyball. The volleyball shall measure at least 25 inches but no more than 27 inches in circumference, with a weight of 9-10 ounces when inflated with 4.3 - 4.6 pounds per square inch of air pressure.
- **Parking for Team Buses:** Most of the teams will travel by bus or van. Parking spaces as near as possible to the gymnasium should be provided for the team bus(es) or van(s) and for fan bus(es).
- **Playing Rules:** The volleyball playing rules as authorized by the National Federation of State High School Associations for the current year shall be followed for all sets.
- **Pre-tournament Practice Sessions Prohibited:**
 1. The tournament floor shall not be made available for practice purposes for any tournament team during the days when the tournament is in progress (other than the regular warm-up period) or at any time during the ten-day period immediately preceding the opening of the tournament, except when a team plays the majority of its home season games on the floor

selected as the tournament site. Then that team only would be permitted to practice on the tournament floor during the ten-day period prior to the opening of any Association tournament.

2. Teams which have a bye for the first match will be allowed one open practice period prior to their first game of the tournament if scheduling at the tournament site permits.
3. Teams which receive byes after their first game and/or have a day without a game can practice on the tournament floor with the tournament manager's approval.

- **Safety Precautions:** In the MHSA Handbook (page 21, Section 5) states: The ignition or the discharge of fireworks, firearms, explosives, incendiary devices, or flammable materials of any kind is strictly prohibited at all MHSA events. Event managers are authorized to restrict the use of any material or device(s) deemed a safety risk to students, fans, officials or personnel.

In addition, the Executive Board strongly recommends that the use of any device with video or photo capability be restricted in student-athletes' locker rooms. Advise the school personnel of your participating teams about imposed restrictions.

- **Security:** Host management must develop plans and ways to ensure the safety of volleyball officials from their locker rooms to the playing court during and after the match is completed and back to their locker rooms. It is recommended that police protection be available at the tournament at all times. Officials should be protected from abuse from coaches, players, and fans. Security must also be present to provide safety and handle any crowd control or emergency situations that may occur.
- **Scorer, Timer and Libero Tracker:** It is recommended that three competent and experienced adults should serve as your scorer, libero tracker and timer. It is essential that these assistant officials thoroughly understand their responsibility. Remember to have an alternate timing device at the scorer's bench should the primary system fail. An alternate sounding device, such as an airhorn, should also be available. The timer and scorer and the scorer and libero tracker should sit beside each other. You can assist in making their duties easier, more pleasant and more efficient by providing them adequate table space so that they are not crowded by patrons, team representatives, photographers, reporters, etc. A space should be provided at the scorer's table for the following people in order of priority: (1) the official timer, scorer and libero tracker (should sit beside each other); (2) announcer; (3) space for media may be provided if available; and (4) scorers from either or both of the competing schools.

The officials' table, where the official scorer, libero tracker, timer and their respective assistants sit, shall be placed at least 6 feet (10 feet preferred when space permits) outside the court sideline opposite the first referee. A scoresheet shall be supplied by the host team and kept at the officials' table from at least 20 minutes before the match and throughout the match. It shall provide adequate space for lineups, individual scoring, team scoring and time-outs. It also shall provide space in a comments section for recording warnings, penalties and disqualifications for unsporting conduct; removal of a player who is rendered unconscious or apparently unconscious; exceptional substitutions, redesignation of libero and uniform/equipment violations.

- **Team Escorts:** It is recommended that each host school provide a faculty member or reliable student to be at the service of a competing school to escort it to the dressing quarters and provide other services as needed during the session the team's match is played.
- **Time Between Sets:** The time period between all sets of a match shall be no more than three (3) minutes, beginning when the first referee signals the teams to their appropriate team benches. By MHSA guidelines, host schools may not schedule more time between sets.
- **Tournament Participants:** No more than twelve (12) players--fourteen (14) players for AA--can be in uniform for any tournament match and it can be a different 12/14 players for each game.

- **Trainer/Doctor:** It is recommended that medical and first-aid assistance be available at all MHSA postseason volleyball tournament matches. The medical personnel should be available for each team's use.
- **Warm-ups Restrictions:** The pre match warm up period will be a continuous twenty-minute period. The buzzer will be sounded at twelve (12) minutes (signaling the end of joint court warm-up), at eight (8) minutes, at four (4) minutes, at two (2) minutes and at 0:00 (end of serving warm-up). The pre-match conference (including the head coaches and captains) and coin toss will occur before the twenty (20) minute warm-up. The visiting team captain will call the coin toss. The winner of the toss shall choose either to serve or receive. By MHSA guidelines, for all post season volleyball play, volleyball teams will not be allowed on the playing floor until 30 minutes before the start time of the match. Volleyballs can be used during this 30-minute period. The 30-minute period of time includes the 20-minute mandatory warm up.

Once again, thank you for agreeing to manage an MHSA postseason event and if you have any questions regarding the information provided in the volleyball tournament manager's manual, please contact MHSA Assistant Director Kip Ryan.

III. APPENDICES – SAMPLES AND RESOURCES

The following will give you information to help you prepare and run a successful volleyball tournament.

A. Tournament Managers' Resources found on MHSA website:

The following resources can be found under the Volleyball tab on the MHSA website (both the Rules and Regulations and Tournament Manager sections).

- Great Expectations - How Different People Judge your Tournament - by Steve Johnson
- Timelines of Information for a tournament
- Tournament Duties for different tournament personnel
- Tournament Preparation Checklist for the MHSA Staff
- Copy of State Volleyball Bulletin/Forms sent to schools
- Duties of a Scorekeeper with Libero Serving
- Duties of Libero Tracker with Libero Serving
- Line Judge Responsibilities
- Line judge signals, Instructions for Scorer, Court 10 Diagram and Instructions for Timer
- Volleyball Post Season Format, Line-up Rosters and Libero Tracking Sheets
- [Crowd Control Information](#)
- [Allowable Support Items](#)

- **Keys to Hosting and Running a Successful Tournament:** The first thing to remember is don't get complacent because you have managed a prior tournament. Plan to get things done well in advance of the tournament and try to plan for everything. Prior to hosting and running a tournament you should ask the administration of your school district for permission to host the tournament. It is extremely important to keep your administration informed of what you will require to host the event, which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the tournament. If you are fortunate enough to have a local group of people that have formed a Tournament Committee to help with bringing tournaments to your town, make sure this group of people is involved in the planning/hosting of the tournament. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a tournament and that it will require some extra work on their part so they can adjust their work load while helping with the tournament. It is important that you meet with the school administrators who will have teams in the tournament to find out if they have any special needs for the tournament—for instance a sold out policy, ticket prices, security needs, brackets, parking, band areas, etc. To get information on what is needed to manage a successful volleyball tournament, you should read and follow the guidelines presented in the Volleyball Section of the MHSA Handbook, the MHSA Postseason Volleyball Procedures Manual that is sent to each tournament manager, your Conference Handbook and the NFHS Volleyball Rule Book, Case Book, and Official Manual. I would also recommend that you view the MHSA Volleyball Rules Clinic.
- **Contact Previous Tournament Hosts To See How They Did It:** Before you host your volleyball tournament, if you have the opportunity, you should visit other tournament sites to see how that site sets up for their tournament. You should also ask the site's tournament manager for their checklists, informational papers sent to schools, and their timelines used in getting items ready for their tournament.
- **Start Early With Correspondence:** As a tournament manager, you must develop a preparation time line. Communication of tournament information to the schools that will be attending the tournament, your workers and school/facility personnel all must be done in a timely manner to give those people time to plan and allow you to make adjustments in the tournament planning if needed.

- **Tournament Workers:** Finding people to work the tournament might be the most important task a tournament manager has. You must develop a list of the number of people that you will need to run the tournament, make job description/duties for those workers, and put only qualified and trained people in the key positions of the tournament. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the tournament. Always try to recruit extra workers because people have emergencies that come up that won't allow volunteers to work and trying to find workers right before the tournament starts is very difficult. It is recommended that before the tournament starts, you have a meeting with all tournament workers to go over their work schedule and their duties during the tournament. Use school personnel, if your administration allows, and people who have experience working regular season events to fill key worker positions. They know the facility and event needs and want to make a good impression for the people involved in the tournament. It is also a way to thank them for their help during regular season events.
- **Make Teams Feel Welcome:** Little things go a long way in making the tournament an event that people remember. When teams arrive, greet them by knowing the coach's name, show the teams where the locker rooms and training rooms are located, thank the teams for coming, after a contest, tell the coach who they will play next and the time of the match; be visible and offer to help with any concerns or questions. These are some of the little things that make a tournament special for the people involved.
- **Plan for Everything:** As a tournament manager it is important that you try to plan for everything. Once the tournament starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the tournament starts review your checklists and do a final check of the gym and locker rooms. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

B. Announcers and Media Appendix

Required MHSA Announcements:

By the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. All announcements are also linked through the MHSA website (www.mhsa.org).

- [Baden Sports Inc.](#)
- [Blue Cross & Blue Shield of MT](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Army National Guard](#)
- [Montana Farm Bureau Federation](#)
- [Montana Honda Dealers](#)
- [Northwestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

Media Information

A summary of [video, telecast and photography policies](#) is linked through the MHSA website.

C. Program Content Appendix

Program Production and Content:

By the direction of the Executive Board, the MHSA office requests that tournament managers use the following content in your tournament program. All ads are also linked through the MHSA website (www.mhsa.org). Pictures of the MHSA Executive Board and Executive Staff are available on the MHSA website.

MHSA logo

This logo must be used somewhere on your tournament program's cover to show that your tournament is sponsored by the MHSA.



We ask that this [Statement relative to the MHSA](#) be used inside the tournament program:

Montana High School Association

Originally founded in 1921 to regulate athletic competition, the Montana High School Association strives to serve all member schools by governing high school interscholastic activities in Montana.

The mission of the MHSA is to assure that the membership is provided with leadership and support in advancing equitable MHSA interscholastic activities for the growth and educational experience for students.

The purpose of the Montana High School Association is to ensure that interscholastic activities in Montana are administered fairly. Policies pertaining to scholastic standing, transfer, awards and other regulations that guide the Executive Board are adopted by the MHSA member schools. The MHSA is a service-based organization.

High school students throughout the state benefit greatly from interscholastic activities programs. These programs are an integral part of the high school experience, and promotion of good citizenship is essential to the growth and to the development of these valuable activities.

In addition, please include the following statement inside your program: “**Selection of officials for district, divisional and state volleyball tournaments will be made by the MOA office by using a combination of the following: coaches’ input (ballots), individual officials’ pool ranking and MHSA/MOA office input.**”

[NorthWestern Energy Advertisement](#)

The NorthWestern Energy ad must be used in your program as a full-page ad. Please do not contact NorthWestern Energy offices in your area for advertising.

Other MHSA Corporate Sponsor Advertising

Use of the following ads is voluntary at the district and divisional level and may be utilized at the discretion of the district/divisional.

- [Baden Sports Inc.](#)
- [Blue Cross & Blue Shield of MT](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Honda Dealers](#)
- [Northwestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

[Roster Form](#)

This roster form is provided for tournament program information if you so choose.

Other Advertising

The MHSA Executive Board is requesting that each tournament manager use discretion in allowing advertisements in tournament programs that are related to alcohol or to other controlled substances. The Executive Board strongly recommends that any advertisements that relate to alcohol and/or tobacco products not be used in tournament programs.

Prohibited Content

Only information provided by MHSA or other tournament-specific items can be used. Contact the MHSA office if you have questions about allowable tournament program content.

D. Ticketing and Post-Tournament Finances Appendix

[Sample Ticket Chart:](#)

[illegible]

GRAND TOTALS	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
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Tournament Manager Signature:_____

To determine the fee that each official should be paid for district and divisional tournaments, if officials don't have the same number of matches, the tournament manager should draw numbers and inform officials of their assigned rotation so that officials' fees can be computed correctly prior to the beginning of the tournament. If the officials have the same number of matches you can draw numbers for officials the morning of the tournament because all officials will receive the same fee amount. The MOA Section of the MHSA Handbook tells the tournament manager how many times during the tournament an official works as a R1 or R2 and how many times the officials will line judge during the tournament. Each time an official works as a R1 or R2 they get \$81.00 per divisional match and each time the official line judges they get \$21.00 per divisional match. From this information, the tournament manager can determine the fee that should be paid each official.

To determine the amount to pay officials for mileage and per diem for this tournament, the tournament manager must call all officials to get their travel arrangements and motel needs.

The following guidelines will help the tournament manager determine the amount to pay officials for mileage.

1. All postseason officials will be paid a one-way mileage travel allowance from their home sites to the postseason tournaments or playoff site. (at \$0.655 cents per mile) from their home site to the tournament site, except for the official who is a bona fide member of a pool outside his/her local pool. Then he/she will be paid only a rider's allowance from the home site to the postseason tournament or playoff site.
2. Allowance for an official commuting (maximum of 150 miles per trip) at the current prescribed mileage rate. Officials making more than one commute per day will only be compensated for a single commute.

All officials will receive a per diem allowance based on the following guidelines:

1. Each tournament official receives a \$30.00 per diem allowance for each overnight stay at the tournament site away from home for each day the tournament is in session.
2. If any official stays overnight Friday night and officiates a contest after 5:00 pm on Saturday but chooses not to stay overnight Saturday, or an official who rides with an official in this situation shall receive the \$30.00 per diem for that day.
3. A tournament official receives \$20.00 per day for each day an official commute to the tournament while the tournament is in session.
4. Tournament officials working in their home city receive no travel allowance but will receive an \$10.00 per diem allowance for each day the tournament is in session.
5. Each official who travels more than 200 miles one way will also be paid one additional day per diem and will be provided a room if they stay away from home for an extra night.
6. Those officials who must leave their home before 7:00 a.m. on the day of the tournament will also be paid one additional day per diem.

7. If inclement weather forces an extra overnight stay for those officials who are less than 200 miles from their home, the tournament manager must pay an extra day's per diem and lodging to such officials.
8. Officials living less than 200 miles one-way from the tournament site and who are required to report to a tournament site one day early for a tournament meeting, or who must leave their home before 7:00 a.m. on the day of the tournament shall receive an extra day's per diem.

The "notification of assignment of tournament officials' form" must be sent, before the tournament starts, to all officials working the tournament along with two copies of the Tournament Officials Contract. Once a tournament official returns one copy of the Tournament Officials Contract to you, the official has agreed to be paid the amount of money that is listed for them in the "notification of assignment of tournament officials" form. Also, remember that you must pay officials' motel expenses associated with the tournament. Remember, the "notification of assignment of tournament officials" form should show expenses for the regular tournament only (not including the "if necessary, match". If a "if necessary, match" is needed", tournament managers should have the officials' checks ready to give to the officials who will be working the second championship match (if needed match) if that match is to be played.

If you are having trouble determining officials' mileage, per diem or travel needs, please call Kip Ryan at the MHSA office (442-6010).

Summary Tournament Financial Report: After each district or divisional tournament is completed, tournament managers must complete a financial report and send a copy of the report to each participating school and to the MHSA. The report should be submitted within fifteen (15) days following the conclusion of that event. Schools will be required to itemize all charges. These itemizations and amounts charged are subject to review and approval. The host school does not underwrite the expense of the tournament but is obligated to do its best to see to it that the gross receipts are such that allowable expenses are paid in full. Pre-tournament or post-tournament playoff matches are considered part of the tournament; therefore, all receipts and expenses of these matches are part of the tournament financial report

The financial report for MHSA volleyball tournaments is linked below and through the MHSA website (www.mhsa.org). A sample is also included.

[MHSA Volleyball Tournament Financial Report](#) (Excel)

The tournament manager just has to enter the information in the yellow areas of the report and the form will automatically calculate information entered in the report. The information that is to be entered can be found by using the (1) notification of assignment of tournament officials' form and officials' motel expenses, (2) the expense report that each participating school must turn into the tournament manager before they leave the tournament which will show the mileage and per diem amounts for each school and as a reference the guidelines for computing team expenses are found in the Volleyball Section of the current MHSA Handbook, and (3) the tournament manager's bid to run the tournament or if no bid was submitted, the general and facility expenses to run the tournament.

Allowable Tournament Expenses: Charges against the tournament will stand for payment in the following order:

1. Referees' fees and expenses.
2. Only one volleyball may be charged against the district tournament. The volleyballs for all divisional and for all state tournaments will be furnished by the MHSA office at no charge.
3. Normal administrative expenses. (Printing tickets, scorebook, advertising, signs, postage, telephone, clerical, scorer and timer.)
4. Use of facility charges (rental) shall include all charges, if any, for the following: extra custodial service, utilities, ticket sales, ticket takers, police/security, door guards, ushers, parking attendants, first aid room and towel service.
5. Team expenses for district and divisional tournaments are to be computed as follows:

- A. In addition to the players on the tournament roster (a maximum of twelve) per diem will be allowed for four additional persons at \$45.00 per day for a maximum of 16 persons (12 players, 2 managers, 2 coaches), plus travel expense allowance of \$2.50 per mile for one round trip for each school participating.
- B. The decision to stay at the tournament site or to commute rests with each school. If a school elects to commute to the tournament site, any or all days the tournament is in session, they will be paid expenses as follows:
 - 1. \$2.50 per mile for each round trip, maximum of one round trip per day, plus \$20.00 a day per person, to a maximum of 16, for meal allowance for each day they commute while the tournament is in session.
 - 2. For the days when the team stays overnight at the tournament site, the regular schedule of \$45.00 applies.
 - 3. No expenses are paid for the day following the tournament.
- C. One additional day per diem will be allowed if travel distance is more than 200 miles one way, if the team stays overnight an extra night preceding the tournament dates.
- D. Teams required to report to the tournament site a day early for playoff match will be entitled to an extra day per diem at \$20.00 or \$45.00 whichever applies.
- E. If a team(s) draws a bye and does not have to play on any day of the tournament, they will be paid expenses, either commuting or overnight schedule, whichever is applicable, if they are in attendance at the tournament on that day(s).
- F. If, after a team is eliminated from tournament play, they leave before completion of the tournament play, they will receive one day less per diem than they otherwise are entitled to receive under this schedule.
- G. Teams located at the tournament site will not receive any mileage or per diem.
- H. In computing miles traveled the shortest paved route open to travel, as listed on the current official Montana Highway Map published by the Montana Department of Highways, will be the mileage used.

Note: A school cannot be paid per diem for the maximum of 16 persons if it did not bring 16 persons (12 players, 2 managers, 2 coaches). No guarantee is made that teams will receive maximum expense allowance.

Non-allowable Tournament Expenses:

- 1. Proper policing of hotels.
- 2. Proper timing and scoring equipment.
- 3. Adequate dressing room and shower facilities.

For state tournaments only: team expenses will be calculated and distributed with consideration of the total travel distance of the qualifying teams based on a multi-tiered mileage chart established by the Executive Board.

If you are having trouble entering information on this report, please contact Greta Buehler at 406-442-6010.

Summary Tournament Financial Report – Page 1

MONTANA HIGH SCHOOL ASSOCIATION BASKETBALL TOURNAMENT FINANCIAL REPORT										
Clans:		District:			Gender:					
Location:					Dates:					
# of Teams In Tourney OR # in District/Division To Share Profit?		TICKETS SOLD								
		No. of Tickets	Type of Ticket	Amount Each Ticket	Total Per Ticket Amount	Total Gross Receipts				
	0	Adult All-Season	\$0.00	\$0.00						
	0	Student All-Season	\$0.00	\$0.00						
	0	General Admission	\$0.00	\$0.00						
	0	General Admission	\$0.00	\$0.00						
	0	General Admission	\$0.00	\$0.00						
	0	General Admission	\$0.00	\$0.00						
	0	General Admission	\$0.00	\$0.00						
	0	Other (Specify)	\$0.00	\$0.00						
				Gross Receipts:	\$0.00					
TEAM EXPENSE AND DISTRIBUTION OF FUNDS										
School (aka Receipts Line Per Gender/Team)	No. of Persons	Round Trip Mileage	No. of Admittance/Trip	Mileage at \$0.00/mile	Days of the Class at \$0.00	Days of the Class at \$0.00	Total Per Class	Team Bus, Mileage & Per Diem	Amount Allowed to Schools	Total to Participants/Schools
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Totals	0	0	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
REFEREES (Include Fees & Meals)							Total	\$0.00		
ONE TOURNAMENT BASKETBALL (District Level Only)							Total	\$0.00		
GENERAL ADMINISTRATIVE EXPENSE (From Page 2)							Total	\$0.00		
FACILITIES EXPENSE (From Page 2)							Total	\$0.00		
TOTAL TEAM EXPENSES (# Tournament Shows & Profit)							Total	\$0.00		
TOTAL GENERAL TOURNAMENT EXPENSES:								\$0.00		
GROSS RECEIPTS:							\$0.00	0.00% TO DISTRICT/DIVISIONAL ACCOUNT:		
								(Enter 0 if no dist./div. fees are withheld)		
ADJUSTED RECEIPTS:								\$0.00		
TOTAL GENERAL TOURNAMENT EXPENSES:								\$0.00		
TEAM EXPENSES ALLOWED: (Total Receipts - District Fee - Tourney Expenses)								\$0.00		
DISTRIBUTION PERCENTAGE:								#DIV/0!		
PROFIT REMAINING:								\$0.00		
ADDITIONAL AMOUNT DISTRIBUTED TO EACH SCHOOL IN THE DISTRICT/DIVISION:								#DIV/0!		

To Tournament Managers:

Input Data in All Yellow Fields.

Spreadsheet will calculate all breakdowns and team expenses.

Write Checks To Schools In The Below

Write Check To Dist./Div. In The Below Amount

Summary Tournament Financial Report – Page 2

Package Bid (If not package bid, itemize below)

\$0.00

Administrative Expenses (Itemize fully unless it is a package deal.) Administrative expenses (if any) are normally for the following: Printing tickets, one score book, advertising, signs, postage, telephone, clerical, scorer and timer.

1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00

TOTAL ADMINISTRATIVE EXPENSE (Transferred to Page 1)

\$0.00

Facility Expenses (Itemize fully unless it is a package deal.) Facility expenses (rental) shall include all charges, if any, for the following: Extra custodial service, utilities, ticket sales, ticket takers, police, ushers, parking attendants, first aid room, and towel service.

1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00

TOTAL FACILITY EXPENSE (Transferred to Page 1)

\$0.00

NET PROFIT: Net Receipts Less General Tournament Expenses

\$0.00

DISTRIBUTION OF PROFIT: Equal shares to each school in the district/division or all those schools in a particular classification at the state level

1 Shares 2 #DIV/0!

NET LOSS: General Tournament Expenses Exceed Net Receipts

\$0.00

DISTRIBUTION EQUATION: If there is a net loss, execute the following formula:

Adjusted Receipts	\$0.00
Less: Referees	\$0.00
Less: Basketball (District Level Only)	\$0.00
Less: General Administrative Expense	\$0.00
Less: Facilities Expense	\$0.00
Total:	(A) \$0.00

Total (A) divided by total team expense = (B) #DIV/0! (B) x each school's team expense = amount due to each school.

For MHSB records, please list names and home cities of referees who officiated the tournament.

1		6	
2		7	
3		8	
4		9	
5		10	

Date: Telephone #: Signature & Email of Preparer:

Please return completed form and one tournament program within fifteen (15) days following the event to the MHSB office, 1 South Dakota Avenue, Helena, MT 59601



PASSES FOR ADMISSION TO MHSA EVENTS

The following passes are distributed by the Montana High School Association Executive Board. The individuals receiving the passes are admitted to MHSA events free of charge. Thank you for your cooperation and assistance.

MONTANA HIGH SCHOOL ASSOCIATION

PERSONNEL

PASS

TO ALL INTERSCHOLASTIC GAMES AND EVENTS

Admit Free and Without Challenge

(Employee/Board Member's Name)

The holder of this pass, as a member of the MHSA Staff, shall be admitted to all MHSA contests, MHSA activity, playing field, game floor, and/or restricted areas pertaining to MHSA sanctioned activities.

By Order of the MHSA Executive Board

MHSA Executive Director _____

Montana High School Association PASS FOR MCA/MOA HALL OF FAME INDUCTEE

Please admit: **[name]**

To All MHSA Athletic Contests and Tournaments
This pass has been issued by the Board of Control of the Montana High School Association and is not transferable. The Board requests that this pass be honored by member schools.

Signed: _____
MHSA Executive Director

Date issued: October 22, 2000

Montana High School Association PASS FOR PAST MOA DISTRICT DELEGATE

Please admit: **[name]**

To All MHSA Athletic Contests and Tournaments
This pass has been issued by the Board of Control of the Montana High School Association and is not transferable. The Board requests that this pass be honored by member schools. This pass is issued for past service as an MOA District Delegate. The holder of this card has served at least two terms as District Delegate.

Signed: _____
MHSA Executive Director

Date issued: October 22, 2000

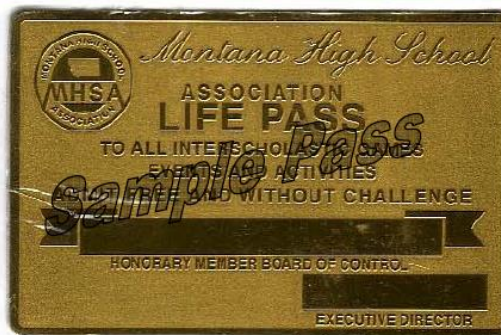
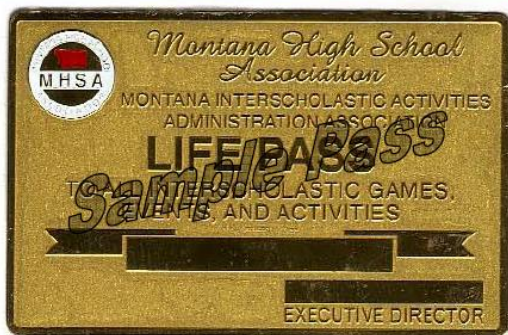
Montana High School Association PASS FOR MOA DISTRICT DELEGATE

Please admit: **[name]**

To All MHSA Athletic Contests and Tournaments
This pass has been issued by the Board of Control of the Montana High School Association and is not transferable. The Board requests that this pass be honored by member schools.

Signed: _____
MHSA Executive Director

Date issued: October 22, 2000



Press Access: Upon request, event managers should provide one pass for Associated Press, two passes for daily news media and one pass for bona fide press from participating communities. Members of the written press will be required to show their Montana Newspaper Association credentials when picking up their passes.

For more information, contact: Montana High School Association, 1 South Dakota Avenue,
Helena, MT 59601. Phone: 406.442.6010 Fax: 406.442.8250 www.mhsa.org



MONTANA HIGH SCHOOL ASSOCIATION CROWD CONTROL

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 4. Being ejected from a contest;
 5. Physically assaulting an official.

Section (34) CROWD CONTROL AT MHSA CONTESTS

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
1. Provide worthwhile educational experiences for all students, players and spectators.
 2. Provide enjoyable recreation regardless of whether the game is won or lost.
- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.
- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.
1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. Special attention must be given to the supervision of student cheering sections, including having an administrator present near the vicinity of the student cheering section for all home and post-season contests to assist with crowd control.
- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school.
- Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries.
- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.
- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.

- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.
- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices, **including vuvuzelas**, by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."
- K. The formation of "rally lines" or "player run-throughs" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.
- M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:
 - 1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:
 - a. If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.
 - b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.
 - c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.
 - d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.
 - e. All local fire and public safety codes must be followed.
 - 2. Post Season - for all indoor post season events (playoffs and tournaments), full facility lighting will remain on throughout introductions, during competition, and between contests (if applicable).
- N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

- 1. Always set a good example for others to follow.
- 2. Instruct the players about their sportsmanship responsibilities.
- 3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
- 4. Be a good host to opponents; treat them as guests.
- 5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
- 6. Select only officials who have demonstrated the highest ethical standards.
- 7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
- 8. Publicly shake hands with the officials and opposing coach before and after the contest.

Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

- 1. Treat opponents with respect that is due them as guests and fellow human beings.
- 2. Shake hands with opponents and wish them good luck before the contest.
- 3. Exercise self-control at all times, accepting decisions and abiding by them.
- 4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.

5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. School flags cannot be paraded in front of the opposing fans' sections.
8. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
9. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Students

Students' habits and reaction as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contests and mood altering substances do not mix.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests.
11. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Spectators

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the officials' point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.

5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
 - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
 - c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
 - d. Erect restraining fences and/or rope off areas appropriately.
 - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - g. Provide first aid capability and/or medical doctor availability.

Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.
3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.