

2023

State Prep Bowl Playoff

Quarterfinals

Guidelines for Participating Schools



Administration

Upon winning the Section Championship you will be contacted by the Site/Game Manager for your site, who at that time will review all pertinent details including:

- Time of arrival
- Parking Information
- Locker room assignments
- Pre-game timeline
- Crowd control expectations
- Sideline arrangements
- Press box arrangements
- Video tape arrangements
- Arrangements for bands and cheerleaders
- Half-Time Schedule
- Spectator Information
- Other pertinent information

Important dates

Monday, October 30 – by 8:00am

- o **Roster:** Player roster changes for the program cannot be made after this date. Squad passes will not be provided. Rosters from the program information you provided on the League Website will be used for admittance.

Monday, November 6

- o **NOON: Game Video Exchange:** It is required that all teams shall make all regular season and post-season games available to their opponents by noon prior to the next playoff game.
- o **Official Squad List:** You will be sent an e-mailed form to which you must respond with any extra coaches, managers, doctors, etc. by Nov. 6.

Wednesday, November 8

- o **Official Squad List due**
- o **Phonetic Roster due:** form on AD/Coach Dashboard- State Tournament Resources, email to sforeman@mshsl.org a team roster with phonetic pronunciations of difficult names (you can use what you have used during the regular season). P.A. Announcers and radio stations will use this when covering your game.
- o **Depth Chart:** form on AD Dashboard- Activity Resources, or use what you have used during the regular season and email to Shannon Foreman, sforeman@mshsl.org

1. **Bands and Cheerleaders:** See separate policies posted on the AD Dashboard on the League Website.

2. **Credentials / Broadcast / Video Rights:**

a. **Media (Reporters and Photographers):**

The credentialing system is a two-step process for media organizations: [Click here for additional information on the process](#). Contact Communications Coordinator Tim Leighton with questions about registering for credentials. He can be reached at [tleighton@mshsl.org](mailto:tleighon@mshsl.org) Phone: 763-569-0485.

b. **Television, Video Recording, Webcast and Radio Broadcasting:** ANY requests for rights for live or delayed broadcasts **MUST BE APPROVED THROUGH THE MSHSL OFFICE**. Radio broadcasters shall be permitted for stations for which have registered with the League and become members of the MSHSL Media Group. Membership includes waiving of fees to broadcast section and state tournament events. Contact Communications Coordinator Tim Leighton with questions about registering for credentials. He can be reached at [tleighton@mshsl.org](mailto:tleighon@mshsl.org) Phone: 763-569-0485

Space for the right to broadcast will be assigned by the site manager. All stations will arrange for their own lines to be put in the press box, radio booth, or at the game site.

Video Recording of Games: Schools WILL BE PERMITTED to video their games for coaching purposes. Schools wishing to tape their game should arrive with their team or must be on the admittance list.

Tournament Information

Official Squad Sizes

As follows for Medals. Schools participating in MSHSL Section and State Tournaments may dress, have on sidelines, and play all players who were regularly rostered on the varsity team during the regular season.

- AAAAAA --- 62 players, 5 coaches, 3 managers (70)
- AAAAA --- 62 players, 5 coaches, 3 managers (70)
- AAAA --- 53 players, 4 coaches, 3 managers (60)
- AAA --- 45 players, 3 coaches, 3 managers (51)
- AA --- 39 players, 3 coaches, 2 managers (44)
- A --- 36 players, 3 coaches, 2 managers (41)
- 9-Player – 27 players, 2 coaches, 2 managers (31)

1. **Sideline Personnel:** There is a policy in effect regarding the number of personnel allowed.

Players: All players who were part of the varsity team during the regular season may dress, attend games and be on the sideline throughout the entire tournament. Teams are not to “load” up their roster with lower-level players.

Coaches, Managers, Statisticians, Athletic Trainers, Doctors: Each team will be able to have sideline personnel that were with the team during the regular season – up to a maximum of the number listed below. Note the first column is the number allowed to attend free of charge. The second column is the maximum allowance for extra personnel. **The school will be charged an adult admission for each of these extras for each game played.** Coaches in the press box during the game must be included on this list.

Team Video: Only those taking video for the use of coaches and teams are allowed. Taking video is only allowed from the Press Box and end zone. Schools wishing to video their game should arrive with their team or must be on the admittance list.

Note: Any videographers, other than the official team video person taking video for coaching purposes, taking video from the sidelines must be on the approved Media credential list. No sideline video is allowed during the Championship games.

Maximum Sideline Personnel Allowed (in addition to players)

	<u>Admitted Free</u>	<u>Extras – charged admission</u>	<u>Total Allowed on Sidelines</u>
6A	18	12	30
5A	18	12	30
4A	16	8	24
3A	14	7	21
2A	14	7	21
1A	12	6	18
9-Player	12	6	18

AD's will be given more specific information via e-mail and will be asked to provide the names of all "extra" personnel that are to be included in the numbers above **by Wednesday, November 8**. AD's are responsible for the ethical enforcement of this policy. The numbers allowed are quite liberal, with the intent for schools to be able to have all regular season personnel on the sidelines. These numbers have not been established with the intent that you "fill-up" your list to the maximum allowed.

Sideline Passes: The exact number of passes for those listed on your admittance list will be given to the school administrative rep or head coach upon their arrival at the Quarterfinal site. They are responsible for distributing the passes to their sideline personnel. NO EXTRA PASSES will be issued. All sideline personnel must be in uniform or have a pass. Injured players in uniform do not need a pass.

- 2. Player Bench Occupants**: During the contest, the player bench may be occupied by the eligible substitutes, coach, assistant coaches, school administration representative, statistician, bona fide team managers, bona fide team athletic trainer or physician and any disqualified team members unless they have been instructed to remove themselves from the players bench. All individuals other than players in uniform must have a sideline pass. **Students/children younger than 7th grade are not allowed on the field or in the bench area due to liability issues. This includes children of coaches. Elementary children will be removed from the bench area and playing field even if they have been with the team all season.**
- 3. Footballs**: Beginning with the Quarterfinals teams **MUST** use a Spalding football. Each team will receive a Spalding Alpha game ball upon winning their Section Championship Game. Teams are to "break-in" this ball and provide this ball or another Spalding ball for use at the Quarterfinal, Semifinal and Championship games. If a team uses a Spalding ball other than the Spalding Alpha they must supply at least 2 properly inflated game balls which **must be Spalding**. Each Quarterfinal site will also be provided with a Spalding Alpha ball that has been "broken in". Balls provided by the teams will be returned to them after the game and are theirs to keep.
- 4. Home Team Designation**: Refer to the tournament brackets located on the [League Website](#) for the designated home team. The home team wears dark uniforms, visiting wears white uniforms.
- 5. Water & Ice**: Water containers, ice, water, and cups will be available on the sidelines and in the locker rooms. Teams must supply their own water containers for providing water to players on the sidelines and field.
- 6. Towels**: Teams will provide their own towels for the game and for showers.

7. **Ball Persons:** Each team is to provide one ball boy for the quarterfinals, who is 7th grade or older. This person and the footballs must be made available to the officials upon their arrival. Each team is to provide two ball boys for the Semifinals and Prep Bowl at U.S. Bank Stadium.

Medical (Transfer of Care and Return to Play)

The MSHSL or the host site will provide a certified athletic trainer and a doctor or EMT at each game. You may use your own athletic trainer or doctor. **If you make that choice, you must make sure that individual is listed on the admittance list and a Transfer of Care form is with your coach on the day of the event.** By MSHSL Policy, the final decisions in regard to returning to play will be made by the MSHSL Physician. An injured athlete must have approval from an Appropriate Health Care Provider to return to play. Tournament physicians/athletic trainers may approve an athlete's return to play. **When teams or individuals transfer care to their team or personal physician, the final decision regarding return to play will be that of the Minnesota State High School League Tournament Physician.**

8. **Sideline/Field Communication:** Must be provided by teams unless your site indicates that they will provide sideline communication.
9. **Certificates:** Instructions for printing Participation Certificates are available online. Included on this [link](#) is: the certificate template, certificate data template you can use to store team data to assist you with the mail merge, and instructional video. Please access this information using the following [link](#).
10. **Nine-Player Team:** Field markings for your game will depend upon the site at which you will play. Please discuss this topic with your game/site manager. He will explain any necessary adjustments.

Pre Game / Game Day Details

Single game or first game of Session:

- Field open for warm-up – One hour prior to game
- Coin toss at least 30 minutes prior to game. The coin toss will be conducted in the sideline area with all officials and captains at the 20-yard line, press box side
- 5' prior to start of game teams are on the field, lined- up on the hash marks facing the middle of the field
- PA Announcer introduces each team (Name of school, Section ____ Champion, Head Coach _____) Visitors first followed by Home. Note: Individuals are not announced at this time.
- National Anthem – first game of a session only
- Referee will escort captains to the 50-yard line by walking down the field through the middle of the hash marks– indicate which team will kick, which will receive and/or the goal they will defend.
- PA Announcer will announce for players to conduct the traditional Football Playoff Pre-Game Handshake.
- Teams return to sidelines
- Kickoff
- Starting line-ups may be announced after the handshake and/or after the game begins.

2nd and 3rd Game of Session

- Teams allowed to warm-up in adjacent space as available
- Teams may take the field as soon as handshake concludes from the first game
- 30-minute timed warm-up (unless coaches agree to shorten due to weather issues or the prior game goes long)
- We do not want to start the second or third game early, unless there are impending weather issues – work with the site manager if that is the situation.
- Coin Toss prior to the start of warm-up. The coin toss will be conducted in the sideline area with all officials and captains at the 20-yard line, press box side

- Teams are on the field 5' prior to the start time, lined up on the hash marks facing the middle of the field.
- Teams introduced – same as above (no Anthem)
- Referee- same as above
- Pre-Game hand-shake
- Teams return to sidelines
- Kickoff

1. **Game Times:** Quarterfinal game times and sites have been predetermined by the MSHSL. See brackets on the [League Website. < Link Here](#)
2. **Practice at the Sites:** Teams are not allowed to practice at the site of their game. Except in the case of doubleheaders, teams will be allowed to enter the field one hour in advance of the starting time.
3. **Officials:** Game officials will be assigned and paid by the MSHSL Office.

Post Game

1. **Quarterfinal Winners:** Will receive information on tickets and other information for the Semifinals from the MSHSL following the quarterfinal game.

Admittance for Semifinals and Championship

Teams qualifying for the Semifinals and Championships at U.S. Bank Stadium will enter at the loading dock entrance, as identified in the Semifinal / Championship Guidelines. Coaches and official squad personnel will be given sideline passes when arriving. If not arriving with the team go to the Pass Gate at the Legacy Entrance and show a photo ID, their name should be on their team admittance list. They will then need to go to the bottom of the stairs at Section 138 (to right once entering the Legacy Gate) where the security guard will direct them to their team. **Teams who do not advance will still be admitted free of charge.** When not playing, all members of the official squad must enter the Pass Gate at the Legacy Entrance. Each individual whose name is on the official squad list will be admitted, upon presentation of a **photo ID****. Semifinal and Championship seating is general admission; therefore, teams may sit wherever seats are available.

** If students do not have a driver's license or school ID, they can create a photo ID by having a picture of the student, with their name and signature or A.D. or principal.

Ticket Information

1. **ALL Ticketing will be sold electronically through MSHSL website or Participating School's Website.**

Pre-Sale – IMPORTANT: We strongly encourage you to pre-sell student tickets at your participating school through the use of a QR code that will be provided to you. General Public tickets will be accessible through the MSHSL Website, Participating Schools' website, and with QR code at Quarterfinal Sites. All electronic ticketing requires the use of a credit/debit card to purchase.

ADMISSION PRICES: **Quarterfinals:** **Adults** **\$13** **Students** **\$9**

Under kindergarten age are free.

Complimentary Tickets: Each participating school A.D. shall receive four (4) complimentary tickets for each game in which their school plays.

Video Policy

School - Spectator

The following are procedures for videotaping by member schools of activities in which their school participates in the state series.

LIVE OR DELAYED TELECASTS BY NETWORK OR CABLE STATIONS

1. Section and State Tournament Policy:

The MSHSL Television policy applies only to state tournament/meet series competition conducted by a member school on behalf of the MSHSL. The MSHSL owns the property rights and copyrights to the Activity and sells the television rights on a non-exclusive basis to cable systems television and over-the-air television station.

2. Videotaping by School Crews:

The National Federation playing rules for the athletic activities in which the MSHSL conducts state series that allow for participating schools to video tape the game in which its school team is participating.

- a. If space in the facility, Local Managers should be ready to provide space for a competing school videotape crew upon request. If one school requests space, the Local Manager should offer similar arrangements to each of the competing school(s). Under no circumstances shall a school not competing in a given game be allowed space in the facility and/or to videotape a game involving other schools. In the event of a two-game session, video tape crews from the schools scheduled to compete in the second game shall be allowed to set up equipment after the conclusion of the first game in the area set aside for the video tape crews from the school(s) competing in the first game. If a school(s) competing in the first game does not tape, videotape crews from schools competing in the second game shall not be allowed access to the area until the conclusion of the first game.

The _____ is presented (*event*) under
the authority of the Minnesota State High School League.

No visual videotaping or other record of the event for commercial purpose is authorized without the express permission of the Minnesota State High School and is strictly prohibited. All rights to the event and presentation thereof are reserved by the Minnesota State High School League.

Signed by Mr. Erich Martens, Executive Director, Minnesota State High School League

Responsibility for Participating Teams, Students and Spectators

School Representative. The MSHSL Official Handbook, 409.00, provides that contesting teams or individual contestants shall be accompanied by a member(s) of the school's administration, faculty or coaching staff. The school representative shall be responsible to act on behalf of the member school. School officials will be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held. This includes 3rd place games.

****School Administrative Representatives must report to the Tournament Director or Game Manager at the start of warm ups to coordinate plans for crowd control.** Each school will be held responsible for all damages, breakage, etc. caused by their team or spectators.

Student/Spectator Conduct/Supervision. Each participating school must designate persons from their school to serve as crowd control supervisors or chaperones. Each supervisor or chaperone should wear an identification (*badge, pin, shirt or jacket*) that will be recognizable to the students and to the tournament security and ushers. This will coordinate crowd control between school supervisors and tournament personnel. Crowd control personnel are not considered official team personnel and must either purchase a ticket or the A.D. can give them one of the 4 comp. tickets that they receive and do crowd control from the stands.

Announcements should be made at a general assembly reminding your students that cheering your team, having fun, and good sportsmanship are all a part of being involved in the state tournament. Students should not become part of any act that is disrespectful of other players or would endanger any of the athletes participating in the games. (See Responsibility for Spectator Conduct under League News on the Administrative side of our website, www.mshsl.org)

Spectator Conduct/Security Policies

Responsibility for Spectator Conduct

In order to elevate standards of sportsmanship and encourage the growth of responsible citizenship among the students, member schools, fans and school personnel, the MSHSL held a Sportsmanship Summit and asked student participants to identify behavior expectations they felt should be in place at every school event.

These minimum behavior expectations provide a foundation upon which member schools, conferences, administrative regions and the League's Board of Directors can build specific guidelines for activities under their control.

MSHSL Bylaw 409, **RESPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS**, speaks to this issue, directly, and Bylaw 409-2 specifically states that, **"School officials shall be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held."**

In all MSHSL activities, each participating school shall designate a person or persons from that school to serve as crowd control supervisors or chaperones. MSHSL tournament staff may require school administrators to contact the tournament manager prior to the start of the tournament game so that they can be immediately contacted to respond to behavioral issues regarding their team members, students and/or spectators at the tournament site. Each supervisor or chaperone should be immediately identifiable to the students and to the tournament site ushers and other security personnel. This will help to coordinate crowd control between school supervisors and tournament site personnel.

MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POST-SEASON TOURNAMENT COMPETITIONS:

SECURITY/SPECTATOR POLICIES

The following policies will be enforced in order to ensure a safe and respectful environment during the State Tournaments:

- Tailgating at the site is prohibited. NO alcohol, tobacco, drugs, or grills are allowed on the school/stadium grounds or parking areas.
- Guests are not allowed to bring backpacks, duffel bags drawstring bags briefcases shoulder bags or laptops.
- Exceptions
 - If MSHSL sells branded bags, they will be allowed
 - Purses and items specifically serving as a diaper bag will be allowed
- All persons and items, including coats, purses diaper bags, etc. are subject to search at the entrance.
- Patrons will be required to return all prohibited items to their vehicles, hotel rooms or homes.
- In/out privileges: No in/out privileges
- Participants/Team RE-entry Policy: Individual participants and/or teams will be admitted to all sessions. They must be checked in at the Pass Gate at all times. Media must have proper credentials
- Respect the American Flag and the National Anthem
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talking, name calling, personal attacks, or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no conditions shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- No firearms, explosives or other weapons
- No outside food and drinks including cans cooler and other containers. Notify security if there is a medical need.
- No confetti; balloons; bottles cans; rolls of toilet paper; newspapers, artificial noisemakers, including: cowbells, sirens, megaphones, whistles, thunder sticks, drums, air horns, other types of bells; sticks of any kind, knitting needles, laser lights or strobe lights, etc.
- No items with commercial slogans or identification are allowed.
- No person or group may distribute the following materials in the facility without advance written permission of the Minnesota State High School League including, but not limited to flyers, newspapers, memorabilia, or promotional materials for other events or activities.
- No promotional items may be sold or distributed in or around the facility unless approved by the MSHSL.
- Spectators are not permitted to bring cameras into League State Tournament venues. This includes both still and video cameras.
- Hand-held signs (no larger than 18" X 24"), which do not obstruct the view of others, will be permitted provided they are in good taste. Signs not in good taste will be removed. Message boards, white boards, or other similar items are not allowed. Signs may not be attached to the facility.
- Oversized flags or banners are not permitted. Large signs requiring two people to hold or signs on sticks of any kind are not permitted.
- All spectators must wear shirts that cover their torso. Students without shirts or students wearing shirts that are vulgar, obscene, or demeaning will be removed from the tournament venue.

Management and/or the MSHSL reserves the right to amend this list at any time, to ensure the safety of our guests and employees.

THANK YOU for supporting our student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.



EMERGENCY MEDICAL PROCEDURES

Emergency Medical Procedures During MSHSL Tournaments

The League staff plays an important role in support of the tournament physician and athletic trainer. In most cases the physician/athletic trainer will manage the injury without assistance from the tournament staff.

In the event of a serious injury, the following measures should be taken.

Examination of the Injured Athlete

Every effort should be made to give the physician/athletic trainer and athlete privacy during the examination. If possible, the examination should take place in the athletic training room or locker room away from the media and spectators. The Tournament Directors shall notify the parents/school representative (coach/assistant coach/administrator, etc.) and consult on an appropriate course of action to be followed in the care of the injured athlete.

Evacuation to a Hospital

Non-Life Threatening: In the event that it is necessary to evacuate the athlete to a hospital the parents should be consulted to determine the hospital of choice and the method of transportation (ambulance or private vehicle). If the parents are not present, the athlete should be transported by ambulance and accompanied by a representative from that school.

Life Threatening: In a life-threatening situation the athlete will be evacuated to the nearest hospital emergency room by ambulance. Every effort should be made to contact and inform the parents and or school representative of the action taken by the tournament medical team. The athlete should be accompanied by a parent or school representative (coach/assistant coach, administrator, etc.)

Return to Play

An injured athlete must have a Physician's written approval to return to play. Tournament physicians may approve an athlete's return to play. **When teams or individuals transfer care to their team or personal physician, the final decision regarding return to play will be that of the Minnesota State High School League Tournament Physician.**

Section Post Season Medical Protocol

Local sites

Tournament Manager coordinates medical coverage.

- All athletic trainers must be licensed with the MN Board of Medical Practice.
- Region or Section assigned medical staff should coordinate medical coverage with participating school medical staff.
 - It is the responsibility of the school to verify any medical staff and their credentials (to determine scope of practice) who the school wants to be involved in injury management during a Region or Section event. All other medical staff will not be allowed in competition area.
 - Participating school medical staff will be allowed on competition surface if an injury occurs.
- In all situations, the official Region or Section medical staff will be the first responders to any injury situation.
- If there is a conflict in the management of injury, the Region or Section assigned medical staff has jurisdiction.
- A parent/relative of a participating athlete may not manage the injury or determine return to play status but will instead retain standard parent/spectator rights.
- The final decision regarding return to play will be that of the official Region/Section medical staff.

MSHSL Sponsored Venues

Athletic training and physician coverage secured through service agreement.

- In all situations, the official MSHSL medical staff will be the first responders to any injury situation.
- If there is a conflict in the management of injury, the MSHSL assigned medical staff has jurisdiction.
- A parent and or relative of a participating athlete may not manage the injury or determine return to play status but will instead retain standard parent and or spectator rights.
- The final decision regarding return to play will be that of the official MSHSL medical staff.