

# TOURNAMENT BULLETINS

Maryland Public Secondary Schools Athletic Association  
200 West Baltimore Street - Baltimore, MD 21201



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## MPSSAA 2013 Fall Bulletins

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# **MPSSAA BULLETINS**

## **Fall 2013**

This publication contains information pertaining to state tournament competition for the fall season. It is divided into two sections. The first section contains information pertinent to all tournaments. The second section contains the particular rules for each sport.

Schools will be provided with enough copies of the booklet for the principal, athletic director, and each head coach for the fall season. **It is the school's responsibility to read and follow the guidelines provided in this publication.**

### **I. STATE TOURNAMENT POLICIES**

- A. The Maryland Public Secondary Schools Athletic Association games or tournament committees, each representing all of the nine districts shall administer and supervise tournaments in the various sports at the district, region, and state level.
- B. All participating schools shall abide by the rules established by the tournament committee.
- C. Although certain aspects of a tournament may vary from year to year, the following basic policies shall be observed by all tournament committees:
  1. A tournament may not interfere with local school policy.
  2. A school or school system has the privilege and right to decide whether or not it will participate in a tournament.
  3. A school shall compete in its classification when a tournament is so structured.
  4. Certified and approved officials organizations shall be assigned games in a fair, equitable, and nondiscriminatory manner.
  5. All awards and recognition shall conform to MPSSAA Bylaw .08.
  6. A tournament committee shall make every effort to establish game sites that minimize extensive travel for participating teams.
  7. All policy and procedure changes for a state tournament shall be subject to the approval of the MPSSAA executive council with the Association's tournament committee serving in an advisory capacity. Emergency decisions on tournament policies and procedures may be made by the MPSSAA executive director.
  8. When a contestant is found ineligible during the progress of a tournament, the contest last played shall be forfeited, and the team that was defeated shall take its place.
  9. All-star teams or best individual athlete awards MAY NOT be selected from an approved tournament.
  10. Sports at the state tournament level shall be governed by approved game rules.

11. If a team or any student participating in state tournament play leaves the field of play before the completion of a contest, or fails to continue play when eligible to do so, or is guilty of misconduct detrimental to the tournament, then the team, coach, contestant or contestants may be suspended from further participation in the current tournament and from the same tournament in the succeeding year, upon the determination of the tournament committee and the executive director. *In addition, refer to section labeled "Misconduct Detrimental to a Tournament" (page 42 in the current MPSSAA Handbook).*
12. The rules of the Association do not provide authority to order games replayed. Protests arising from decisions and interpretations by officials during the game will not be considered. Officials decisions and interpretations are final.
13. All suspended games will be continued from the point at which they were interrupted.
14. Expansion of any sport to the state level shall be recommended by the MPSSAA's board of control and approved by the state superintendent of schools after consultation with local superintendents of schools.

**II. RESPONSIBILITIES OF SCHOOLS PARTICIPATING IN A TOURNAMENT**

- A. An MPSSAA team completing the minimum number of varsity games stated in the following table qualifies as a participant in that specific sport for state tournament play.

SPORT	MAXIMUM	MINIMUM	SPORT	MAXIMUM	MINIMUM
Baseball .....	18	.....14	Lacrosse .....	12	.....9
Basketball.....	20	.....15	Soccer .....	12	.....9
Field Hockey .....	12	.....9	Softball .....	18	.....14
Football .....	10	.....8	Volleyball.....	15	.....12

- B. It is the responsibilities of schools to work with regional directors to accurately report schedules, results and records for the purpose of tournament seeding. Failure to do so in a timely and accurate manner significantly hinders the smooth operation of the state tournament and may be considered misconduct detrimental to the tournament as outlined in the MPSSAA Handbook.
- C. Postponed contests shall be rescheduled on the next available (nonscheduled) playing date. Any disagreements shall be referred to the appropriate local supervisor(s) for resolution.
- D. All schools entering a tournament must agree to arrangements made by its tournament committee. This includes the time and place of each game and the selection of officials. All games will be played under the rules of the MPSSAA. In cases not covered by written regulations, the tournament committee in charge is empowered to make decisions.
1. A school may not request a postponement of any tournament game because of illness, injury, or unavailability of some of its players.
  2. A school is responsible for seeing that all its players are protected by insurance in the event of injury.
- E. Games will be played on a basis of shared responsibilities. Personnel from the visiting schools must accept their joint responsibilities with the persons in charge for the supervision and maintenance of good behavior on the part of the students, spectators, and participants. Good sportsmanship, exemplary behavior, and the protection of property are of primary importance before, during, and following each game. It is recommended that faculty representatives of the competing teams anticipate and study problems that could arise from such contests and plan cooperatively to deal with these problems.
- F. Schools hosting region tournament games are responsible to provide a qualified game manager other than the participating coach.

- G. The possession or use of any alcoholic beverage or nonalcoholic substitute (i.e. nonalcoholic champagne) is considered to be conduct detrimental to a tournament. An individual or team using such products in any form of consumption or celebration will be subject to disciplinary action.

### **III. Point of Emphasis**

The MPSSAA would like to make a point of emphasis for coaches. Coaches are reminded that you set the tone for your team and are the foremost influential figures representing your school. Your coaching attire and actions should reflect a professional approach that signifies a respect for the game, respect for your school and respect for yourself.

### **IV. COMPLIMENTARY PASSES**

- A. Complimentary passes are provided for coaches and administrators only.
  - 1. Passes are distributed through local supervisors.
  - 2. Each pass should have the bearer's name printed on the pass prior to distribution.
  - 3. A valid driver's license is required to be displayed with each pass.
  - 4. Admission to Regular Season Events is subject to Local School System Rules.
- B. Additional special passes will be distributed for some tournaments. Those passes will admit the bearer only.
- C. All other individuals age 7 years or older will be charged admission to any MPSSAA event.

### **V. RADIO AND TELEVISION**

Radio and television coverage of the playoffs and championship games will be allowed by any station that is awarded a contract by the MPSSAA. Radio and television contracts must be awarded through the executive director. Schools will be notified by the executive director of approved broadcasters.

### **VI. MEDICAL PERSONNEL**

The MPSSAA has budgeted for qualified medical personnel to be employed at each semifinal and final game. Host schools should employ those medical personnel from local sources. Medical personnel will be paid at the local rate.

### **VII. THUNDER AND/OR LIGHTNING**

If thunder and/or lightning can be heard or seen, participants, spectators, and staff are in danger. Contests must be stopped and protective shelter sought immediately. In the event that either situation should occur, 30 minutes will be allowed to pass after the last sound of thunder and/or lightning strike before resuming play.

### **VIII. POLICE PROTECTION**

The game director at each site will employ adequate police protection to supervise parking lots and assist with crowd control.

## IX. TOURNAMENT ENTRY INFORMATION

### A. Tournament Organization

1. Every school is automatically entered into the tournament unless the MPSSAA office receives written notification to the contrary. Request for withdrawal shall be by letter, signed by the school principal.
2. NO ENTRIES ARE TO BE SENT UNTIL THE REGIONAL QUARTERFINALS ARE COMPLETED. Only teams that win a region's quarterfinal should submit the entry and photo.
3. The online entry must be received in the MPSSAA office by the deadline in the sport's Bulletin. An entry received after that date and time incurs a \$100 late fee. *The burden of proof is on the school.*
  - a. The form will be found on the MPSSAA web site <mpssaa.org> under the Coaches/Athletic Directors link. This page is password protected and each school will need to use their school's username and password to enter online (Do Not Wait Until The Last Minute To Try And Access This Page).
  - b. After entering the Coaches/Athletic Directors page, scroll down to "Team Entry". Click on the directions link and follow the directions to fill out the team tournament entry form.
4. TEAM PHOTOS: The team photo may be sent by Certified Mail, using Life Touch or through MPSSAA.org's Coaches/Athletic Directors page. Skip to No. 5 if using MPSSAA.org or No. 6 if using Life Touch.
  - a. Schools using Certified Mail- Return Receipt Requested and be postmarked no later than the day following the team's regional quarterfinal win or incur a late fee of \$100. (To save postage, the athletic director is encouraged to send the school's baseball, softball, boy's lacrosse and girl's lacrosse photos in the same envelope earlier in the season.) Again, *the burden of proof is on the school*. Certified Mail - Return Receipt Requested is always traceable and will show the date it was received in this building and by whom.
  - b. Send the original team photo to the MPSSAA office using the following address:

MPSSAA (enter sport here, i.e., Baseball) Photo Entry  
200 West Baltimore St.  
Baltimore MD 21201
  - c. The athletic director is encouraged to provide all coaches with a schedule for team photos to be taken so the photographers do not have to make multiple trips to the same school.
  - d. A good team photo should exhibit a positive image of the school and show all athletes' faces and, ideally, their uniform numbers. Have the photographer elevated so the numbers are visible.
  - e. The photo may be either in black & white OR color, preferably no larger than 5 x 7.
  - f. The MPSSAA *will reject* computer disks, photocopies, Polaroid or faxed photos, or those cut from other publications.
  - g. The athletic director should use a ball point pen to place the name of the school and sport on the back of the photo. Should a soft tipped pen be used, clear tape should cover the writing to prevent the ink from transferring to another picture.

## 5. SCHOOLS SENDING DIGITAL PHOTOS USING MPSSAA.ORG

- a. If using the MPSSAA.org method, make sure photos have a resolution no less than 300 DPI and are at least 4' by 6' photo.
- b. Go to MPSSAA.org and enter the Coaches/Athletic Directors Page. This page is password protected and each school will need to use their school's username and password to enter online (Do Not Wait Until The Last Minute To Try And Access This Page).
- c. Click on the link that says "Submit Team Photo." Make sure you include your schools name and the sport in the email.
  - (1) A good team photo should exhibit a positive image of the school and show all athletes' faces and, ideally, their uniform numbers. Have the photographer elevated so the numbers are visible.

## 6. SCHOOLS WITH LIFETOUCH STUDIOS ATHLETIC CONTRACT

- a. It is the responsibility of the school to properly identify the team portrait by FAXING A COPY OF THE WINNING TEAM'S PHOTO to the LifeTouch Studio (410-735-9171). Follow the steps below to print out a copy of the photo to be faxed.
  - (1) When receiving a Kodak CD for the first time, you must follow these directions:
    - > After putting the CD in the drive, a slide show will begin.
    - > Click '*Start Kodak Easyshare Software*' in the bottom right-hand corner.
    - > When prompted, click '*I agree*', then click 'Next'.
    - > Click '*Complete Installation*', then click 'Next'.
    - > After the installation, you will be prompted to re-start your computer.
  - (2) For subsequent Kodak CD's, follow these instructions:
    - > Double-click the Kodak icon on your desktop.
    - > From the Kodak window, select '*Kodak Picture CD*'.
    - > From there, you can print. Fax the printed copy to LifeTouch (410-735-9171).
  - (3) When receiving a standard CD:
    - > Double-click '*My Computer*'.
    - > Double-click the drive letter associated with your CD drive (usually 'D').
    - > Double-click the folders on the disk until you reach the individual picture files.
    - > From there, you can print. Fax the printed copy to LifeTouch (410-735-9171).
- b. The LifeTouch Studio will then take the responsibility of delivering your submitted team portraits to MPSSAA's commercial printer. MPSSAA will verify with LifeTouch the correct portraits are included and will contact you if there is a problem.)

## 7. QUESTIONS OR PROBLEMS?

- a. Contact by phone or e-mail:
  - (1) Andy Warner (410-767-0415) or <rwarner@msde.state.md.us>
- b. **DO NOT WAIT TILL THE LAST MINUTE!**

# REIMBURSEMENT SCHEDULE

## STATE AND REGION FOOTBALL

**Maximum Official Party**

- 4A - 55
- 3A - 50
- 2A - 50
- 1A - 50

Number of players equivalent to varsity roster as of Oct. 15. Certified coaches and student managers will be issued sideline passes

**Meals**

- 1. Over 75 miles one way @ \$10/person
- 2. Over 150 miles one way @ \$30/person overnight (must be approved by executive director)

**Travel (round trip distance)**

- 1. Official party of 40 and under - 1 BUS
- 2. Official party of 41 and over - 2 BUSES
- 3. 0-150 miles @ \$1.50 per mile - minimum \$100 or actual cost
- 4. 151-225 miles @ \$1.75 per mile - not to exceed actual cost
- 5. Over 225 miles @ \$2.00 per mile - not to exceed actual cost

**Lodging**

Must be approved by the MPSSAA Executive Director

**Distribution of Receipts** - 100% to MPSSAA

**Reimbursement Deadline** - December 15

## REGION CROSS COUNTRY

**Maximum Official Party -**

10 varsity runners on active roster by October 15 plus certified coaches and managers

**Meals, Travel & Lodging**

District Option

## STATE CROSS COUNTRY

**Maximum Official Party -**

10 varsity runners on active roster by October 15 plus certified coaches and managers

**Reimbursement Deadline**

December 15

**Travel Allotment - Round Trip Distance**

- 1. 0-50 miles      \$50
- 2. 51-150 miles    \$75
- 3. 151-225 miles   \$100
- 4. Over 225 miles   \$125

# REIMBURSEMENT SCHEDULE

## REGION FIELD HOCKEY

**Maximum Official Party - 25**

**Distribution of Receipts**

To the host district

**Meals, Travel, Lodging**

District Option

## STATE FIELD HOCKEY

**Maximum Official Party - 25**

**Lodging**

None

**Meals**

Over 75 miles one way @ 10/person

**Distribution of Receipts**

100% to MPSSAA

**Travel (round trip distance)**

1. 0-150 miles @ \$1.50 per mile - minimum \$100 or actual cost
2. 151-225 miles @ \$1.75 per mile - not to exceed actual cost
3. Over 225 miles @ \$2.00 per mile - not to exceed actual cost

**Reimbursement Deadline**

December 15

## REGION GOLF

**Maximum Official Party -**

4 Girls, 4 Boys, and certified coach

**Distribution of Receipts**

To the host district

**Meals, Travel & Lodging**

District Option

## STATE GOLF

**Maximum Official Party -**

4 Girls, 4 Boys, and certified coach

**Reimbursement Deadline**

December 15

**Travel Allotment - Round Trip Distance**

1. 0-50 miles \$50
2. 51-150 miles \$75
3. 151-225 miles \$100
4. Over 225 miles \$125



# REIMBURSEMENT SCHEDULE

## REGION SOCCER

### Maximum Official Party - 25

### Meals, Travel, Lodging

District Option

### Distribution of Receipts

To the host district

## STATE SOCCER

### Maximum Official Party - 25

### Meals

Over 75 miles one way @ 10/person

### Travel (round trip distance)

1. 0-150 miles @ \$1.50 per mile - minimum \$100 or actual cost
2. 151-225 miles @ \$1.75 per mile - not to exceed actual cost
3. Over 225 miles @ \$2.00 per mile - not to exceed actual cost

### Lodging

None

### Distribution of Receipts

100% to MPSSAA

### Reimbursement Deadline

December 15

## REGION VOLLEYBALL

### Maximum Official Party -

20 (15 players, 3 coaches, and 2 managers)

### Meals, Travel & Lodging

District Option

### Distribution of Receipts

To the host district

## STATE VOLLEYBALL

### Maximum Official Party -

20 (15 players, 3 coaches, and 2 managers)

### Meals

Over 75 miles one way @ 10/person

### Travel (round trip distance)

1. 0-150 miles @ \$1.50 per mile - minimum \$100 or actual cost
2. 151-225 miles @ \$1.75 per mile - not to exceed actual cost
3. Over 225 miles @ \$2.00 per mile - not to exceed actual cost

### Lodging

None

### Distribution of Receipts

100% to MPSSAA

### Reimbursement Deadline

December 15