

SOFTBALL TOURNAMENT MANAGER MANUAL

2026

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INTRODUCTION

On behalf of the MHSА Executive Board, MHSА Staff and MHSА member schools, thank you for your willingness to manage a post season softball tournament. This manual has been prepared to provide a better understanding of the administration of MHSА sponsored events. It will serve as a guide to tournament managers and will provide for greater consistency.

I. PREPARING FOR AND MANAGING YOUR EVENT

A. ANNOUNCEMENTS, MEDIA, VIDEO AND WEBCAST

Required MHSА Announcements:

Under the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. Also, **refer to the Announcers and Media Appendix** of this manual for samples and the list of announcements, all of which are also linked through the MHSА website (www.mhsa.org).

- [PA Announcer Scripts](#)
- [Mp3 files](#)

➤ Tournament Manager Online Workshop:

Tournament managers for MHSА post-season events must complete the online tournament managers' workshop for that sport once every five years. This requirement is sport specific.

➤ Media:

Media Coverage: Media coverage is a very important part of any MHSА Tournament. Whatever assistance that can be provided the media with their coverage of your event is always appreciated by those media agencies. Some of the request's media have regarding their coverage of the tournament are:

- Passes for the event.
Only bona-fide media representatives are entitled to pass. To receive a pass, one must have Montana Newspaper Association's credentials, must be a television station employee with proper identification or must be a radio station employee with proper identification. Pass arrangements should be made prior to the tournament with the tournament manager. Media should always display their press pass.
- Programs/Rosters for the event
Providing the media with a packet of team rosters and a bracket or a tournament program is always appreciated by the media.
- Media Box
National Federation rules prohibit the media from being in live-ball areas, including marked areas. The tournament manager may designate an area for the media in dead ball territory. If you have any questions on this new rule, please contact the MHSА office.
- Results
The MHSА Executive Board requests that each tournament manager assign someone to call in results of the tournament to the local media outlets following each session of the tournament.

Commercial Photography: Please remember that rights and conditions (including fees) of commercial photography and distribution will be specified through written contract. When granting authority for commercial photography, the commercial entity must comply with the conditions set forth, including any

safety, contractual, fiscal, or other concerns that apply. The promotion of both male and female activities should be considered when granting authority. Commercial photography rights are authorized as follows:

- a. For regular season events, the event manager has the authority to grant photography rights with the permission of participating schools. (Schools can require a percentage of the profit from the commercial sales)
- b. For district/divisional tournaments and playoffs (excluding post season football and Class A soccer), the tournament/event manager has the authority to grant photography rights with the permission of conference schools. (District/divisional tournaments and playoffs can require a percentage of the profit from the commercial sales)
- c. For all state level competition, all post season football and all Class A post season soccer, the MHSAA Executive Director has the authority to grant rights.

Before your tournament starts you should review the MHSAA policies for videotaping, cybercasting, telecasting and photography of MHSAA events which can be found in Section 32 of the MHSAA Handbook.

➤ **Videotaping—schools and spectators:**

1. All videotaping shall be conducted from an area designated by the tournament manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSAA Executive Director.
3. Videotaping by spectators is allowed only from designated areas (and that cannot be from the media box) and only for private home use (not for distribution, broadcast or cybercast).
4. Videotaping by school/team representatives is allowed only from designated areas (not within the field) and only for use by the individual school program (not for distribution, broadcast or cybercast). Schools or their representatives may videotape only those specific competitions in which their students participate.
5. Videotaping by media and commercial outlets is allowed only from designated areas and is regulated by MHSAA policy.

➤ **Webcast, Commercial Broadcast/Telecast and Tape Delay**

All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of live commercial broadcasts, telecasts, and/or cybercasts of regular and post season events will be specified through written consent of the MHSAA.

All non-media, non-profit filming for any post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of tape-delayed broadcasts, telecasts, and/or cybercasts of post season events will be specified through written consent of the MHSAA. The MHSAA will consider the promotion of both male and female activities when granting authority.

Live Streaming – NFHS Network

1. All live streaming must be approved by the MHSAA Executive Director. All MHSAA media policies are in effect, including equitable coverage of male and female events.
2. Subscriber fees for Post-Season Tournaments will be paid to the NFHS Network and distributed back to the schools by the NFHS Network.
3. No other networks or school will be allowed to live stream any post season events without the written consent of the MHSAA.
4. **All games of the state tournament will be live streamed on the NFHS Network. Schools are responsible for setting up streaming for all games except the 3rd/4th place and championship games.**
5. If you have any questions, please contact Amy Bartels abartels@mhsa.org - 406-250-9714.

B. AWARDS AND RECOGNITION

Awards—Trophies and Individual Awards: The only trophies or individual awards that may be presented at any MHSAA tournament site shall be those provided by the MHSAA. No school shall be permitted to purchase or present additional trophies or individual awards over and above those authorized by the MHSAA. (See rule 2, page 45, and "Athletic Awards – Softball/Baseball", page 47, of the MHSAA Handbook.) Neither

the MHSА Executive Board/Office Staff nor the district/divisional officers have the authority to set aside any of the awards rules established by vote of the MHSА membership. The Executive Board has purchased trophies for all district, divisional and state tournaments from Universal Awards and they will be shipped directly from Billings to tournament managers. The Montana High School Association will pay for these trophies and awards. Awards should be inventoried when they arrive at your site.

- **All Star Teams:** No all-state teams or players shall be picked or announced at the tournament site by either the Executive Board or tournament officials. This applies to district, divisional and state tournaments.

C. BRACKETS & SEEDING

- **Master Plan for Tournaments:** Refer to the Softball Section of the MHSА Handbook for each classification's regulations for post season play. Tournament structure and seeding as outlined for each classification must be followed, including rules governing possible challenge games.
- State tournament brackets can be found on the Softball page of the MHSА website.

D. OFFICIALS

- **Assignment of Umpires:** The procedure to be followed for selecting the officials is outlined on page 131 of the MHSА Handbook. Ballots for state tournaments were sent from the MHSА office, will be tabulated there and officials will be hired accordingly.
- **Standard Plans for Scheduling Umpires to Work Tournaments:** The MHSА office will hire all officials for divisional and state tournaments. You will be notified immediately after all officials are secured for your tournament. **Officials assigned to work Association tournaments will be scheduled for the various tournament games by the designated umpire-in-chief (who will be selected by the MHSА office) and the umpire rotation will be predetermined before the start of the tournament.**
- **Umpire Fees:** The umpires' fees and expenses will be calculated and sent to the tournament manager so the appropriate checks can be written. Tournament Managers should secure enough rooms for the umpires assigned to their tournament.
- **Tickets for Umpires:** Officials working the tournament should be provided two passes (one for the official and one for a guest), but each official may receive up to a maximum of four passes ***if requested on-site and if the individual official has family in attendance.***

E. REQUIREMENTS FOR PROGRAMS, ADVERTISING AND FUNDRAISING

- **District/Divisional Programs, Concessions and Corporate Sponsors:**

(1) The tournament program rights for all district and divisional programs will be determined by the respective district or division. The tournament program rights for all state tournaments will be the responsibility of the MHSА Executive Board.

(2) The concession rights for any state tournament must be approved by the Executive Director. Concession rights include but are not limited to t-shirts, other apparel, photos, buttons etc.

(3) At district and divisional events, concessions where goods and/or services are received would be at the approval of managers of events.

(4) Corporate sponsorship of any post season event is the responsibility of the MHSА Executive Board and requires Board approval. Exceptions are a) program advertisements and b) signage or announcements acknowledging the receipt of donated goods including food or beverages for the hospitality room, the use of tents at outdoor events, or the use of other equipment necessary for staging the event. Signage should be placed only in the appropriate areas, i.e. in the tents or in the hospitality room/area. Established facility sponsorships are not affected provided that MHSА corporate sponsorship requirements are met.

➤ **Program Production and Content: (Divisional Tournaments)**

By the direction of the Executive Board, this office requests that tournament managers use the following content in your tournament programs. Also, refer to the Program Content Appendix of this manual for samples and the list of program contents, all of which are also linked through the MHSA website (www.mhsa.org). Pictures of the MHSA Executive Board and Executive Staff are available on the MHSA website.

[Roster Form](#)

This roster form is provided for program information if you so choose.

MHSA logo

This logo must be used somewhere on your program's cover to show that your tournament is sponsored by the MHSA.



[Statement relative to the MHSA](#)

We ask that this statement be used inside the program.

Montana High School Association

Originally founded in 1921 to regulate athletic competition, the Montana High School Association strives to serve all member schools by governing high school interscholastic activities in Montana.

The mission of the MHSA is to assure that the membership is provided with leadership and support in advancing equitable MHSA interscholastic activities for the growth and educational experience for students.

The purpose of the Montana High School Association is to ensure that interscholastic activities in Montana are administered fairly. Policies pertaining to scholastic standing, transfer, awards and other regulations that guide the Executive Board are adopted by the MHSA member schools. The MHSA is a service-based organization.

High school students throughout the state benefit greatly from interscholastic activities programs. These programs are an integral part of the high school experience, and promotion of good citizenship is essential to the growth and to the development of these valuable activities.

In addition, please include the following statement inside your program: **“Selection of officials for divisional and state softball tournaments will be made by the MOA office by using a combination of the following: coaches’ input (ballots), individual officials’ pool ranking and MHSA/MOA office input.”**

NorthWestern Energy Advertisement

The NorthWestern Energy ad must be used in your program as a full-page ad. Please do not contact NorthWestern Energy offices in your area for advertising. Contact Ryan Richards at the MHSA Office at Ryan.Richards@playfly.com

Other Advertising

The MHSA Executive Board policy restricts allowing advertisements in tournament programs that are related to alcohol or to other controlled substances. The Executive Board strongly recommends that any advertisements that relate to alcohol and/or tobacco products not be used in tournament programs.

Prohibited Content

Only information provided by MHSA or other tournament-specific items can be used. Contact the MHSA office if you have questions about allowable program content.

2025 – 2026 Corporate Sponsor Program Ads

Vendors of any other kind of good or service (besides normal concessions) must have written approval from the Executive Director of the MHSA.

➤ **NORTHWESTERN ENERGY – CORPORATE SPONSOR**

Tickets for NorthWestern Energy: In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament / playoff tickets (all session reserved if your event offers reserved seating) in sets of two tickets per employee per envelope at will call for the use of Northwestern Energy employee. These tickets are to be provided at no charge to Northwestern Energy employees. Please request signatures from the employees' requesting the tickets. Per NWE policy, each employee can only claim two tickets. Refer to the Ticketing and Post-Tournament Finances appendix for the NorthWestern Energy ticket tracking form.

Awards – Because of the involvement of NorthWestern Energy in the awards program, we are requesting that you involve the Company in the presentation of awards.

First, just prior to the presentation, announce that NorthWestern Energy is the sponsor of all MHSA awards. Next, a NorthWestern Energy representative may be at your tournament to assist in the actual presentation of the awards. We have asked that he or she contact you and then you and the representative work out the procedure to fit your needs. Also, a representative from the MHSA will usually be present to assist with the awards presentation.

➤ **State Worker Apparel:** If state event managers choose to provide merchandise or apparel (hats, shirts, other items) for their MHSA state event workers, the following conditions are required:

- All worker apparel must be purchased through an approved apparel distributor.
- The MHSA-sanctioned event title and logo must appear in any large graphic (t-shirts/sweatshirts).
- The MHSA logo or acronym must appear in any small graphic (hats).
- No other sponsorship or advertising may appear on the worker apparel without prior approval by the MHSA Executive Director through a contractual agreement.
- The above criteria does not apply to district and/or divisional events; however, conferences are encouraged to follow these guidelines.

➤ **Voluntary Contributions/Fund Raising:** The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSA Executive Board, raffles (or similar fund-raising activities) are prohibited at playoffs, championship games, tournaments, meets, and/or festivals that are under the direct supervision of the MHSA Executive Board. Fifty/fifty tickets are considered a form of raffle type fund raising and are therefore prohibited.

F. TICKET PROCEDURES

Ticket Prices for District, Divisional and State Tournaments: All district and divisional tournament ticket prices are determined by each respective district or division. The MHSА Executive Board determines the state tournament ticket prices. Ticket prices for divisional tournaments are set by the division. State tournament ticket prices are as follows:

	<u>Adult</u>	<u>Student</u>
➤ General Admission (one day)	\$ 10.00	\$ 8.00
All-Session (three day)	\$ 22.00	\$ 15.00

- **Policy for tournament passes:** The Association has established the following policy for tournament passes which shall be adhered to by all tournament managers.
 - (1) For school administrators - Up to fourteen all-session tickets. If the school’s co-op the host school will receive the fourteen administrative tickets and the other school(s) in the co-op will each receive an additional four (4) administrative tickets. These complimentary tickets are for administrators, coaches, spouses, chaperones, bus drivers etc. who actually attend tournaments.
 - (2) For players — seventeen passes for players and two for managers — total of nineteen.
 - (3) For cheerleaders — one pass for each cheerleader who actually attends tournament.
 - (4) For radio — three passes to each station given permission to broadcast the tournament or game. The game (games) must be broadcast in its (or their) entirety.
 - (5) For media other than radio
 - a. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of those teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.
 - b. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
 - c. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSА.
 - d. Passes will not be issued for spouses or children who attend the event with working members of the media.
 - (6) For umpires — one pass to each umpire working the tournament.
 - (7) Bands and performing groups will be allowed free admission at state tournaments when accompanied and vouched for by the participating school’s director. Band members attending state tournaments will be given wristbands which are required for admission throughout the duration of the event.
- **Ticket Prices for District, Divisional and State Tournaments:** All district and divisional tournament ticket prices are determined by each respective district or division. The MHSА Executive Board determines the state tournament ticket prices.
- **Ticket Pass Chart:** – MHSА passes must be honored at MHSА regular season events and MHSА tournaments. [Ticket Pass Chart:](#) Please include the specific participant and work passes as needed.

II. – MHSА Event Specific Information

A. Trophies, Softball and Banners:

The only trophies or individual awards that may be presented at any MHSА tournament site shall be those provided by the MHSА. No school shall be permitted to purchase or present additional trophies or individual awards over and above those authorized by the MHSА. (See rule 2, page 45, and “Athletic Awards”, VI. Softball/Baseball – Divisional and State, page 47-48, of the MHSА Handbook.)

Neither the MHSА Executive Board, district/divisional officers, nor the office staff of the MHSА has the authority to set aside any of the award’s rules established by vote of the MHSА membership.

The Executive Board has purchased trophies for the divisional and state tournaments from Universal Awards and they will be shipped directly from Billings to tournament managers. The Montana High School Association will pay for these trophies and awards.

Baseballs for the state tournaments will be shipped to the managers of state tournaments from the MHSА office. They are complimentary and furnished by Baden.

Banners for various major MHSА corporate sponsors and possibly baseballs may be shipped to the tournament managers from the MHSА office. Please return these banners immediately following the completion of your tournament.

B. Coaches and Umpires Meetings:

Coaches meeting – it is customary to have a coach meeting before the start of the tournament. This meeting can be held the night before or the day of, depending on how your bracket is formed. It is beneficial to have the umpire-in-chief address the group concerning ground rules, playing rules, etc. Also, the coaches may select All Conference and All State at the state tournament sites. The MHSА, in conjunction with each state tournament manager, will schedule the coaches’ meeting at state.

Umpires meeting – the umpires should meet before the start of the tournament. The tournament manager can give the necessary information about dressing areas, fields, hospitality, etc., and also expense and tournament fee checks should be distributed at this time. Then the umpire-in-chief will conduct a short meeting with the crew. The MHSА, in conjunction with each state tournament manager, will schedule the umpire meeting at state.

C. Weather Issues:

The following regulations are in effect for MHSА **State** Softball Tournaments:

State tournament games suspended because of weather and/or darkness will be resumed from the point of interruption.

State tournament games suspended because of weather and/or darkness after 4 1/2 - 5 innings of play will be resumed from the point of interruption and 7 innings completed unless the 10 run rule is reached.

D. Rain Delays:

For any extended rain delays, Brian Michelotti, Executive Director of the MHSА, must approve rescheduling of tournament games – including the authority to play games on days other than were originally scheduled or on Sunday.

E. Other Items:

Home Team – First round games at divisional and state tournaments will have the team with the higher seed being designated as home team. A coin flip determines home team in all future rounds.

Media Box – National Federation rules prohibit the media from being in live-ball areas, including marked areas. The tournament manager may designate an area for the media in dead ball territory. If you have any questions on this new rule, please contact the MHSa office.

Pregame Conference – The pregame conference at home plate will be five (5) minutes before game time. **There can be no baseballs thrown or hit in live ball territory (fair or foul territory) during the pregame conference.**

Uniforms – **Uniforms (including hats, visors, headbands, sleeves, jerseys tucked, etc.) enforce by the book.** Defense may wear jackets – the use of jackets by the offense is discouraged – if an offensive player chooses to wear a jacket, the player must be able to show their number when they come to the plate. Uniforms must be worn properly and as designed by the manufacturer – no exceptions.

Bat Testing- Bat testing must be performed at all classifications prior to the start of the state tournament. Each bat must be labeled with a sticker to indicate an approved bat. Each tournament manager must provide a bat testing station at each state tournament site. The UIC or another state official may be available to help with the bat inspection, but is not required perform the bat testing.

F. Trainer:

Trainers may be supplied and paid for by the state tournament.

G. Website:

Updated softball tournament data will be available throughout the tournament at www.mhsa.org. A live bracket will be posted on the MHSa website and maintained by the tournament director. Information for all tournament information may be sent to Amy Bartels at abartels@mhsa.org to add to the state classification's information section. Information must include a bracket, tournament information and facility map. Other information provided could include a tournament memo (facility information, concessions, tickets prices, etc.).

H. Tournament Financial Reports:

At the completion of the tournament call Jenise Cockhill at the MHSa office for the procedure that will be used for the distribution of profits for schools. jcockhill@mhsa.org

I. Tournament Site Safety Requirements:

Emergency Action Plan (EAP): Each tournament site must maintain a current and comprehensive Emergency Action Plan (EAP). The EAP should outline specific emergency procedures to follow in the event of a medical emergency, natural disaster, facility issue, or other critical incident. This document must be reviewed and accessible to all tournament staff and emergency responders and should include contact information for local emergency services, hospital directions, and onsite emergency contacts.

Automated External Defibrillator (AED) Requirement: An operational AED must be present and accessible at each location being used as a tournament site. Tournament managers are responsible for ensuring that each facility utilized during the tournament has at least one AED onsite. AED locations should be clearly marked, and tournament personnel should be made aware of the location and trained in AED use as part of emergency preparation.

General Safety Oversight: Tournament managers should verify that all playing surfaces, surrounding areas, and spectator spaces are safe and free from hazards prior to the event. Particular attention should be paid to weather-related facility conditions (e.g., snow/ice removal), emergency egress points, and access routes for first responders.

III. APPENDICES – SAMPLES AND RESOURCES

A. Tournament Managers' Resources found on MHSAs website:

- Great Expectations- How Different People Judge your Basketball Tournament - by Steve Johnson
- Timelines of Information for a tournament
- Tournament Checklists
- Tournament Duties for different tournament personnel
- Tournament Preparation Checklist for the MHSAs Staff
- Copy of State Bulletin/Forms sent to schools
- [Crowd Control Information](#)
- [Allowable Support Items](#)

Once again, thank you for agreeing to manage an MHSAs post season event and if you have any questions regarding the information provided in the softball tournament manager's manual, please contact MHSAs Executive Director Brian Michelotti.

- **Keys to Hosting and Running a Successful Tournament:** The first thing to remember is don't get complacent because you have managed a prior tournament. Plan to get things done well in advance of the tournament and try to plan for everything. Prior to hosting and running a tournament you should ask the Administration of your School District for permission to host the tournament. It is extremely important to keep your administration informed of what you will require to host the event--which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the tournament. If you are fortunate enough to have a local group of people that have formed a Tournament Committee to help with bringing tournaments to your town, make sure this group of people is involved in the planning/hosting of the tournament. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a tournament and that it will require some extra work on their part so they can adjust their work load while helping with the tournament. It is important that you meet with the school administrators who will have teams in the tournament to find out if they have any special needs for the tournament—for instance a sold out policy, ticket prices, security needs, how to handle half time entertainment, brackets, parking, band areas, etc. To get information on what is needed to manage a successful tournament, you should read and follow the guidelines presented in the MHSAs Handbook for that activity, the MHSAs Tournament Bulletin that is sent to each tournament manager, your Conference Handbook and the NFHS Rule Book, Case Book, and Official Manual for the activity you are hosting. I would also recommend that you view the MHSAs Rules Clinic for that activity.
- **Contact Previous Tournament Hosts To See How They Did It:** Before you host your tournament, if you have the opportunity, you should visit other tournament sites to see how that site sets up for their tournament. You should also ask the site's tournament manager for their checklists, informational papers sent to schools, and their timelines used in getting items ready for their tournament.
- **Start Early With Correspondence:** As a tournament manager, you must develop a preparation time line. Communication of tournament information to the schools that will be attending the tournament, your workers and school/facility personnel all must be done in a timely manner to give these people time to plan and allow you to make adjustments in the tournament planning if needed.
- **Tournament Workers:** Finding people to work the tournament might be the most important task a tournament manager has. You must develop a list of the number of people that you will need to run the tournament, make job description/duties for those workers, and put only qualified and trained people in the key positions of the tournament. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the tournament. Always try to recruit extra workers because people have emergencies that come up that won't allow volunteers to work and trying to find workers right before the tournament starts is very difficult. It is recommended that before the tournament starts, you have a meeting with all tournament workers to go over their work schedule and their duties during the tournament. Use school personnel, if your administration allows, and people who have experience working regular season events to fill key worker positions. They know the facility and event needs and want to make a good

impression for the people involved in the tournament. It is also a way to thank them for their help during regular season events.

- **Make Teams Feel Welcome:** Little things go a long way in making the tournament an event that people remember. When teams arrive, greet them by knowing the coach's name, show the teams where the locker room and training room is located, thank the teams for coming, after a contest, tell the coach who they will play next and the color of their uniforms for that game, be visible; and offer to help with any concerns or questions. These are some of the little things that make a tournament special for the people involved.
- **Plan for Everything:** As a tournament manager it is important that you try to plan for everything. Once the tournament starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the tournament starts review your checklists and do a final check of the gym and locker rooms. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

The following will give you information to help you prepare and run a successful softball tournament.

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media.
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision.
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official.
 4. Being ejected from a contest.
 5. Physically assaulting an official.

Section (34) CROWD CONTROL AT MHSA CONTESTS

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help ensure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
1. Provide worthwhile educational experiences for all students, players and spectators.
 2. Provide enjoyable recreation regardless of whether the game is won or lost.
- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose in enhancing the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.

- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.

1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. Special attention must be given to the supervision of student cheering sections, including having an administrator present near the vicinity of the student cheering section for all home and post-season contests to assist with crowd control.

- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.

- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school.

Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting rivalries.

- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in possession of alcohol or other mood-altering substances or are believed to be under the influence of these substances.

- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood-altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.

- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.

- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices, **including vuvuzelas**, by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."

- K. The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.

L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.

M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:

1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:

If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.

- b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Select only officials who have demonstrated the highest ethical standards.
7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Publicly shake hands with the officials and opposing coach before and after the contest.

Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due to them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.

c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.

d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.

e. All local fire and public safety codes must be followed.

2. Post Season - for all indoor post-season events (playoffs and tournaments), full facility lighting will remain on throughout introductions, during competition, and between contests (if applicable).

N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.

O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

4. Avoid using bells, horns and noisemakers.

5. Use gestures that are synchronized, pleasing to watch, and easy to follow.

6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.

7. Do not conduct a cheer at the same time as the visiting cheerleading squad.

8. School flags cannot be paraded in front of the opposing fans' sections.

9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.

10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Students

Students' habits and reaction as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.

2. Respect and cooperate with the cheerleaders.

3. Respect the property of the school and the authority of the school officials.

4. Show respect for an injured player and do not heckle or jeer the opposing team.

5. Remember athletic contests and mood-altering substances do not mix.

6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.

7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.

8. Do not advance on the court or field to protest or communicate with officials, coaches or players.

9. Do not direct offensive cheering sections.

10. Shirts must be worn at all contests.

11. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Spectators

Fan behavior whether at home or away at athletic contests reflects the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.

2. Be positive. Cheer for your team rather than against the opposition.

3. Refrain from booing and name calling.
4. Respect the officials' point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
 - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
 - c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
 - d. Erect restraining fences and/or rope off areas appropriately.
 - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - g. Provide first aid capability and/or medical doctor availability.

Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.
3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSAA website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.

B. Announcers and Media Appendix

Required MHSAA Announcements:

By the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. All announcements are also linked through the MHSa website (www.mhsa.org) and samples are included.

- [PA Announcer Scripts](#)
- [Mp3 files](#)

Media Information

A summary of [video, telecast, cybercast and photography policies](#) is linked through the MHSa website.

Section (31) RADIO BROADCASTING POLICY

The Montana High School Association and the Montana Broadcaster's Association agree to the following joint policies on the radio broadcasting of MHSAA Athletic Activities (revised policy effective July 1, 1994):

- A. The host member school shall be responsible for the local policies concerning radio broadcasting of all MHSAA athletic events other than district, divisional, and state tournaments and playoffs and exhibitions. Member schools and local stations shall work cooperatively to promote the broadcasting of both male and female activities.
- B. The radio broadcasting of district, divisional, and state tournaments and playoffs and exhibitions shall be controlled by the MHSAA Executive Board with the following guidelines:
 - 1. Any radio stations that declare their broadcasting interests to the tournament/playoff manager no less than three days in advance of the scheduled event shall, without charge, be granted permission to broadcast such contests.
 - 2. Radio stations with permission to broadcast any contests have an obligation to provide a reasonable amount of free air-time prior to the event to promote attendance and ticket availability of the tournament/playoff game.
 - 3. The local radio station serving the market that normally has carried and promoted tournament/playoff representatives' contests throughout the season shall be given first right of broadcasting facilities in the site location. This local station will broadcast the contests of any local teams participation, as well as, the consolation and championship contests.
 - 4. The tournament/playoff manager shall determine and assign broadcasting space to all other stations requesting permission. Assigned location shall be desirable for broadcasting and limited to no more than three (3) people. The tournament manager will provide a limit of three media passes if they are needed. These passes must be used by the broadcast team members only and are not transferable.
 - 5. Radio stations may request feeds from any radio station broadcasting the tournament/playoff contests. All stations are responsible for making their own broadcast arrangements. If feeds are not available, the stations may request permission to broadcast those contests of interest.
- C. The privilege to broadcast is granted on the following conditions:
 - 1. There shall be no announcements or advertisements contrary to the principles of high school athletics.
 - 2. Stations shall be responsible for any and all expenses incidental to setting up and broadcasting the activity.
 - 3. Reports of accidents, injuries, or other incidents should be minimized and factual to prevent or minimize undue anxiety on the part of the listener.
 - 4. Radio stations providing "feeds" will adhere to the format approved by the Montana Broadcaster's Association.
 - 5. No commercials or advertisements on behalf of or at the request of the MHSAA will be broadcast without a signed Timed Brokerage Agreement between the Montana Broadcasters Association and the Montana High School Association.
 - 6. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.
 - 7. Stations have demonstrated efforts to broadcast post season events for both genders when applicable.

- D. Stations that are not in compliance with MHSAs policies on broadcasting will be notified in writing by the MHSAs of details of their non-compliance and be allowed to respond and remedy the problem before their requests to broadcast are declined.

Section (32) POLICIES FOR VIDEO, CYBERCASTING, TELECASTING AND PHOTOGRAPHY OF MHSAs EVENTS

The MHSAs reserves the exclusive authority to regulate photographic and video recordings and their distribution, including but not limited to photos, tapes, CD's, DVD's, broadcasts, telecasts, cybercasts, video-streaming, audio-streaming and other mediums. The Montana High School Association is the owner of the rights to and the copyright holder of all audiovisual recording, filming, videotaping, telecasting, webcasting and photography of MHSAs events involving MHSAs member schools.

The MHSAs and its member schools will consider equitable coverage of both male and female activities when granting permission for any photography, filming, audio and/or video recording, and the subsequent use of those mediums.

All regular season and post season audiovisual rights may be granted to other parties as stipulated below:

A. Videotaping/Filming:

1. All videotaping shall be conducted from an area designated by the event manager or tournament manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSAs Executive Director.
3. Videotaping by spectators is allowed only from designated areas and only for private home use (not for distribution, broadcast or cybercast).
4. Videotaping by school/team representatives is allowed only from designated areas and only for use by the individual school program (not for distribution, broadcast or cybercast). Schools or their representatives may videotape only those specific competitions in which their students participate.
5. Videotaping by media and commercial outlets is allowed only from designated areas and is regulated as outlined below.

B. News Media Broadcast, Telecast, Cybercast and Video Display:

1. News media may air, broadcast, telecast, cybercast, audio-stream, video-stream or display highlights only in a bona fide newscast or through an approved MHSAs media outlet or website. "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 6:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of highlights are not considered "bona fide newscasts" and shall not be permitted without the written consent of MHSAs.
2. News media may display highlights of an event in progress as part of a bona fide newscast so long as such highlights are not live excerpts.
3. News media highlights may not exceed five (5) minutes per event (or per day of multiple day events such as post season tournaments) of running time total in any one newscast or via an approved MHSAs media outlet website.
4. News media highlights may not be sold or transferred in any way except for transfers from newspaper to newspaper within the same publishing corporation or from a newspaper to a bona fide news agency. Media highlights may not be used commercially or in any other manner not specifically set forth above without the written consent of MHSAs, except for provisions granted in Section E, #3 of this policy.
5. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or

criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.

6. The MHSAA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

C. Commercial Broadcast, Telecast, Cybercast and Video Display:

1. All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of live commercial broadcasts, telecasts, and/or cybercasts of regular and post season events will be specified through written consent of the MHSAA.
2. When granted authority for commercial broadcast, telecast, cybercast or video display of MHSAA events, the commercial entity must comply with the conditions set forth by MHSAA, including any safety, contractual, fiscal, or other concerns that apply. The MHSAA will consider the promotion of both male and female activities when granting authority.

D. Non-Media/Non-Commercial Tape Delay Policy:

Any filming by private or non-media outlets that is intended for tape-delayed broadcast, telecast, or cybercast must meet the following criteria:

1. All non-media, non-profit filming for any post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of tape-delayed broadcasts, telecasts, and/or cybercasts of post season events will be specified through written consent of the MHSAA. The MHSAA will consider the promotion of both male and female activities when granting authority. Schools may request permission to live-stream their post season events from the Executive Director only if they are a member of the NFHS Network's School Broadcast Program (SBP).
2. All non-media, non-profit filming for regular season events must be approved by the local school districts involved in the event. Member schools are granted the authority to regulate tape-delayed telecasts and/or cybercasts of regular season events, provided that member schools and local entities work cooperatively to promote both male and female activities. (If it's a commercial broadcast, telecast, cybercast or video display, it must be approved by the Executive Director, also.)
3. All entities and outlets must comply with the conditions set forth by MHSAA, including any safety, contractual, fiscal, or other concerns that apply.

E. Still Photography:

1. Personal photography by individuals (including students, coaches, parents, and/or fans) is permissible provided that the resulting images are for private home use only and not for any manner of distribution. The act of photographing any part of an MHSAA event must not interfere in any way with the conduct of the event or with the view of other patrons. Personal photography is allowed only from designated spectator areas.
2. Photography by school/team representatives is allowed only for use by the individual school program (specifically yearbooks, school newspapers, other school-produced publications and/or school websites). Resale of images is prohibited, unless authority is granted under item 4 (below). Press credentials will not be issued to school/team photographers, and these individuals are allowed to photograph only from designated spectator areas. School/team representatives are not allowed in areas designated for members of the media.
3. Bona fide members of the news media may photograph and print photo images as part of their established print media or websites. Newspapers will have unrestricted use and sale of photo images that appear in print or on

newspaper websites as part of news articles or in photo galleries. News media photography must not interfere in any way with the conduct of the event and is allowed only from designated news media areas.

4. Rights and conditions (including fees) of commercial photography and subsequent distribution will be specified through written consent. When granted authority for commercial photography, the commercial entity must comply with the conditions set forth, including any safety, contractual, fiscal, or other concerns that apply. The promotion of both male and female activities will be considered when granting authority. Commercial photography rights are authorized as follows:

- a. For regular season events, the event manager has the authority to grant photography rights with the permission of participating schools.
- b. For district/divisional tournaments and playoffs (excluding post season football and Class A soccer), the tournament/event manager has the authority to grant photography rights with the permission of conference schools.
- c. For all state level competition, all post season football and all Class A post season soccer, the MHSAA Executive Director has the authority to grant rights.

5. The MHSAA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

F. Media Passes

1. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of those teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.
2. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
3. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSAA.
4. Passes will not be issued for spouses or children who attend the event with working members of the media.

G. Policy on Venue Video Boards/Replay Boards

It is recognized that as technology advances, more facilities are adding video capability to the assets utilized at contests. To ensure the proper conduct of contests, and to ensure that such video is not used to the detriment of any school, coach, participant, or contest official, the following specific restrictions shall be in place:

- 1. Any live action being shown during the contest may only be the simulcasting of the event, and no audio from the simulcast can be projected via the venue sound system.*
- 2. In the event of officials holding any type of conference to properly interpret or apply a game situation, video replays may NOT be shown during that conference and may not be shown later. There cannot be any replay of any controversial call or controversial play.*
- 3. Any replay of game action that is shown on the video board, shall be shown only once immediately following the play, only at full game speed, and without announcing commentary from any source.*
- 4. Replays of specific scoring plays and contest highlights may be shown during time-outs or during breaks between periods but must reflect a balance between participating teams and may not include announcer commentary.*
- 5. Game administration is continually expected to exercise prudent judgment and ensure that nothing shown on the video boards can serve to incite the crowd against either team or the contest officials. Failure to perform this expected discretion may result in penalties against the school for a violation of MHSAA Rules and Regulations.*

C. Ticketing and Post-Tournament Finances Appendix

- **Ticket Prices for District, Divisional and State Tournaments:** All district and divisional tournament ticket prices are determined by each respective district or division. The MHSА Executive Board determines the state tournament ticket prices. Ticket prices for divisional tournaments are set by the division. State tournament ticket prices are as follows:

	<u>Adult</u>	<u>Student</u>
General Admission (one day)	\$ 10.00	\$ 8.00
All-Session (three day)	\$ 22.00	\$ 15.00

- **Policy for tournament passes:** The Association has established the following policy for tournament passes which shall be adhered to by all tournament managers.
- (1) For school administrators - Up to fourteen all-session tickets. If school's co-op the host school will receive the fourteen administrative tickets and the other school(s) in the co-op will each receive an additional four (4) administrative tickets. These complimentary tickets are for administrators, coaches, spouses, chaperones, bus drivers etc. who actually attend tournaments.
 - (2) For players — seventeen passes for players and two for managers — total of nineteen.
 - (3) For cheerleaders — one pass for each cheerleader who actually attends tournament.
 - (4) For radio — three passes to each station given permission to broadcast the tournament or game. The game (games) must be broadcast in its (or their) entirety.
 - (5) For media other than radio
 - a. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of those teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.
 - b. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
 - c. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSА.
 - d. Passes will not be issued for spouses or children who attend the event with working members of the media.
 - (6) For umpires — one pass to each umpire working the tournament.
 - (7) Bands and performing groups will be allowed free admission at state tournaments when accompanied and vouched for by the participating school's director. Band members attending state tournaments will be given wristbands which are required for admission throughout the duration of the event.

- **Ticket Prices for District, Divisional and State Tournaments:** All district and divisional tournament ticket prices are determined by each respective district or division. The MHSА Executive Board determines the state tournament ticket prices.

➤ **Sample Ticket Chart:**

MHSА passes must be honored at MHSА regular season events and MHSА tournaments. A sample pass chart is included. [Ticket Pass Chart:](#)

- **Tickets for NorthWestern Energy:** In accordance with the MHSА/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament / playoff tickets (all session reserved if your event offers reserved seating) in sets of two tickets per employee per envelope at will call for the use of Northwestern Energy employee. These tickets are to be provided at no charge to Northwestern Energy employees. Please request signatures from the employees requesting the tickets. Per NWE policy, each employee can only claim two tickets. Refer to the Ticketing and Post-Tournament Finances appendix for the NorthWestern Energy ticket tracking form.

➤ **Financial Reports:**

The financial report for MHSА softball tournaments is located on the MHSА website (www.mhsa.org). All questions may be directed to Jenise Cockhill at jcockhill@mhsa.org

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