



Region Tournament Guide

Table of Contents

Introduction

Tournament Seeding Meeting

Seeding Procedures and Tournament Brackets

Regional Tournament Responsibilities

Site Procurement

Guidelines for Hosting a Sectional/Regional Contest

Financial Responsibilities of Local Districts

Appendix A – Sample Letter

Appendix B – Season Schedule

Appendix C – Region Seeding Form

INTRODUCTION

This handbook is intended to serve as a guide for region tournament directors, athletic directors, and local jurisdictions regarding the MPSSAA State Tournament. The general outline describes a timeline for certain tasks and responsibilities in conducting the region tournament. This includes tasks that must be completed prior to the “seeding meeting”, tasks required throughout the region tournament, and tasks required at the conclusion of the region tournament.

TOURNAMENT SEEDING MEETING

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

Sport	Last Play Date For Seeding Consideration	Minimum # of Varsity Games Played*	Seeding Meeting Date
Field Hockey	October 17	9	October 18
Soccer	October 20	9	October 22
Volleyball	October 27	12	October 29
Basketball	February 18	15	February 19
Lacrosse	May 4	9	May 6
Baseball	May 6	14	May 7
Softball	May 6	14	May 7

Note: * All Varsity level MPSSAA teams with less than the minimum number of varsity games played will be seeded based on a regular season winning percentage using the minimum number of varsity games as their divisor.

FORMS

A region seeding form is available on the MPSSAA website. This form shall be used by region tournament directors to calculate the winning percentage for each team and submit to the committee chair after the last play date for seeding consideration and prior to the seeding meeting date. The form must include all games.

SEEDING PROCEDURES AND TOURNAMENT BRACKETS

The brackets for all tournaments will be posted on our web site <www.mpssaa.org> the same day as each respective seeding meeting. The following procedures will be used for seeding and determining region 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 section (i.e., a section with 5 teams participating would have 3 “byes” placed on the bracket).
- Region tournaments will be divided into sections as established by the MPSSAA Classification Committee and Board of Control.
- All teams in each section, based on their regular season winning percentage, will be seeded.

- Ties among teams in a section will be first broken by head-to-head competition to determine the higher seed. This applies if all tied teams meet the criteria. If head-to-head does not break the tie, a coin toss will be used to determine the order of seeding.
- Tie-Breaking Criteria: When applying tie-breaking procedures in instances where three or more teams are tied for a particular seed, the criteria must affect all three (or more) teams equally or proceed to the next tie-breaker criteria. For instance, if team A beat team B, and team B beat team C, but team A and team C did not play, this criterion does not affect all teams equally – proceed to the next criteria. Also, in instances where three or more teams are tied, and a particular criterion applies to all three equally, the criteria may only distinguish the one team among the group that earns the higher seed. The remaining two (or more) teams are then reevaluated beginning with the first criteria.
- Schools will play out each sectional with a section quarterfinal round, section semifinal round, and a section final.
- Section winners will advance to the region championship game.

REGION TOURNAMENT RESPONSIBILITIES

1. Immediately following the posting of the tournament brackets, 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.
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. Conflicts shall be reported to the Sport Committee Chair.
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 and MPSSAA designated person to track results and brackets (currently County Sports Zone).
5. Region directors shall make arrangements for awards to be distributed at the region championship game.

SITE PROCUREMENT

Region Championship Sites: Unless a specific alternative plan has been approved, all region championship games will be held at the home site of the school with the highest regular season winning percentage. The option to conduct region contests at neutral or central sites remains.

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

Procedure:

The region director will draft a letter outlining the desired tournament format for that region's contests and include dates, sites, and times.

1. The letter shall be sent to the MPSSAA Executive Director. The letter shall be received by October 1 for fall sports, February 1 for winter sports, and April 10 for spring sports.
2. The MPSSAA Executive Director will seek approval from the jurisdictions involved in the region/section. In regions/sections involving more than one jurisdiction, approval by a two-thirds representative vote of the athletics coordinator(s) of the schools in that region/section is required. Each athletic supervisor's vote will be weighed proportionally to the number of schools he or she represents in that region.

GUIDELINES FOR HOSTING A SECTION/REGION CONTEST

Tournament committees are empowered by MPSSAA to administer and supervise tournaments in the various sports at the district, section, 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 playoff 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/period/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. Informational 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 (forms on mpssaa.org). 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. Each host school should have an emergency plan ready in the event of adverse weather conditions, injury, crowd control problems, or other emergency situations.
13. Proper medical safety personnel should be notified and present whenever appropriate, required, or available. Emergency supplies such as ice, blood spill clean-up materials, a medical supply kit, and a nearby AED should be available to all individuals involved in the contests, including spectators and officials.
14. Concession stands should be operative and staffed whenever possible, with the proceeds retained by the host school.
15. Restroom facilities must be available.
16. Raffles, 50-50 drawings, or any other games of chance may not be conducted in connection with any MPSSAA playoff contest.

FINANCIAL RESPONSIBILITIES OF LOCAL DISTRICTS

Each district hosting a section and region playoff event is responsible for the proper and accurate accounting of ticket sales and expenses of that event as outlined below. Included in the information below are financial considerations, admission prices, and pay scales for section and region competition.

Rounds Where Host District Administers the Financial Responsibilities

Fall Sports			
Field Hockey	Section and Region Games	Soccer	Section and Region Games
Football	None	Volleyball	Section and Region Games
Winter Sports			
Basketball	Section QF and SF	Wrestling	Dual Meet Regionals
Spring Sports			
Baseball	Section and Region Games	Softball	Section and Region Games
Lacrosse	Section and Region Games		

1. Admission procedures and prices should be posted and adhered to in all instances. The MPSSAA Finance Committee has set the section/region pay scale where admission can be charged at \$6.00 for individuals 7 years of age and older.
2. MPSSAA passes are the only complimentary admission honored. Pass admittance is contingent upon the guidelines stated in the current state tournament bulletin.
3. The site director shall have a detailed list of all workers to be paid, including the duty performed, and the amount to be paid. All expenses must be accounted for and all net proceeds should be submitted to the **District Treasurer** at the earliest possible time.

Position	# of Contests	Pay Scale
Site Director (1 person)	Single Game/Event	\$75.00
Site Director (1 person)	Double Header	\$100.00
Event Staff *	Single Game/Event	\$50.00
Event Staff *	Double Header	\$75.00
Security/Medical (professional)		Local Rate

Note: "Event Staff" may include ticket sellers, ticket takers, general supervision personnel, crowd control personnel commensurate to the size of the crowd, scoreboard operator, security from visiting school if prearranged, and PA announcer.

4. The pay rate for game officials and the number of officials assigned will be determined by the local districts in accordance with the policies set forth in the respective MPSSAA Sport Bulletin.
5. The method of payment for event staff, game officials, and other event workers is determined by the local school system/district.
6. Security, if needed from the visiting school, may be paid if previously arranged.

Appendix A

SAMPLE LETTER

from Region Director to Athletic Directors and Coaches

TO: Athletic Director and _____ Coaches (Sport)

FROM: _____ Region _____ Tournament Director

SUBJECT: Region Tournament

Welcome to the _____ tournament. (Classification/Region/Section - North, South, East, West; I or II) 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 enclosed season schedule form. 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 _____ (Season and Year) Tournament Bulletin and 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.

Cell phone number: _____ Best time(s) to call: _____

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 the day prior to our seeding meeting on _____ [date]. Please call me no later than the evening of the last play date for seeding consideration on _____ [date] with your "to-date" regular season win-loss record. This information is critical to the proper seeding of every team in each section.

Best wishes for a successful season!

cc: local athletic coordinator

Appendix B

SEASON SCHEDULE

Please fill in information and return a copy of this schedule to Region Tournament Director

SPORT _____ Boys or Girls _____
 SCHOOL _____ COACH _____
 WORK PHONE # _____ CELL PHONE # _____
 ATHLETIC DIRECTOR _____ CLASSIFICATION _____
 A. D. CELL PHONE # _____ SHIRT COLOR Home _____ Away _____

Regular Season

	Date of Contest	Opponent	Score	Winner
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Designated Optional Tournament

	Date of Contest	Opponent	Score	Winner
1.				
2.				
3.				

No Game Shall Be Added After First Scheduled Contest

Maximum number of contests: see MPSSAA Handbook Bylaw .03 Sports Season
 12 – Field Hockey, Soccer, Lacrosse; 15 – Volleyball; 18 – Baseball, Softball; 20 – Basketball

Appendix C

MPSSAA REGION SEEDING INFORMATION FORM

Sport	Region	Regional Director

Directions: Fax or email this completed form by the deadline to your State Tournament Director prior to the seeding meeting. DO NOT COUNT Designated optional tournament games in team wins, losses, or record.

Section I

PLACE	SCHOOL NAME	WINS	LOSSES	TIES	Winning %	Notes on Ties (Head-to-Head results)	Overall Record including Tournament
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							

Section II

PLACE	SCHOOL NAME	WINS	LOSSES	TIES	Winning %	Notes on Ties (Head-to-Head results)	Overall Record including Tournament
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							

NOTES:

- Winning percentage equals the number of games won, plus (.5) for each game tied, divided by the total number of games played. **An Excel document of this form is on the mpssaa.org website that will automatically calculate the winning percentage for each team.**
- All varsity level MPSSAA teams with less than the minimum number of varsity games played will be seeded based on a regular season winning percentage using the minimum number of varsity games as their divisor.