

2023-2024



SCHOLAR BOWL

MANUAL

DATES TO REMEMBER

	First Possible Date	Due Date Without Late Fee / Penalty	Last Possible With Late Fee
First Semester:			
When can/must my school REGISTER for Scholar Bowl, in order for our school to compete in Districts? (Section 3, Letters A & C)	April 14, 2023	May 13, 2023	January 5, 2024
When can/must all of my COACHES be listed on the MSHSAA Website for the current school year? (Section 2, Letters D & E)	June 30, 2023	Prior to 1st Contest	N/A
When can/must my REGULAR SEASON -ELIGIBILITY ROSTER be finalized? (Section 2, Letter E)	June 30, 2023	Prior to 1st Contest	N/A
When can/must coaches complete the ONLINE RULES REVIEW AND RULES TEST ? (Section 2, Letter D)	October 2, 2023	Prior to 1st Contest	January 5, 2024
Second Semester:			
When can/must I ENTER the Scholar Bowl District Tournament? (i.e. List my roster of students, etc.) (School must be registered - see above) (Section 4, Letter A)	January 12, 2024	March 15, 2024	March 22, 2024
When can/must I finalize my DISTRICT TEAM ROSTER (10 students)? (Section 4, Letter A-3)	January 12, 2024	March 15, 2024	March 22, 2024
When can I ADD students (maximum of 10) to my DISTRICT TEAM ROSTER ? (Section 4, Letter A-3)	January 12, 2024	March 15, 2024	March 22, 2024
When can I SUBSTITUTE an eligible student for a student I have listed on my DISTRICT TEAM ROSTER online? (Section 4, Letter A-3 & B)	January 12, 2024	March 15, 2024	March 22, 2024
When can my District Manager complete an ONLINE DISTRICT ROSTER SUBSTITUTION for me after my online access closes? (Section 4, Letter A-3 & B)	March 23, 2024	At District Tournament Coaches Meeting	N/A
Districts and State Series Information			
District Managers' Packets Sent to Hosts (Section 4)	N/A	April 5, 2024	N/A
Scholar Bowl Districts (Section 4)	N/A	April 13, 2024	N/A
Scholar Bowl Quarterfinals (Section 4)	N/A	April 23, 2024	N/A
State Scholar Bowl Tournament (Section 4)	N/A	May 3-4, 2024	N/A
Last possible Contest Date (other than By-law 4.4.3) (Handbook: By-Law 4.4)	N/A	May 4, 2024	N/A

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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****MSHSAA Contact for Scholar Bowl***



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[Revised September 2023]

PLEASE NOTE: New wording has been underlined,
and areas of emphasis are in **bold** text.

SCHOLAR BOWL ADVISORY COMMITTEE

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches/directors within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport/activity-specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors.

SOUTHEAST (2027)

Sondra Kekec
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NON-VOTING MEMBER

President of MACA
Scott Allen
Hallsville HS
sallen@hallsville.org

Term expires in July of Year noted.

***Eligible for Reappointment due to serving partial term**

SCHOLAR BOWL RULES INTERPRETERS

The interpreters have been selected for their knowledge of the rules and willingness to provide their advice to officials, adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of each sport/activity is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of sport/activity-specific rules. These individuals do not interpret any MSHSAA By-Laws or Board Policies nor do they review video of calls.

ST. LOUIS / SOUTH CENTRAL

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Scholar Bowl State Tournament Manager
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PURPOSE AND PHILOSOPHY

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater commentary on incidental information included in the MSHSAA Journal and on our website. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching “through school activities.” Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; to evaluate and compare the best of this knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance - and keep in proper perspective - the educational values of these events. Competition merely for “competition’s sake” cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- E. **SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coach’s respect for others and school property is necessary in order to instill this respect in their players. Students staying overnight in hotels or motels in conjunction with any interscholastic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

A school also should inform its competitors, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and competitors. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to ensure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: ESSENTIAL RESOURCES

The information listed and/or linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP) on the MSHSAA website. The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

Source Locations:

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)**
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)**
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))**
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)**
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)**
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))**
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))**
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)**
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))**
- J. SANCTIONING (HB-By-Law 3.18)**
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))**

SECTION 2: REGULAR SEASON

- A. **SCHOLAR BOWL:** Scholar Bowl can be characterized as competition (in person or virtual) in which subject matter in multiple academic disciplines is used. This activity features head to head team competition, quick response answers, time limits on questions and use of recognition systems by participants. Note: The current Scholar Bowl disciplines are: literature, science, mathematics, fine arts, history, and other (see rulesbook- C4).
- B. **SCHOLAR BOWL RULES:** The Scholar Bowl Rules (as published separately in the “Rules Book and Duties of Officials”) shall govern District and State Series play, and **most** of the rules are applicable to the regular season. Those that can be modified are noted on page 4 of the rulesbook. NOTE: It is the responsibility of each coach to make certain his or her team is thoroughly familiar with the Scholar Bowl Rules.
- C. **SEASON:** No senior high school or junior high school shall participate in an interscholastic Scholar Bowl before the Friday of Standardized Calendar Week Number 14 nor later than the date of the MSHSAA District Competition, exclusive of the MSHSAA state competition, other than the allowances listed in By-Law 4.4.3.
- D. **ONLINE RULES REVIEW AND RULES TEST REQUIRED FOR ALL COACHES:** ALL COACHES (head, assistant, varsity, JV, freshmen, etc.) are required to complete the Online Rules Review and Rules Test. Both will be available starting the Monday of Standardized Calendar Week Number 14, and can be accessed 24 hours a day, seven days a week. Coaches must be logged in to the MSHSAA website in order to access the ORR and to gain credit for completion. To access: Once logged in and viewing your school's home page, select "Online Rules Reviews" under the "Education" section, then select “Scholar Bowl” and follow the directions. You must complete the ORR before you can see or take the Rules Test. The test will appear in the same area after the ORR is completed and passed. You must complete BOTH prior to any interscholastic competition. Further information is available on page 2 of the Rules book.
- E. **COACHES ROSTER AND ELIGIBILITY LIST:** All team coaches must be listed in the Coaches and Directors section of the MSHSAA Online Membership computer system. Further, your team’s eligibility roster **MUST** be entered online on the MSHSAA Online Membership computer system. Please provide your athletic/activities director with the information that he/she needs to complete this process.
- F. **HIGH SCHOOL CONTEST LIMITATIONS:** The options for contests permitted for each high school team and each individual participant are shown below. These limits are exclusive of MSHSAA district and state competition. See By-Law 4.4.2 for junior high contest limitation options.
1. 20 duals and 2 Tournaments
 2. 10 duals and 8 Tournaments
 3. 0 duals and 14 Tournaments
- G. **CONTEST DEFINITIONS:**
1. Definition of a Dual: One game against ONE other school on one date. Various levels (varsity, junior varsity, freshmen, etc.) may be played. **Note: Students participating in both a JV and Varsity game at a competition against a single school will count as 2 contests against the students’ total season contests limitation total.**
 2. Definition of a Tournament:
 - a) A competition among three or more teams, started and completed within **seven** consecutive days, with a champion named. If no champion is named, each game would be counted as a dual.
 - b) An event with three or more teams started and completed on one calendar date.
- H. **PROTESTS:** The protest procedure is outlined in the separate Scholar Bowl Rules Book and interconnects with the MSHSAA Board Policy on On-Site Protests. All protests must be resolved at the competition site. The MSHSAA Board of Directors and/or Staff shall not review contest protests.
- I. **SUPERVISION:** As per MSHSAA By-Law 1.3.1, no individual student, team, or activities group shall be

permitted to participate in interscholastic events without being accompanied and supervised on site by a member of the school faculty or administrative staff.

- J. **SPORTSMANSHIP:** Students, coaches, and spectators are reminded to demonstrate good sportsmanship and to conduct themselves as ladies and gentlemen at all times. It is important for spectators to remain silent during the matches. Whispering or mouthing answers could result in a team losing points and is unfair for both teams. If the judges find members of the audience engaging in distracting behavior, the judges may ask those creating the disturbance to leave the room. No clapping or cheering is allowed except at half-time or the end of the game.
- K. **SANCTIONING:** Anytime a member school competes in a tournament (**VIRTUAL OR IN-PERSON**) that includes 1) one or more out-of-state school(s) or 2) **not** sponsored by a MSHSAA member school, the event must be sanctioned (on MSHSAA website) at least 30 days in advance. This is the host school's responsibility. If you are an **invited** school, it is your responsibility to see that the HOST has sanctioned the event. It is a violation of the by-laws to participate in an unsanctioned tournament that meets either of these criteria.
- L. **TOBACCO AND ALCOHOL RESTRICTION POLICY:** It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regard to the use of tobacco products and alcoholic beverages. Actions must not teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic activities: "Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA."
- M. **SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request a specific accommodation or use of special equipment. A written request from the school, outlining the requested accommodations/needs is required. Written approval from the state association is required prior to any accommodation for competition. During the regular season, the letter of approval from the state association must be presented to the game officials before any accommodations may be used. The following items are required before an initial accommodation request can be reviewed and considered:
1. A written request from the school, describing the competitor's special needs and the specific accommodations being requested. The letter should include the rule references of applicable rules that would be violated without the accommodation.
 2. A letter from the parent (s) or guardian confirming the need for an accommodation and approving the accommodation request.
 3. A letter from the student's doctor or applicable caregiver describing the medical circumstance or special need, and confirming the need for an accommodation.
 4. Photographs of 1) the special equipment, and 2) the student wearing the equipment, if applicable.

Subsequent requests (after a student is initially approved for an accommodation) will only require the school request (number 1 on the list above.) **Please allow ONE WEEK for requests to be reviewed prior to the first competition.**

MSHSAA will consider requests if:

1. the activity is not fundamentally altered by the accommodation,
2. the accommodation does not create a risk to either the participant or others, and
3. the accommodation does not place opponents at a disadvantage.

- N. **STATE TOURNAMENT ACCOMMODATIONS:** School requests for specific accommodations to be used at Districts and/or the State Tournament must be made to the MSHSAA office AT LEAST THREE WEEKS PRIOR TO DISTRICTS, unless prior approval for the regular season has previously been provided. If the provision of special equipment or technology by MSHSAA or the state site is being requested, it is the responsibility of the school to make contact with MSHSAA AT LEAST THREE WEEKS PRIOR TO DISTRICTS.

SECTION 3: POSTSEASON CRITERIA

- A. **REGISTRATION FEE:** Schools which submit the Registration Fee for District Scholar Bowl prior to the new year, the Friday of Standardized Calendar Week Number 27 will be assigned to a district tournament, but STILL MUST **ENTER** their assigned district tournament (see Entry Procedures).
- B. **LIMITATIONS:**
1. Only those students who meet the eligibility standards listed in the MSHSAA by-laws may participate in the District and State Tournaments.
 2. A school is permitted to enter only one team in district competition.
 3. No student is eligible who has participated in more than the maximum number of allowable interscholastic Scholar Bowl contests this year.

SECTION 4: POSTSEASON ENTRY PROCEDURES

- A. **DISTRICT ENTRY PROCEDURE:** Schools shall complete the online district entry procedure (completed properly and entirely) by the due date listed on the MSHSAA website.
1. **District Tournament Entry Deadline:** Entry for the district tournament shall be completed online on the MSHSAA website no later than the Friday of Standardized Calendar Week Number 37. Please consult your Activities Director if you need assistance. **Note:** The school is not considered **entered** until the online entry has been completed.
 2. **Late District Entries:** Entry completed after the deadline listed above may be accepted until the Friday of Standardized Calendar Week Number 38, **provided** the Host school has not scheduled its officials and arranged for buzzer systems, and provided the late-entering school pays a late penalty fee of \$50. This is the final deadline due to the necessary preparation of the Question mailing, which is based on the final number of teams participating.
 3. **Roster Limit:** A maximum of ten (10) students may be listed on the District Roster and participate in the district, quarterfinal and/or state tournament. Part of the district entry process is completing your DISTRICT ROSTER OF TEN PLAYERS. You will complete a district roster of students online by selecting them from a drop-down box that is connected to your regular season eligibility list. Once your district entry is submitted and the deadline passes **additions** to district roster are restricted. So, it is suggested that you **FILL all 10 positions** with eligible students even if you do not know whether certain students may be available, because you (with help from your district tournament manager) will be able to make substitutions to your roster (see letter B below).
 4. **District Entry Fee:** The fee to enter a registered school team in the district tournament is \$75.00. Schools participating in districts will be invoiced for the entry fee following the tournament. **Do NOT** send payment to your District Manager or the MSHSAA office in advance of the tournament. **Entry fees are required because no admission is charged to district tournaments for Scholar Bowl.**
 5. **State Series Entry:** State series entry procedures will be provided to schools that have qualified at the District Tournament. Teams that qualify and participate in quarterfinals will be invoiced \$50 for State Series participation; this fee need not be paid in advance. **Entry fees are required because no admission is charged to the state series for Scholar Bowl.**
- B. **DISTRICT SUBSTITUTIONS:** After the district entry window closes, you will not be able to change your roster on your own. You may submit substitutions (NOT additions) to your district manager (who can change your online roster via special editing capabilities). Substitutions to your ten-person team roster can be made from the school's online eligibility roster until the coaches meeting at the district tournament. The last time to make a substitution will be **VERBALLY** to your district manager and the rest of the coaches at the District Coaches Meeting. Substitutions will be the first item on the agenda for the coaches meeting at Districts. Substitutions **after** this point may **only** be made in the case of illness verified by a physician. Any team member who is thus replaced may not return to competition in the district tournament, but may return to competition for quarterfinals or state provided his/her name has been on the school's eligibility roster prior to the first game of the districts.

SECTION 5: CHAMPIONSHIP SERIES

(District Tournament thru the State Championships)

- A. **POSTSEASON BROADCASTS:** MSHSAA holds exclusive ALL-PLATFORM DISTRIBUTION rights for AUDIO, DATA and VIDEO for all postseason contests or festivals (beginning with district level through state) in all activities. Any transmission or production of any portion of these events, without the consent of MSHSAA is prohibited. Events are defined as the competition or performance. This includes, but not limited to, using programs such as Facebook Live or YouTube. Postseason Broadcasting is **NOT ALLOWABLE** for Scholar Bowl due to the questions being copyrighted, this includes audio & video.
- B. **CLASSIFICATION:** Schools will be classified for the district and state Scholar Bowl tournaments every year. Based upon the total number of schools participating in the activity and the enrollment differentials, schools shall be divided into classes. See By-Law 5.1 for more information.
- C. **DIGITAL TICKETS:** Hometown Ticketing is the official partner for digital ticketing. **NOTE:** No admission will be charged for Postseason Scholar Bowl
- D. **DISTRICT ASSIGNMENTS:** The state, within each class, is divided into **eight** districts as qualifying centers for the State Scholar Bowl Tournament Series. A listing of district assignments, district tournament sites, and local tournament managers can be found on the MSHSAA website (www.mshsaa.org) following the scheduled release date of the **Friday of Standardized Calendar Week Number 28**. Once district assignments are released, schools may no longer register for the district tournament but may still register to compete interscholastically during the regular season only.
- E. **DISTRICT TOURNAMENT MANAGEMENT:**
1. A Site Selection Chairperson will be appointed by the MSHSAA office to assume responsibility for selecting a host for the district tournament under the provisions included in this manual. (See Appendix C)
 2. The host school's district manager **shall appoint** a committee of three or more academic coaches from participating schools to assist in preparation for and management of the tournament.
 3. Each participating school shall provide a spotter and an unofficial scorekeeper at the district tournament.
 4. **SPECIAL SERVICES:** Anyone who requires auxiliary aids or services should request such services by contacting the manager of the event no later than 48 hours before the event.
- F. **DISTRICT TOURNAMENTS:** The tournament series for Scholar Bowl consists of eight district tournaments for each class. All district tournaments will be held on the **Saturday of Standardized Calendar Week Number 41**, and **MUST** follow the schedule below.

TIME SCHEDULE:

7:45 a.m.: Moderators' meeting.

8:00 - 8:30 a.m.: Team arrival and check-in

8:30 a.m.: Informational meeting for teams/coaches and drawing for prelims.

9:00 a.m.: First round games begin.

10:00 a.m.: Second round games begin.

11:00 a.m.: Third round games begin.

12:00 - 1:00 p.m.: Lunch break.

1:00 p.m.: Round 1 of final rounds begin. (Semi's for tournaments with 4 or more teams)

2:00 p.m.: Round 2 of final rounds begin. (Finals for tournaments with 4 or more teams)

Teams must be prompt. Each round of the tournament will begin at the designated time. Teams not ready to compete at the designated time will forfeit. A forfeit will be determined by the judges in the room where the team arriving late is scheduled to compete. The only exception will be if the late arriving team's preceding game was an overtime game, to the extent that the team was unable to report to its next game. However, the tournament has been designed to allow for overtime games.

G. **DISTRICT CANCELLATIONS:** An entry into districts represents a commitment to participate in all rounds of the district tournament for which the team qualifies. The following fines and penalties will be in place if an entered team does not follow through on the commitment.

1. Teams that enter districts but do not appear for the event OR that enter and do not provide the district manager with notice of their non-participation at least one week prior to the event, will forfeit the district entry fee **and** be charged a **\$50 penalty fee**.
2. If a team enters districts, but is unable to commit to play all rounds at the coaches meeting, the team should not be allowed to initiate play and will be charged a **\$50 penalty fee**.
3. If a team enters districts and commits to play all rounds at the coaches meeting, but fails to participate in all rounds for which it qualifies, the team will be charged a **\$250 penalty fee**.

H. **GENERAL PROCEDURES FOR DISTRICT PLAY:**

1. **NAME CARDS:** For district competition, coaches should prepare a name card for each member of his or her team with the school's name on it. These will be used on the game tables when the teams are competing. You will need the cards each time your team competes.
 2. **DISTRICTS WITH FEWER THAN FOUR TEAMS:** If fewer than four teams officially ENTER the district tournament, the following format of play will be used:
 - Two teams:** Play a best two-out-of-three game format, using questions for the correct "hour."
 - Three teams:** Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hour."
 - Four teams:** Must play the full five-round preliminary, semifinal, and final format.
 - More than 4:** Must play the full five-round preliminary, semifinal, and final format.
 3. **DISTRICT TOURNAMENT PRELIMINARY ROUNDS:** In the preliminary rounds, a modified round-robin will be played. At the district tournament, before play begins, the captain of each team competing in the tournament will draw for a number, which will determine his or her team's opponent in each of the three preliminary rounds. In tournaments in which an odd number of teams are competing, there will be a bye in each round. A team will not have a bye in more than one round.
- I. **AWARDS:** District plaques will be awarded to the first and second place teams in each district tournament. No medals are awarded.
- J. **DISTRICT WINNERS:** District winners will advance to the Quarterfinal Tournament. At the conclusion of the district tournament, the winning team will be provided a packet of instructions by the district tournament manager. It is imperative that coaches read and follow the directions contained in this packet. The Quarterfinal tournament manager may have additional instructions for teams upon their arrival.
- 3.
- K. **QUARTERFINAL TOURNAMENTS:** District winners will advance to the Quarterfinal Tournaments, which will be held on in the evening of **Tuesday of Standardized Calendar Week Number 43**. Quarterfinal tournaments will consist of a best two-out-of-three game format where the **winners of the even-numbered districts** will host the corresponding winners of the odd-numbered districts in **even** years (such as 2024). [For example, in April of 2024, the team winning District 2 will HOST the team winning District 1, the District 4 winner will host the District 3 winner, and so on.] The team that wins two games will advance to the state tournament.

2024 MATCH-UPS and HOSTS (April of 2024 = EVEN YEAR) (Tuesday Evening)

- Quarterfinal 1 = winner of District 2 versus winner of District 1 (Winner of Dist. 2 HOSTS)
- Quarterfinal 2 = winner of District 4 versus winner of District 3 (Winner of Dist. 4 HOSTS)
- Quarterfinal 3 = winner of District 6 versus winner of District 5 (Winner of Dist. 6 HOSTS)
- Quarterfinal 4 = winner of District 8 versus winner of District 7 (Winner of Dist. 8 HOSTS)

TIME SCHEDULE: 5:00 p.m.: Game one begins.
6:00 p.m.: Game two begins.
7:00 p.m.: Game three begins, if necessary.

Teams must be prompt. Each round will begin at the designated time. Teams not ready to compete at the designated time will forfeit. A forfeit will be determined by the judges in the room where the team arriving late is scheduled to compete. The only exception will be if the late arriving team's preceding game was an overtime game, to the extent that the team was unable to report to its next game. However, the tournament has been designed to allow for overtime games.

- L. **QUARTERFINAL ENTRY DUE:** District winners will need to complete some requirements on the MSHSAA website prior to the Quarterfinal Tournament. Online entry information must be completed by the **Wednesday of Standardized Calendar Week Number 42.** Head coaches should work with their Activities Directors to complete these items: 1) Quarterfinal Roster, 2) Upload a Team Photo, and 3) Coach Information.
- M. **QUARTERFINAL SUBSTITUTIONS:** Your team roster for quarterfinals may be entirely different than your roster for Districts. You will update your roster for quarterfinals immediately after the district tournament.
- N. **QUARTERFINAL WINNERS:** Quarterfinal winners will advance to the State Tournament. Following the quarterfinal, the winning team will be provided instructions regarding the State Tournament, either from the District manager, or from the MSHSAA staff by email on the following school day. It is imperative that coaches read and follow these instructions.
- O. **STATE TOURNAMENT:** Four teams from each class, the winners of each quarterfinal, will advance to the MSHSAA State Championships. The schedule will be similar to the District schedule and will be published in advance of the tournament. The dates are shown below:
Class 1, 2, and 3: Friday, of the Standardized Calendar Week Number 44
University of Missouri, Columbia
Class 4, 5, and 6: Saturday, of the Standardized Calendar Week Number 44
University of Missouri, Columbia
- P. **STATE TOURNAMENT ENTRY AND SUBSTITUTIONS:** Quarterfinal winners qualify for the State Tournament. If you need to make team roster changes, please notify the MSHSAA office **right after Quarterfinals**. Due to the team cards/programs, name card, and t-shirt preparations that must be finished, roster changes made after the **Thursday of Standardized Calendar Week Number 43** will cause a fine (\$50).
- Q. **NAME CARDS:** For Quarterfinal competition, coaches should prepare a name card for each member of his or her team with the school's name on it. These will be used on the game tables when the teams are competing. These name cards will be supplied by MSHSAA for the State Tournament.
- R. **AWARDS:** No awards are presented at the Quarterfinals, as this is the **first round** of the State Tournament. Trophies will be presented to the first, second, third and fourth place teams in the state tournament with individual medals for ten players and the coach.
- S. **STATE TOURNAMENT ROUNDS AND MATCH-UPS:** Prelims will consist of a full round-robin bracket (three games within each class), following which all four teams will be seeded into the Championship Final and Third Place game based on prelim results. Advancement/Seeding of teams is described in the Rules Book in Section L. The order of the match-ups by round will rotate each year.

2023-24 School Year:

The match-ups are as follows:

ROUND 1	Winner of Quarterfinal 1 vs. Winner of Quarterfinal 2
	Winner of Quarterfinal 3 vs. Winner of Quarterfinal 4
ROUND 2	Winner of Quarterfinal 1 vs. Winner of Quarterfinal 3
	Winner of Quarterfinal 2 vs. Winner of Quarterfinal 4
ROUND 3	Winner of Quarterfinal 1 vs. Winner of Quarterfinal 4
	Winner of Quarterfinal 2 vs. Winner of Quarterfinal 3

APPENDIX A:

PROGRAM INFORMATION AND STATISTICS

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

APPENDIX B:

U.S. COPYRIGHT COMPLIANCE

MSHSAA Position Statement Regarding U.S. Copyright Compliance:

Educators, coaches, and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed onsite is owned by ASCAP. To determine if the music is owned by ASCAP to go www.ASCAP.com and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C:

DISTRICT SITE SELECTION PROCESS

- A. **GENERAL CRITERIA:** The following district site selection process shall be used for Scholar Bowl.
1. Assignments of schools to specific districts shall be established by the MSHSAA staff annually. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
 2. The MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the chairperson who shall coordinate the site selection process for each activity.
 3. The chairpersons will be contacted and confirmed via email by the MSHSAA staff.
 4. Each chairperson shall review the list of schools assigned to his/her district on the MSHSAA website district and arrange for a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site. No expenses are allowable in conjunction with this meeting.
 5. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow the specific criteria to determine the appropriate course of action to be followed when selecting the district host site.
 6. The district chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site for the district tournament.
 7. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final
 8. Each chairperson will contact all athletic administrators of schools assigned to the specific approval. The MSHSAA staff and/or Board of Directors shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site constraints. A neutral site may only be used, provided there is prior approval from MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to MSHSAA.
 9. Prior to final approval, a medical Emergency Action Plan (EAP) for all state series sites and venues must be confirmed/uploaded to the MSHSAA website prior to hosting. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org.
 10. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.
- B. **SPECIFIC CRITERIA:** The following specific criteria shall be used by the schools and site selection chairperson:
1. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
 2. At least eight classrooms are available (depending upon the number of schools assigned).
 3. Necessary workers, moderators, timers, etc., are available or can be secured under the district assignments link.
 4. Necessary buzzer/responder systems are available, or can be secured from participating schools.
 5. The site facility (s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
 6. A medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at www.mshsaa.org. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org

APPENDIX D:

ETHICS

- A. **SCHOLAR BOWL COACHES' CODE OF CONDUCT:** As the coach of an activity which, by its nature, promotes academic excellence in the schools and which seeks to foster a climate of learning and scholarship through competition, I agree to support and abide by the following statements:
1. I agree to abide by all the rules and regulations for Scholar Bowl as stated in the MSHSAA Official Handbook and Scholar Bowl Manual.
 2. I agree to both model and nurture a spirit of fair play and good sportsmanship for my students at all times.
 3. I agree to discourage and curtail quibbling during competition on the part of my students. No extraneous comments or remarks should be directed toward teammates, opponents, or officials.
 4. I agree to encourage my students always to award the benefit of the doubt both to the opponents and to the officials.
 5. I agree to help my students understand that Scholar Bowl is a pursuit which can foster intellectual growth in all students.
 6. I agree to teach my students to cooperate with one another and to offer encouragement to other teams to do their best. I believe that this not only promotes fair competition, it is also the essence of good citizenship.
- B. **"WINNING":** The desire to win supplies a strong incentive to achieve and improve. This aspect of the activity is desirable in that winning is correlated with performance of merit; however, it sometimes happens that, under the stress of a desire to win, individuals become over zealous and their actions reflect on the good name of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest plane. A Scholar Bowl game is a friendly contest and to keep this spirit, it must be conducted in a fair and impartial manner by coaches, participants and spectators.
1. The highest kind of school loyalty is that which reflects credit on the home school, not that which tries to secure a victory at any cost.
 2. Respect opponents and the schools they represent.
 3. Competitors should help maintain an atmosphere of fairness and mutual respect.
 4. Coaches and others present should always display proper audience behavior and use appropriate language.
 5. Coaches should always be positive role models for their students.
 6. Participants must go through the proper channels of appeal without causing "A Scene".
 7. Always show respect for the host school and all property at the tournament site. Make certain that nothing is disturbed in the contest rooms and follow the rules for the use of the building.
- C. **UNSPORTSMANLIKE CONDUCT:** Unsportsmanlike conduct includes actions which are unbecoming to an ethical, fair, honorable individual. It consists of acts of deceit, disrespect or vulgarity and includes taunting. The National Federation and the MSHSAA disapproves of any form of taunting which is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of relative ability, race, religion, gender or national origin.

APPENDIX E:

INSTRUCTIONS FOR PLACEMENT OF TEAMS ON DISTRICT PRELIMINARY BRACKETS

Tournaments with an EVEN number of teams (4 or more): Find the appropriate bracket below. Place slips of paper in a "hat" numbered 1 through 4, 6, 8, or 10. Have the captains of each team draw a number for placement on the bracket.

Tournaments with an ODD number of teams (3 or more): Find the appropriate bracket below. Place slips of paper in a "hat" numbered 1 through the number of teams playing. **[NOTE: The BYE is already pre-placed on the bracket so you can choose an appropriate location for the team with the bye to review the game questions.]** Have the captains of each team draw for their number for placement on the bracket. Whichever team on the bracket is scheduled to compete against the "bye" team will receive a win in that round of the competition.

ADVANCEMENT

Advancement into the district semifinal round is based on:

- 1) Win/Loss Record in prelims
- 2) Point Average in prelims

See the tiebreaking procedures in the Rules Book in Section L.

FORMATS

One team: No tournament will be held and that team will move to Quarterfinals by default.
Two teams: Play a best two-out-of-three game format, using questions for the correct "hour."
Three teams: Play the three preliminary rounds and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct "hours."
Four or more teams: Must play the full five-round preliminary, semifinal, and final format.

PRELIMINARY BRACKETS

SAMPLE 3-TEAM BRACKET

Prelim Round 1

Team 3

Bye

Team 1

Team 2

Prelim Round 2

Team 2

Bye

Team 1

Team 3

Prelim Round 3

Team 1

Bye

Team 2

Team 3

PRELIMINARY BRACKETS

SAMPLE 4-TEAM BRACKET

Prelim Round 1

Team 1

Team 2

Team 3

Team 4

Prelim Round 2

Team 1

Team 3

Team 2

Team 4

Prelim Round 3

Team 1

Team 4

Team 2

Team 3

SAMPLE 5-TEAM OR 6-TEAM BRACKET

Prelim Round 1

Team 1

Team 2

Team 3

Team 4

Team 5

Team 6 or Bye

Prelim Round 2

Team 1

Team 4

Team 2

Team 5

Team 3

Team 6 or Bye

Prelim Round 3

Team 3

Team 5

Team 2

Team 4

Team 1

Team 6 or bye

PRELIMINARY BRACKETS

SAMPLE 7-TEAM OR 8-TEAM BRACKET

Prelim Round 1



Prelim Round 2



Prelim Round 3



PRELIMINARY BRACKETS

SAMPLE 9-TEAM OR 10-TEAM BRACKET

Prelim Round 1

Team 1

Team 2

Team 3

Team 4

Team 5

Team 6

Team 7

Team 8

Team 9

Team 10 or Bye

Prelim Round 2

Team 1

Team 3

Team 2

Team 4

Team 5

Team 7

Team 6

Team 9

Team 8

Team 10 or Bye

Prelim Round 3

Team 2

Team 9

Team 3

Team 7

Team 4

Team 6

Team 5

Team 8

Team 1

Team 10 or Bye

PRELIMINARY BRACKETS

SAMPLE 11-TEAM OR 12-TEAM BRACKET

<u>Prelim Round 1</u>	<u>Prelim Round 2</u>	<u>Prelim Round 3</u>
Team 1 Team 2	Team 1 Team 3	Team 2 Team 11
Team 3 Team 4	Team 2 Team 4	Team 3 Team 10
Team 5 Team 6	Team 5 Team 7	Team 4 Team 9
Team 7 Team 8	Team 6 Team 8	Team 5 Team 8
Team 9 Team 10	Team 9 Team 11	Team 6 Team 7
Team 11 Team 12 or Bye	Team 10 Team 12 or bye	Team 1 Team 12 or Bye

DISTRICT SEMI-FINAL AND FINAL BRACKET

SINGLE ELIMINATION FINALS: 4 TEAMS ADVANCE

MANAGERS: Use the Question Packet marked with the CORRECT GAME NUMBER!!

Semi-Finals

Finals

1st Seed

4th Seed

3rd Seed

2nd Seed

CHAMPION

NOTES

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