

**Maryland Public Secondary Schools  
Athletic Association**

**DIRECTOR'S GUIDE**

**2013-2014  
MPSSAA Region Tournaments**



**[www.mpssaa.org](http://www.mpssaa.org)**



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# MPSSAA Region Director's Guide

## INTRODUCTION

Thank you for agreeing to serve as a region director. This is an extremely important task. Your dedication and effort is appreciated. Communication is of vital importance in this position. You will be called upon to secure and/or confirm sites for region playoff contests, secure game officials, and in general, oversee the operation of the region tournament. Your first line of communication will be with athletic directors and the local athletic coordinators in your region.

This handbook is intended to serve as a guide for you in completing your responsibilities. The general outline describes a time line for certain tasks and responsibilities in conducting your region tournament. This includes tasks that must be completed prior to the "draw", tasks that begin immediately following the "draw", tasks required throughout your region tournament, and your responsibility to the state tournament. On the following pages are sample documents and forms, along with recommendations to follow while hosting a region playoff contest to ensure the smooth operation of your region tournament.

## TOURNAMENT FORMAT OVERVIEW

All varsity level MPSSAA teams completing the minimum number of varsity games listed below are eligible for first round play in their classified region regardless of their regular season records:

Baseball—14	Soccer—9
Basketball—15	Softball—14
Field Hockey—9	Volleyball—12
Lacrosse—9	

Schools are entitled to only one varsity team entry per sport tournament.

*Every school is automatically entered into the region tournament unless the MPSSAA office receives written notification to the contrary. Request for withdrawal shall be by letter, signed by the school principal, and received in the MPSSAA office prior to the tournament draw.*

**SEND NO ENTRIES UNTIL THE REGION QUARTERFINALS ARE OVER.** *Only teams that win region quarterfinals are to submit online entries and photos. Detailed directions and deadlines will be found in Section I of*

*the Fall and Spring Bulletins and in the Winter Basketball Bulletin.*

The draw for the following region tournaments will take place in the MPSSAA office via conference call with the state tournament chair on the following dates:

October 17 (field hockey)  
October 21 (soccer)  
October 28 (volleyball)  
May 5 (lacrosse)  
May 6 (softball)  
May 7 (baseball)

The draw for the basketball tournament will be held at Long Reach HS on February 23 and will be open to interested parties.

The brackets for all tournaments will be posted on our web site <[www.mpssaa.org](http://www.mpssaa.org)> the same day as their respective draws. The following procedures will be used for seeding and determining regional play.

- The region tournament brackets will have two 8-line sectional brackets with "byes" placed prior to the draw. The number of "byes" is determined by subtracting the number of teams participating from 8 in a sectional (i.e., a sectional with 5 teams participating would have 3 byes placed on the bracket).
- Schools are divided into sectionals as established by the MPSSAA Classification Committee and Board of Control.
- The toptwo teams in each sectional, based on their regular season winning percentage, will be seeded.
- The remaining teams in each sectional will be seeded based on a random draw for that sectional.
- Schools will play out each sectional with a sectional quarterfinal round, sectional semifinal round, and a sectional championship.
- Sectional champions will meet in a regional championship game.



# Projected State Tournament Time Lines For 2013-14

(All dates are tentative and are subject to change)

## CROSS COUNTRY

Aug 14 .....	First practice date
Sep 6 .....	First play date
Oct 21 .....	Application deadline for Region Meet entry
Oct 28 .....	Determination of Region Meet qualifiers
Oct 31 .....	Region Meets
Nov 3 .....	Organization meeting for State Meets
Nov 9 .....	State Meets

## FIELD HOCKEY

Aug 14 .....	First practice date
Sep 6 .....	First play date
Oct 17 .....	Draw for tournament bracket positions
Oct 21 .....	Last play date
Oct 22 .....	Region First Round
Oct 24 .....	Region Quarterfinals
Oct 25 .....	APPLICATION DEADLINE FOR QUALIFIERS*
Oct 28 .....	Region Semifinals
Oct 30 .....	Region Finals
Nov 4/6 .....	State Semifinals
Nov 9 .....	State Finals

## FOOTBALL

Aug 14 .....	First practice date
Sep 6 .....	First play date
Nov 9 .....	Last play date
Nov 10 .....	Organization meeting for postseason tournament
Nov 15/16 .....	Region Semifinals
Nov 18 .....	APPLICATION DEADLINE FOR QUALIFIERS*
Nov 22/23 .....	Region Finals
Nov 29/30 .....	State Semifinals
Dec 5/6/7 .....	State Finals

## GOLF

Aug 14 .....	First play/practice date
Oct 22 .....	District Tournament completion date
Oct 22 .....	Tournament entry blank due;
Oct 23 .....	Organization meeting for State Tournament
Oct 28/29, 30 .....	State Tournament

## SOCCER

Aug 14 .....	First practice date
Sep 6 .....	First play date
Oct 21 .....	Draw for tournament bracket positions
Oct 23 .....	Last play date
Oct 25 .....	Region First round
Oct 29 .....	Region Quarterfinals
Oct 30 .....	APPLICATION DEADLINE FOR QUALIFIERS*
Nov 1 .....	Region Semifinals
Nov 5 .....	Region Finals
Nov 8/9 .....	State Semifinals
Nov 14/15/16 .....	State Finals

## VOLLEYBALL

Aug 14 .....	First practice date
Sep 6 .....	First play date
Oct 28 .....	Draw for tournament bracket positions
Oct 30 .....	Last play date
Oct 31/Nov 1 .....	Region First round
Nov 4 .....	Region Quarterfinals
Nov 5 .....	APPLICATION DEADLINE FOR QUALIFIERS*
Nov 6 .....	Region Semifinals
Nov 8/9 .....	Region Finals
Nov 11-14 .....	State Semifinals
Nov 16 .....	State Finals

## BASKETBALL

Nov 15 .....	First practice date
Dec 5 .....	First play date
Feb 22 .....	Last play date for seeding consideration
Feb 23 .....	Draw for tournament bracket positions
Feb 27 .....	Last play date
Feb 28 (B); Mar 1 (G) .....	Region First Round
Mar 3 (B); Mar 4 (G) .....	Region Quarterfinals
Mar 4 (B); Mar 5 (G) .....	APPLICATION DEADLINE FOR QUALIFIERS*
Mar 5 (B); Mar 6 (G) .....	Region Semifinals
Mar 7 (B); Mar 8 (G) .....	Region Finals
Mar 13/14 .....	State Semifinals
Mar 15 .....	State Finals

### \* Application Deadline For Qualifiers -

Winners of region quarterfinal games are to submit the team tournament entry form along with a photo to the MPSSAA office. Check your respective sport bulletin for information regarding this submission.

## INDOOR TRACK

Nov 15 .....	First practice date
Dec 5 .....	First play date
Jan 28, 29, Feb 3 .....	Deadline for entry into tournament
Feb 1-12 .....	Region Meets
Feb 15 .....	Seeding of State Meets
Feb 17-18 .....	State Meets

## SWIMMING & DIVING

Nov 15 .....	First practice date
Dec 5 .....	First play date
Feb 13-15 .....	Regional Meets
Feb 17 .....	Organizational Meeting for State Meet
Feb 21-22 .....	State Meets

## WRESTLING DUALS

Nov 15 .....	First practice date
Dec 5 .....	First play date
24 hours prior to region tourn. ....	Team entry form due
Feb 8 .....	Last play date
Feb 12 .....	Region Tournament
Feb 15 .....	State Tournament

## WRESTLING

Nov 15 .....	First practice date
Dec 5 .....	First play date
Feb 22 .....	Last play date
Feb 21/22 .....	City, County Conference Tournament
Feb 28/Mar 1 .....	Region Tournament
Mar 2 .....	Organization meeting for State Tournament
Mar 7-8 .....	State Tournament

## BASEBALL

Mar 1 .....	First practice date
Mar 21 .....	First play date
May 7 .....	Draw for tournament bracket positions
May 8 .....	Last play date
May 9 .....	Region First round
May 12 .....	Region Quarterfinals
May 13 .....	APPLICATION DEADLINE FOR QUALIFIERS*
May 14 .....	Region Semifinals
May 16 .....	Region Finals
May 20 .....	State Semifinals
May 23/24 .....	State Finals

## LACROSSE

Mar 1 .....	First practice date
Mar 21 .....	First play date
May 5 .....	Draw for tournament bracket positions
May 6 .....	Last play date
May 7 .....	Region First round
May 9 .....	Region Quarterfinals
May 12 .....	APPLICATION DEADLINE FOR QUALIFIERS*
May 12 .....	Region Semifinals
May 14 .....	Region Finals
May 16/17 .....	State Semifinals
May 20/21 .....	State Finals

## SOFTBALL

Mar 1 .....	First practice date
Mar 21 .....	First play date
May 6 .....	Draw for tournament bracket positions
May 7 .....	Last play date
May 8 .....	Region First round
May 12 .....	Region Quarterfinals
May 13 .....	APPLICATION DEADLINE FOR QUALIFIERS*
May 14 .....	Region Semifinals
May 16 .....	Region Finals
May 20 .....	State Semifinals
May 23/24 .....	State Finals

## TENNIS

Mar 1 .....	First practice date
Mar 21 .....	First play date
May 17 .....	Region tournament completion deadline
May 19 .....	Entry deadline
May 20 .....	Organization meeting for State tournament
May 23-24 .....	State Tournament

## TRACK & FIELD

Mar 1 .....	First practice date
Mar 21 .....	First play date
7 days prior to Region Meet .....	Deadline for entry into tournament
4 days prior to Region Meet .....	Scratch & substitution deadline
May 14-17 .....	Region Meets
May 18 .....	Seeding of State Meets
May 22-24 .....	State Meets

# Pre-Season Tasks for All Region Tournaments

**Regional Championship Sites:** During the first year of a classification period, Section I will host all fall and spring regional championship games, Section II will host all winter regional championship games. During the second year of a classification period, Section II will host all fall and spring regional championship games, Section I will host all winter regional championship games.

## 2013-14

Fall - Section I Host  
Winter - Section II Host  
Spring - Section I Host

## 2014-15

Fall - Section II Host  
Winter - Section I Host  
Spring - Section II Host

Unless a specific alternative plan has been approved, all regional championship games will be held at the home site of the school representing the designated host sectional. The option to conduct region contests at neutral or central sites remains.

**Site Procurement:** The MPSSAA Executive Director may grant permission for region tournament games to be scheduled at a site other than that of the home school site. This may be done upon written request of the region director with the approval of all involved local athletic coordinators/supervisors.

If this is the case, the region director may need to secure several central sites within that region for holding the sectional or region finals, rather than at home school sites. The region director shall make arrangements to do so and submit the request to the MPSSAA Executive Director by the following dates:

October 1 ....Field Hockey, Soccer, Volleyball  
February 1 ..Basketball  
April 10 .....Baseball, Lacrosse, Softball

These arrangements, if so desired, will be completed as follows:

1. The region director will draft a letter outlining the desired tournament format for that region's contests and include dates, sites, and times.
2. The letter shall be sent to the local athletics coordinator(s) in that region/section.
3. If approved, the local athletics coordinator(s) will sign off on the letter.
4. In regions/sections involving more than one jurisdiction, this may be done upon the written request of the region director, with the approval by a two-thirds representative vote of the athletics coordinator(s) of the schools in that region/section. Each athletic supervisor's vote will be weighed proportionally to the number of schools he or she represents in that region.

The region director should maintain a copy of all signed correspondences for the tournament file.

**Communications:** It is important for you as a region director to contact every school in your region prior to the draw in order to secure the information you will need to administer your region tournament.

***The modified open tournament format (seeding the top four teams) will necessitate your keeping track of each team's win-loss record during the season and will require intense work in a short time span during tournament time.***

Included in this booklet to assist you is a sample letter you should customize to meet your own region's needs. It is recommended you send such a letter as soon as season play begins. This will allow you time to create a list or database for quick and easy reference.

Your communication should always be with the athletic director. It is the athletic director's responsibility to communicate with the coach. Call the coach only if you cannot reach the athletic director. It is also important for you to keep your local athletic coordinator fully informed.

**SAMPLE LETTER**  
**from Region Director to Athletic Directors and Coaches**

**TO:** Athletic Director and \_\_\_\_\_ Coaches  
(Sport)

**FROM:** \_\_\_\_\_, \_\_\_\_\_ Region \_\_\_\_\_ Tournament Director  
(Your Name) (Sport)

**SUBJECT:** Region Modified Open Tournament

Welcome to the \_\_\_\_\_ tournament.  
(Classification & Region -North, South, East, West; sectional)

I am your region tournament director and as such I will be communicating with all coaches through their athletic directors. I am responsible for organizing and administrating the tournament for this region.

To assist me in communicating, please complete the two enclosed forms (Information Form and Season Schedule). *Return both forms to me no later than* \_\_\_\_\_.  
(October 1, January 15, April 10)

My ability to communicate with you is only as good as the information you provide me. Each coach is reminded to carefully read the MPSSAA \_\_\_\_\_ Tournament Bulletin and  
(Season and Year)

adhere to all special procedures, requirements, and deadlines particular to this sport. Since there is a possibility of your school hosting one or more tournament contests, be sure your facility meets any requirements listed in the Tournament Bulletin as well as those in the National Federation rules book. If you are unable to host a region contest, please indicate so on the attached form.

**REMINDER: All communication will be through the athletic director.** A coach will be contacted only if the athletic director is unreachable.

I can be reached at work at \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Phone Number)

I can be reached at home at \_\_\_\_\_ up until \_\_\_\_\_ PM.  
(Phone Number)

It is my responsibility as region director to submit the updated regular season record of every team in this region to the state tournament director on \_\_\_\_\_. [sample for basketball: Friday, February 18 for girls and Saturday, February 19 for boys]. ***Please call me the evening of the date immediately above with your "to-date" regular season win-loss record.*** This information is critical to the proper seeding of the top 2 teams in each sectional.

Best wishes for a successful season.

cc: local athletic coordinator



## SAMPLE INFORMATION SHEET FOR REGION TOURNAMENT PARTICIPANTS

### MPSSAA Region Tournament Information for \_\_\_\_\_ .

(FILL IN SPORT)

Please complete this form and return it by (October 1, January 15, April 10) to:

\_\_\_\_\_  
(INSERT REGION DIRECTOR'S NAME)

WORK PHONE \_\_\_\_\_  
(INSERT REGION DIRECTOR'S WORK PHONE & BEST TIME TO CALL)

\_\_\_\_\_  
(INSERT REGION DIRECTOR'S ADDRESS)

E-MAIL \_\_\_\_\_  
(INSERT REGION DIRECTOR'S E-MAIL ADDRESS)

\_\_\_\_\_  
(INSERT REGION DIRECTOR'S CITY-STATE-ZIP)

HOME PHONE \_\_\_\_\_ UNTIL \_\_\_\_\_ PM  
(INCLUDE AREA CODE)

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SCHOOL \_\_\_\_\_ COACH \_\_\_\_\_

COACH'S HOME ADDRESS \_\_\_\_\_

COACH'S HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ UNTIL \_\_\_\_\_ PM

COACH'S WORK PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

COACH'S E-MAIL \_\_\_\_\_

ATHLETIC DIRECTOR \_\_\_\_\_

ATHLETIC DIRECTOR'S WORK PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

ATHLETIC DIRECTOR'S HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ UNTIL \_\_\_\_\_ PM

ATHLETIC DIRECTOR'S E-MAIL \_\_\_\_\_

SCHOOL FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact person and phone number of newspaper that usually prints my school's game scores:

\_\_\_\_\_

Assigner, phone number, and name of officials' board that services my school:

\_\_\_\_\_

My site conforms to standards set forth in the MPSSAA Tournament Bulletin and National Federation Rules book.

Yes \_\_\_\_ No \_\_\_\_

If no, explain: \_\_\_\_\_

\_\_\_\_\_

If you cannot host a region contest, please indicate reason: \_\_\_\_\_

\_\_\_\_\_

(For Spring tournaments only: Indicate Prom date \_\_\_\_\_ Graduation date \_\_\_\_\_ )

Please Fill in Season Schedule Box Plus Date of Contest and Opponent Columns Only (Please return a copy of this schedule to Region Tournament Director)

<b>Sport (specify boys or girls)</b>	
--------------------------------------	--

<b>School</b>		<b>Classification</b>	
---------------	--	-----------------------	--

	<b>Name</b>	<b>Work Phone</b>	<b>Home Phone</b>
<b>Coach</b>			
<b>Athletic Director</b>			

	Date of Contest	Opponent	Designated Optional Tournament Check, if Yes	Score	Winner
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
(21)					
(22)					

**No Games Shall Be Added After The First Play Date**

**MINIMUM # OF CONTESTS**

- 9 - Field Hockey, Lacrosse, & Soccer
- 12 - Volleyball
- 14 - Baseball & Softball
- 15 - Basketball

**MAXIMUM # OF CONTESTS**

- 12 - Field Hockey, Lacrosse, & Soccer
- 15 - Volleyball
- 18 - Baseball & Softball
- 20 - Basketball

# MPSSAA REGION SEEDING INFORMATION FORM

REGION: \_\_\_\_\_ SPORT: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

**Directions** : Fax or email this completed form by the deadline to your State Tournament Director prior to the draw.

(Basketball Region Directors: Fax **and** bring a hard copy of this form to the draw.)

**DO NOT COUNT** Designated optional tournament games in team wins, losses, or record.

## MINIMUM # OF CONTESTS

9 - Field Hockey, Lacrosse, & Soccer  
12 - Volleyball  
14 - Baseball & Softball  
15 - Basketball

## MAXIMUM # OF CONTESTS

12 - Field Hockey, Lacrosse, & Soccer  
15 - Volleyball  
18 - Baseball & Softball  
20 - Basketball

## Section 1 Standings

PLACE	SCHOOL NAME	WINS	LOSSES	TIES	Winning %	Notes on Ties (Head-to-Head results)
1st					#DIV/0!	
2nd					#DIV/0!	
3rd					#DIV/0!	
4th					#DIV/0!	
5th					#DIV/0!	
6th					#DIV/0!	
7th					#DIV/0!	
8th					#DIV/0!	

## Section 2 Standings

1st					#DIV/0!	
2nd					#DIV/0!	
3rd					#DIV/0!	
4th					#DIV/0!	
5th					#DIV/0!	
6th					#DIV/0!	
7th					#DIV/0!	
8th					#DIV/0!	

**NOTE** : Winning percentage equals the number of games won, plus (.5) for each game tied, divided by the total number of games played. **Calculations for winning percentage will occur automatically.**

## **‘DRAW DAY’ RESPONSIBILITIES FOR BASEBALL, FIELD HOCKEY, LACROSSE, SOCCER, SOFTBALL, VOLLEYBALL**

### **A. Pre-Draw**

1. Complete the MPSSAA Region Seeding Information Form online at mpssaa.org. Email the completed form to your respective state director prior to the draw date stated in the appropriate tournament bulletin.
2. Notify your state director of any school from which no communication was received after exhausting all possible means.

### **B. Draw Day**

The actual draw for the above tournaments will be completed from the MPSSAA office via conference call with the tournament chair utilizing the faxed forms from the region directors as stated in Section A above. Once the seeded teams have been placed, the remaining teams will be assigned a position by utilizing a table of random numbers built into the Excel software program.

## **‘DRAW’ DAY RESPONSIBILITIES FOR BASKETBALL ONLY**

### **A. Pre-Draw**

1. Region directors shall report to the site of the draw 2 hours prior to the drawing to meet as a committee. Each region director shall bring a hard copy of the MPSSAA Region Seeding Form (available online at mpssaa.org). Seeding of the top 2 teams in each sectional will be based on winning percentage. Also, the logistics of the draw will be coordinated and responsibilities for the draw will be assigned to each region director. The assignments necessary to hold an efficient draw are listed in Section B under this heading. Some assignments require only one person while others require the combined efforts of more than one. Please be prepared to accept one of the duties upon your arrival at the site of the draw.
2. The meeting will be used to organize and distribute region awards. Tickets, game balls, and financial record books will be distributed for sectional and region final games. The responsibilities of the region director during the region tournament will also be covered.
3. Each region director should bring extra copies of the ‘Region Tournament Information Sheet’. This information may be given to the state tournament director for use in contacting athletic directors and

coaches prior to participating in the state semifinals and finals.

### **B. Draw Day**

The following responsibilities will be reviewed and assigned:

- Master/Mistress of Ceremonies
- Direct people from main entrance to site where draw is being held
- Hand out paper bracket sheets (blank) (1-2)
- Collect names of attendees for door prize drawing (1-2)
- Other duties as assigned (1)

## **TOURNAMENT MANAGEMENT FOR ALL REGION TOURNAMENTS**

### **A. Post-Draw Communications**

1. Immediately following the draw, region directors shall contact athletic directors from all schools participating in their region tournament. At this time, confirm the date, site, and time of the contest and clarify arrangements for inclement weather. ***A log of all contacts and distributed information should be maintained.*** Region directors will ask athletic directors to review the state bulletin information for that sport along with the “Guidelines for Hosting a Region Playoff Contest” contained in section B under this heading. The importance of prompt reporting of scores must be conveyed to the home school’s athletic director. Scores must be called in to the region director promptly following the conclusion of each contest to ensure smooth arrangements for the next round.

2. With every school playing in the open tournament, region directors shall emphasize to athletic directors the importance of playing every contest on the prescribed date. In the interest of fair play and sportsmanship, all schools are expected to maximize efforts to begin and complete region contests as scheduled.

3. Each region director shall call the commissioner of the local officials’ board that services the designated home team to confirm date, site, time, and the number of officials needed for each contest. Review inclement weather arrangements to ensure availability of officials on makeup dates.

4. Region directors shall immediately report all results and pairings for subsequent rounds to the state committee director, the MPSSAA office, and interested media. Inform the state director of up-to-date records for the four teams involved in the Sectional Finals.

5. Region directors shall make arrangements for awards to be distributed at the region's championship game. Remind the coach of the region champ to complete the media information sheet online at [mpssaa.org](http://mpssaa.org) for distribution at the state semifinals and finals. **NOTE:** *Region basketball directors have the additional responsibility of distributing and collecting tickets, paperwork, and monies for sectional and region finals.*

#### B. Guidelines for Hosting a Sectional/Region Contest

***Tournament committees are empowered by MPSSAA to administer and supervise tournaments in the various sports at the district, region, and state levels. By entering the state tournament, participating schools agree to abide by the rules established 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.***

Each school hosting a tournament contest should strive to provide an atmosphere which is appropriate for a tournament event. This responsibility is shared by the school administration, athletic director, and the coaching staff. The following set of guidelines is essential to providing a positive environment for play-off contests. Please feel free to go beyond these guidelines to create a positive impression for all visiting coaches, participants, and spectators.

1. Communicate with the athletic director of the visiting school. Anticipate potential security needs and make arrangements accordingly. These may include, but are not limited to, the following: designating home and visiting seating, determining appropriate home and away uniforms, securing administrative or security personnel from visiting school, and informing local police if large crowds are expected. Directions to the game site, parking regulations, inclement weather arrangements, and advance ticket sales, (if necessary), shall also be discussed at this time.

2. The playing surface should be properly prepared for the contest. This includes such items as cutting grass, lining fields, sweeping floors, etc. Facilities should be set up and properly staffed in advance of the visitors and spectators' arrival to allow adequate and prescribed warm-up time.

3. Ensure that all safety precautions and standards have been followed and that the safest possible environment is provided. This includes the proper deployment and maintenance of safety pads, mats, screens, and spectator areas (including bleachers, seating areas, and other spectator areas).

4. Wherever possible, teams should be introduced before the contest and the National Anthem played with an appropriate display of the Maryland and U.S. flags. *The duties of the public address announcer are to deliver the game details and public announcements without excessive narration or partiality.*

5. Scoreboards should be used whenever they are available. If a scoreboard is not available, every possible attempt should be made to keep spectators and participants aware of the time/inning and score.

6. A designated escort should greet the opposing team and lead them to their locker room or warm-up areas. Appropriate escorts should also accompany the team following the conclusion of the contest to their locker room and bus.

7. Game officials need to be greeted and directed to an appropriate area for pre-and post- game conferences. Arrangements should also be made concerning half time, unexpected delays, and the resulting impact on officials. Appropriate escorts should accompany officials to their dressing facilities and parking lot.

8. Information signs can be displayed to make the entrance and exit for the contest as simple and understandable as possible.

9. Cheerleaders and mascots in uniform, accompanied by their sponsor, are admitted free to region contests and should be met and directed to the appropriate area.

10. Notify all appropriate media in advance of the contest. Make necessary arrangements for telecasts or broadcasts, utilizing contracts (samples in Appendix). At the conclusion of the contest, the final result and appropriate statistics should be communicated immediately to the region director and local media.

11. Designate an appropriate media area.

12. Admission procedures and prices should be posted and adhered to in all instances. MPSSAA passes are the only complimentary admission honored. Pass admittance is contingent upon the guidelines stated in the current state tournament bulletin.

13. The site director should have a detailed list of all paid workers, including the duty performed and the amount paid. All expenses must be accounted for and all net proceeds should be submitted to the district treasurer at the earliest possible time.

14. Each host school should have an emergency plan ready in the event of adverse weather conditions, injury, crowd control problems, or other emergency situations.

15. Proper medical safety personnel should be notified and present whenever appropriate, required, or available. Emergency supplies such as ice, blood spill cleanup materials, and a medical supply kit should be available to all individuals involved in the contests, including spectators and officials.

16. Concession stands should be operative and staffed whenever possible, with the proceeds retained by the host school.

17. Restroom facilities should be available.

**18. Raffles, 50-50 drawings, or any other games of chance may not be conducted in connection with any MPSSAA playoff contest.**

#### C. Thunder and Lightning

1. *If thunder and/or lightning can be heard or seen, participants, spectators, and staff are in danger.*

2. *Contests must be stopped and protective shelter sought immediately. In the event either situation should occur, **30 minutes** will be allowed to pass after the last sound of thunder and/or lightning strike before resuming play.*

#### D. Financial Considerations

1. The following game workers shall be considered when hosting a region contest:

- Game/Site Director
- Scorekeeper/timer
- Ticket Sellers/Ticket Takers
- Game workers (as needed)
- Security (number based on determined need)
- Security from visiting school, if previously arranged
- Medical personnel
- Ball runners (as needed)

2. MPSSAA districts will collect all revenue and pay all expenses for region tournament games not directly administered by the MPSSAA.

3. The pay rate for game officials and the number of officials assigned will be determined by the sport committee and the MPSSAA Coordinator of Officials.

4. When possible, all workers shall be paid out of the gate receipts and shall sign the MPSSAA payroll form.

5. The method of payment for game officials will be determined by the local district.

6. After all expenses have been paid, all remaining monies shall be sent by check payable to the District Treasurer, with the payroll form and a financial report.

7. Security, if needed from the visiting school, may be paid if previously arranged.

### STATE TOURNAMENT RESPONSIBILITIES FOR ALL SPORTS

Region directors should be available to the state tournament director as tournament workers at the state semifinals and finals in their sport. Although not a requirement, this is highly recommended so that those people with the most experience, knowledge, and interest in a particular sport can be directly involved with the state tournament. The importance of seeing the big picture is an invaluable tool for region directors in the performance of their jobs.

### RESPECT THE GAME

As region directors you have the ability to create a positive atmosphere for all spectators, competitors, coaches and officials at the tournament site. Through decisions such as personnel, public address announcers, music and the way both home and away teams are treated, the game administrator can facilitate an event that promotes good sportsmanship and encompasses the essence of educationally based athletics. As an aid, the next few pages are geared to assist in running a successful event.



# Game Administration



## *Respect the Game*

- *Respect* your facility by promoting a positive atmosphere for competition between schools who share the same goals for their students.
- *Respect* your role in providing for the safety of all who come under your authority.
- *Respect* the atmosphere created at your school through the selection of music, PA announcements, cheers and chants.
- *Respect* your position as the one charged with the overall authority of the event.
- *Respect* the treatment your school provides to visiting teams and guests. Their treatment has a direct reflection on you as their host.

*Never Forget To Respect the Game*



# Game Administration

## *Respect the Game*



Participation in sound and wholesome athletic programs is an extension of the educational experience. Cooperation and competition are both important components of life and, as such, it is important for administrators, athletic directors, and coaches to do everything possible to create a climate conducive to good sportsmanship. A crowd faced with a disorganized event is more prone to become disruptive. These procedures are designed to help promote a wholesome atmosphere, encourage good sportsmanship, and provide a safe experience for all students, athletes, officials, and spectators at athletic events.

Local schools, school systems, and sports statewide have a wide variety of different needs. The following checklist was prepared for the athletic director/game manager to be used and modified as needed and as appropriate.

Yes	N/A	
		<b>Contact visiting school AD / Principal to discuss upcoming contests</b>
		<ul style="list-style-type: none"> <li>• Contact police to discuss needs, supervision, assignments</li> </ul>
		<ul style="list-style-type: none"> <li>• Contact coaches to discuss with teams the expectations and responsibilities of players as representatives of the school and local school system</li> </ul>
		<b>School administrators stress expectations with students, parents, boosters, community, and PTSA</b>
		<ul style="list-style-type: none"> <li>• Announcements week of contest and prior to game emphasizing positive sportsmanship</li> </ul>
		<ul style="list-style-type: none"> <li>• If there are serious concerns, consider limiting the number of tickets sold or selling tickets only by advance sale (requires notification of all parties)</li> </ul>
		<b>Prepare diagram or map of gym/ stadium/ field for visiting school. Send following to visiting school.</b>
		<ul style="list-style-type: none"> <li>• Directions/ routes</li> </ul>
		<ul style="list-style-type: none"> <li>• Seating (signs designating special sections for home, visitors, band, pep squads, etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>• An emergency plan (inside and outside)</li> </ul>
		<ul style="list-style-type: none"> <li>• An evacuation route (weather, disruptive behavior)</li> </ul>
		<b>Creating a parking plan</b>
		<ul style="list-style-type: none"> <li>• Traffic direction: pregame and postgame</li> </ul>
		<ul style="list-style-type: none"> <li>• Reserved areas for buses, special guests, etc. (use of barrels, sawhorses, etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>• Handicap access/ parking</li> </ul>
		<b>Prepare a supervision chart</b>
		<ul style="list-style-type: none"> <li>• Solicit additional help from parents, boosters, and PTSA</li> </ul>
		<ul style="list-style-type: none"> <li>• Clearly define duties, expectations, responsibilities, i.e., staying the whole game or until everyone leaves</li> </ul>
		<ul style="list-style-type: none"> <li>• Prepare a site plan, designating who is assigned where</li> </ul>
		<ul style="list-style-type: none"> <li>• Issue sideline tags/ passes to limit access to field/ court</li> </ul>
		<ul style="list-style-type: none"> <li>• Consider not admitting elementary and junior high/ middle school students unless accompanied by an adult</li> </ul>
		<ul style="list-style-type: none"> <li>• Clearly identify the passes that are acceptable at the gate</li> </ul>
		<ul style="list-style-type: none"> <li>• Prepare a plan for acquiring police backup, if necessary</li> </ul>

## *Never Forget To Respect the Game*





# Game Administration

## *Respect the Game*



Yes	N/A	
		<b>Identify key people</b>
		• Provide each person on duty with easily identifiable arm band, hat, button, etc., labeled "event staff"
		• Identify representatives from each school
		• Identify cheerleader and pompon sponsor/ coaches
		• Identify band directors
		• Identify administrators from host schools
		<b>Establish guidelines for cheerleaders</b> <b>NOTE: Inform visiting school of exception to allowable number, due to local regulations.</b>
		• Do not allow taunting, inflammatory, or insulting cheers
		• Request sponsors/ coaches to identify themselves to game manager
		• Designate special seating/ specific areas based on available space
		• Give mascots specific directions and limitations (Note that mascots are under National Federation Spirit Rules.)
		<b>Secure equipment that may be helpful</b>
		• Access to phone
		• Communication devices, such as walkie-talkies, bull horns, etc.
		• Rope, tape
		• Signage
		• Flashlights/ lanterns/ batteries
		• Barrels, saw horses, etc.
		• Money bags for frequent pickups (secure area for deposit)
		<b>Consider availability of and access for medical personnel and supplies</b>
		• Paramedic, trainer, or physician
		• Plan emergency vehicle access to site
		• Ice/ water
		• First Aid Kit
		<b>Analyze and prepare facility</b>
		• Have designated home and visitor dressing rooms
		• Know seating capacity and do not exceed
		• P.A. system (announcements should be positive, helpful, and impartial)
		• Maximum available lighting should be utilized during any contest and not restricted to area of competition
		• At sold-out contest, clear the site of fans that could not gain admission
		• Evaluate conditions, factors, and resultant impact of on-site construction projects
		• Instruct video taping equipment operator to record all incidents of inappropriate behavior
		• Consider announcing that fans will not be allowed on the field/ court at any time
		<b>Follow-up</b>
		• Evaluate procedures (update information/ resolve issues)

*Never Forget To Respect the Game*



# PA Announcers

## *Respect the Game*

1. Be organized and prepared. This item really speaks for itself, but the good PA announcer will have announcements and forms prepared ahead of time to facilitate his or her job. Being prepared simply means that PA personnel are better able to handle the announcements for emergency situations as they arise.
2. Check that all equipment operates properly. There is more to be concerned with than just a properly working microphone. Do not forget about tape and cassette players, electronic message centers, and so forth. Often, announcements are to be synchronized with songs or scripts, so ensuring that all equipment works properly will make for a quality presentation.
3. Be professional and unbiased. High school sport announcers should not imitate the styles and antics of some college and/or professional PA personnel who draw attention to themselves and away from the athletic contest.
4. Speak slowly, clearly, and distinctly always! Of these, “slowly” is most important. Not only does the announcer need to be heard, he or she also must be easily understood.
5. Say only what is necessary. Talking all the time and speaking constantly into the microphone--especially with unnecessary comments and/or endless promotion--turns people off and makes them not want to listen. People who “turn off” the announcer may miss out on important, valuable, or emergency announcements.
6. Do not rush and do not panic on public service announcements or emergency announcements.
7. Do not attempt to do play-by-play.
8. Do not editorialize about or comment on any aspect of the game. The fastest and easiest way for an announcer to lose all respect and credibility with everyone at the contest (spectators, players, officials, coaches, and others) is to make a comment about or react to a game situation or outcome. As with item seven, this is not the announcer’s role or responsibility.
9. Be involved with the teams and the competition, not with yourself. Enjoy the competitive atmosphere of the game, meet or match and become excited about the young people who are performing. Do not become wrapped up in yourself and excited to hear yourself talk.
10. The announcer is not the entertainment. The spectators came to watch the game and the players perform, to support the cheerleaders, to enjoy the band and its auxiliary units, to congratulate the homecoming courts, to see their neighbor’s kids, to observe special halftime activities--NOT TO LISTEN TO THE ANNOUNCER!
11. Give location of restrooms, concessions, and lost-and-found station.

*Never Forget To Respect the Game*



# PA



# Announcements

## *Respect the Game*

### Team Sport Competition

\_\_\_\_\_ (Host School) welcomes everyone to today's contest. As each team represents their respective schools we remind you that honoring the values of sportsmanship is the essence of every athletic contest. We ask you to please show Respect for players (pause), Respect for coaches (pause), Respect for officials (pause) and Respect for those around you. Players, Coaches and Fans; Let's all remember to **"RESPECT THE GAME"**.

### Individual Sport Competition

\_\_\_\_\_ (Host School) welcomes everyone to today's contest. As all athletes represent their respective schools we remind you that honoring the values of sportsmanship is the essence of every athletic contest. We ask you to please show Respect for athletes (pause), Respect for coaches (pause), Respect for officials (pause) and Respect for those around you. Athletes, Coaches and Fans; Let's all remember to **"RESPECT THE GAME"**.

*Never Forget To Respect the Game*



# Coaches



## *Respect the Game*

- *Respect* the rules by teaching athletes to play fair.
- *Respect* the important leadership role you play within the dynamics of high school athletics. Fans, players and parents mimic your behavior.
- *Respect* officials for their efforts in keeping the game within a set of boundaries. Recognize that a neutral observer of an event will not always agree with your perception.
- *Respect* the language you use in communicating with athletes. Would you talk to their parents the same way?
- *Respect* that high school athletics is based on an education model. As teachers you are entrusted with impressionable young people. Your responsibility to your athletes begins by respecting every player and his or her set of life experiences.

*Never Forget To Respect the Game*

ORGANIZED 1946

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MEMBER OF  
THE NATIONAL FEDERATION  
OF STATE HIGH SCHOOL  
ATHLETIC ASSOCIATION



EDWARD F. SPARKS  
EXECUTIVE DIRECTOR

MARYLAND STATE DEPARTMENT OF EDUCATION  
200 WEST BALTIMORE STREET  
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## **GUIDELINES FOR BROADCASTING MPSSAA REGIONAL AND STATE PLAYOFF GAMES**

These guidelines provide a policy to guide broadcasts of interscholastic sporting events on radio, internet or commercial, public, cable, or satellite television.

### **PURPOSES**

The MPSSAA is granting broadcasting rights for events expects those to serve the following purposes:

1. Highlight for the public the wide range of interscholastic sports in public secondary schools.
2. Provide a new dimension of sports entertainment for young people and adults.
3. Give increased public recognition to high school athletes and teams.
4. Generate revenue to help defray the cost of MPSSAA tournaments (travel, lodging, meals, officials, stadium rental, ect.).

### **POLICY**

1. The executive council of the MPSSAA will determine which state athletic events are approved for broadcasting. The assistant director will serve as a liaison with broadcasters.
2. Broadcasters will negotiate a contract with the MPSSAA for the rights to broadcast any state athletic event. Only broadcasters under contract with MPSSAA may broadcast a regional or state athletic event.
3. Contracts should be negotiated at least 24 hours prior to broadcast.
4. Broadcast fees must be paid to the MPSSAA prior to any broadcast.

### **SELECTION OF EVENTS**

A broadcast schedule will be negotiated prior to the beginning of any regional or state tournament. The Executive Director of the MPSSAA has the authority to negotiate on behalf of the Association.

### **CONTRACTS**

Contracts will include: fee or percentage of advertising revenue to be paid to the MPSSAA; dates, location and times of games to be broadcast; insurance provisions, specific responsibilities of the broadcaster; MPSSAA and local schools with respect to advance set-up, types, and removal of equipment; promotional spots; advertising restrictions; selection of announcer; delay of broadcast; provisions of team roster and other information. Contracts must be signed by the general manager of the broadcast station and the executive director or president of the MPSSAA.

### **ADVERTISING**

No alcoholic beverage, tobacco products, or political advertising may be accepted for any portion of an interscholastic sports contest. There will be no interruption of the normal progress of a game for commercial announcements.

## **INSURANCE**

The MPSSAA will not be responsible for any unlawful or negligent action on the part of the broadcaster.

The broadcaster shall have insurance coverage sufficient to hold the MPSSAA harmless from any accident claims that may result from the action of the broadcaster's employees or agents, malfunction of equipment, collapse of platforms, or any other structure or device which is the property or responsibility of the broadcaster or its agents.

## **BROADCAST TIMES**

Only radio will be permitted to broadcast events live. Television broadcasts and internet video streaming over the World Wide Web, in any form, must be tape delayed. The MPSSAA will determine the minimum time for each broadcast.

## **BROADCAST TONE**

All promotion spots, other advertising, and contest broadcasts must be impartial and in no way promote or influence rivalries or inappropriate behavior on the part of contestants, students, or other observers. Criticism of the performance of students, coaches and officials is not permitted.

## **COPYRIGHT**

The MPSSAA will retain the copyright to any recorded broadcast.

## **LOCAL SCHOOL INVOLVEMENT**

The assistant director of the MPSSAA will contact the local supervisor of athletics as soon as it is known which schools are involved in an MPSSAA regional or state tournament broadcast.

After appropriate contracts and arrangements have been made for the broadcasting of an athletic event, the host school principal or his/her designee will serve as the local supervisor of athletics' designee as the site director. Pre-broadcast procedures should in no way interfere with the instructional process of the school. This includes students, coaches and facilities. Coaches and athletic directors of participating schools may be asked to supply rosters, statistics and other information a reasonable time prior to the broadcast.

## **SELECTION OF BROADCASTER**

Broadcast rights will be awarded in the following manner:

**Radio** – Broadcast rights will be awarded to any radio station that is awarded a contract by the MPSSAA. Press box accommodations, if available, will be awarded in the same order as contracts.

**Television and Internet Video** – Tape delayed broadcast rights will be awarded to any television station and Internet Company that is awarded a contract by the MPSSAA. Press box accommodations, if available, will be awarded in the same order as contracts.

## **NETWORKING**

Networking by radio and television is permissible. Every state that broadcasts an MPSSAA athletic event must be under contract with the Association.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## MPSSAA BROADCAST AGREEMENT

Date \_\_\_\_\_

This is an agreement between \_\_\_\_\_ and the Maryland Public Secondary  
(Broadcaster)  
Schools Athletic Association, granting broadcast rights for the \_\_\_\_\_ to be held on  
(Name of Contest)  
\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_.  
(Contest Date) (Site) (Time)

We agree to the following:

1. This agreement grants \_\_\_\_\_ the right to broadcast and/or rebroadcast the  
(Broadcaster)  
above event for a period of \_\_\_\_\_ days after the above-mentioned contest.  
(Number)
2. \_\_\_\_\_ shall have insurance coverage sufficient to hold the MPSSAA  
(Broadcaster)  
harmless from any accident claim that may result from the action of the broadcaster's  
employees or agents, malfunction of equipment, collapse of platform, or any other structure or  
device which is the property or responsibility of the broadcaster or its agent.
3. Commercials for alcoholic beverages, tobacco products, or political candidates or issues may  
not be broadcast during this athletic event.
4. \_\_\_\_\_ will pay the Maryland Public Secondary Schools Athletic  
(Broadcaster)  
Association a broadcast fee of \_\_\_\_\_. This fee must be paid prior to any broadcast.  
(Amount)
5. The broadcaster agrees to abide by the terms of the attached policy titled ***Guidelines for  
Broadcasting MPSSAA Regional and State Playoff Games.***
6. This agreement becomes binding when both the agreement and the guidelines are signed by  
the broadcast representative and the executive director or president of the MPSSAA. (If  
unusual circumstances occur which prevent a broadcaster from broadcasting a previously  
agreed upon contest, MPSSAA may consider returning broadcast fees.)

7. The game announcers (if applicable), to include all on-air persons, will be:

\_\_\_\_\_

8. \_\_\_\_\_ affirms that it does not discriminate on the basis of age, color, sex,  
(Broadcaster)  
national origin, religion, or handicapping condition in matters affecting employment or in  
providing services to the public.

9. Other Considerations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_





## FEE STRUCTURE – RADIO & TELEVISION BROADCASTS

	Radio	TV Tape Delay Video Streaming
<b>FOOTBALL</b>	- State Quarterfinals, Semifinals, or Finals.....	\$150.00 ..... \$300.00
<b>BASKETBALL</b>	- Regionals .....	\$50.00 ..... \$125.00
	- State Tournament .....	\$100.00 ..... \$250.00
<b>WRESTLING</b>	- Regionals .....	\$50.00 ..... \$125.00
	- State Tournament .....	\$100.00 ..... \$250.00
<b>ALL OTHER SPORTS</b>	- Regionals & State.....	\$25.00 ..... \$100.00



## NEWSCAST PRIVILEGES AGREEMENT

This is an agreement between \_\_\_\_\_ and the Maryland Public Secondary  
(Broadcaster)  
Schools Athletic Association, granting permission to record the \_\_\_\_\_ to be held on  
(Name of Contest)  
\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_.  
(Contest Date) (Site) (Time)

\_\_\_\_\_ agrees that permission to record this contest is granted with the understanding  
(Broadcaster)  
that only small segments may be broadcast for news purposes. Broadcast is limited to that which is  
provided in normal news programming. Highlights that are streamed over the internet must be limited to  
the length of a normal newscast highlight and any commercials or advertising may not contain alcoholic  
beverages, tobacco products, or political advertising. Broadcasts beyond normal news programming must  
be approved in writing by the MPSSAA.

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_