



**2024-2025
THEATRE
DISTRICT/SECTIONAL
MANAGER MANUAL**

**MISSOURI STATE HIGH SCHOOL
ACTIVITIES ASSOCIATION**

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Daryl Bradley, Assistant Executive Director
Stephanie Turner, Coordinator of Sports
Craig Long, Chief Financial/Operational Officer
Andrew Kauffman, Communications Director

***MSHSAA CONTACT PERSON FOR THEATRE**

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Missouri State High School Activities Association

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TO: District Theatre Tournament Managers
FROM: Marty M. Marsh, Assistant Executive Director
RE: District Theatre Tournament
DATE: December 13, 2024

The information included in this District Managers Manual are provided to supplement the MSHSAA Theatre Manual. Please review these materials very carefully, as they will assist you in the set up and completion of your district tournament.

Enclosed in this District Manager packet are copies of the following:

1. **Theatre District Manager's Manual.**
2. **Theatre Manual.**
3. **District Certification Report:** Email to Dianna@mshsaa.org as soon as possible at the conclusion of the District Tournament. An electronic version of this form will be emailed to you (this is a tab through form that can be completed in Word and emailed) if you prefer to use it in that form.
4. **MSHSAA Protest Form:** Feel free to make copies as needed.
5. **District Manager Directory:** Contact information for all district managers.

The online district and state entries for all events are located on the MSHSAA website, which can be accessed by each school's director by logging onto their school's home page and clicking on "District Entries" then selecting "Theatre." **The district entries link on the MSHSAA website is open on January 9, 2025.**

All awards for your district tournament are enclosed in this mailing. Upon receipt, please inventory the shipment for any damages and to ensure that you have received the correct number of plaques and medals. Please contact me immediately should there be a problem.

After reviewing the Theatre Manual, the supplemental instructions and the enclosed supplies, please do not hesitate to contact me at 573-875-4880 if you have any questions.

Thank you very much for hosting a district tournament this year!

MMM/dj

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
SUPPLEMENTAL INSTRUCTIONS FOR THEATRE MANAGERS

Tournament Administration

1. District managers shall be selected through the site selection process and appointed by the MSHSAA office.
2. The district manager shall administer and carry out the events as provided in the Theatre Manual. The district manager shall disqualify any performance which is in violation of the provisions contained in the Manual for a particular event. The manager shall engage critics/judges for the district tournaments.
3. District managers are strongly encouraged to have a pre-tournament memo advising school coaches/directors of any specifics of your site and general reminders.
4. The manager shall appoint a committee of three theatre coaches/directors from participating schools to serve on a committee to assist in the management of the tournament, to assign judges to avoid the possibility of a conflict of interest, and to serve with him/her as a jury of appeals to rule on questions arising at the tournament. The committee shall include the MSHSAA Advisory Committee member from the district, if available. Please forward the names of the coaches/directors who will serve on the tournament committee to the MSHSAA Office prior to the tournament
5. The manager shall appoint a Tab Committee of coaches/directors from participating schools (Section 5, Manual).
6. It is suggested that the manager hold a pre-tournament meeting with participating coaches/directors to discuss administrative procedures and problems (Section 5, Manual).
7. District manager shall make every effort to use neutral judges, if they are available. Hired judges must be in at least their second year after graduating from high school. However, hired judges can be in their first year after graduating from high school – if they have no association with any of the schools participating in the tournament.
8. Prior to the opening of the tournament, managers shall hold a conference with judges to explain the program and how to use critic forms and ranking forms. Attention shall be called to the event regulations and judging criteria in the MSHSAA Theatre Manual.
9. All protests shall be directed to the tournament manager in writing as soon as infractions to the rules are discovered, ***including prior to the tournament***. Any protest based on failure to follow the regulations contained in this manual shall be made to the tournament manager. Any performance which is in violation shall be disqualified (Section 5, Manual; Appendix D).
10. The manager shall be responsible for scheduling events and facilities and for supplying schedules and all necessary information to the schools. Whether or not to reschedule as a result of last-minute cancellations or failure to show shall be left to the discretion of the manager if not covered in the Manual.
11. In the event of inclement weather, the manager should have alternate scheduled plans. It may be necessary to keep in close contact with the weather bureau to have an up-to-date report on weather conditions.
12. The manager shall be responsible for completing the online financial report within five (5) days of the close of the district tournament.
13. Entry forms shall be kept on file by the tournament manager for one year for reference purposes in enforcing the regulation prohibiting repetition of selections by a school or an individual student from the previous year.
14. The tournament manager shall certify to MSHSAA the state tournament qualifiers in each event, starting with rank number one and proceeding through the number of ranks as necessary to meet the requirements.
 - a. District results shall be submitted immediately electronically on the website under “District Manager Options.”
 - b. A back up “paper” District Certification Form must also be submitted immediately. Managers can choose to use the “paper” form (scan and email to dianna@mshsaa.org) or they can use the electronic certification form (that was emailed to you on the day of this mailing) and email it to dianna@mshsaa.org. It is very important that this form be EMAILED IMMEDIATELY after the tournament.
15. At the close of the tournament, the manager shall provide for each school represented, an envelope containing the critic evaluation forms of that school's entries as well as reminding them to verify their state entries on the MSHSAA website by going to “State Qualifiers” on their school's home page on the website. The manager may elect to mail the critic evaluation form if he/she finds it more convenient.

16. Contact Marty M. Marsh, MSHSAA Assistant Executive Director, when provisions in the MSHSAA Theatre Manual or interpretations thereof are not clear at (573-875-4880) or marty@mshsaa.org.
17. Read the MSHSAA Theatre Manual carefully to note changes from previous year.
18. Send the names and addresses of judges used at your district from which a roster of judges can be compiled by the MSHSAA Office for state tournament consideration. Indicate what event(s) judged.

Preparations for Events

1. The One-Act Play and Readers Theatre events will require certain basic furniture. Each school is to provide its own make-up, costumes, special furniture or properties. The host school should be prepared to provide a qualified sound and light technician to operate/assist with the board, if requested. Please be certain performances are following required royalty guidelines and have submitted to you as the district manager a copy of their royalties/permission statement. **Verification of permission to alter the original script must be provided when necessary.** Refer District Schools to the state facility restrictions on the Theatre page of the MSHSAA website. Also notify them of district level facility restrictions.
2. The Readers Theatre event shall be handled the same manner as the One-Act Play event where all entries are heard by the same judge(s). However, if the number of entries received will not permit this on your time schedule, it may be necessary for you to divide the entries into sections and hold a second round to determine the qualifiers for the state tournament. If this should be the case, you should contact the MSHSAA Office in advance of your tournament to confirm that this procedure will be followed.

Timekeepers and Timing

1. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when a performance exceeds the time limit rather than stopping the performance. Performances that exceed the time limit may be penalized by the lowering of the rank by one or more places in the final rankings for that round and is to be determined by the judge's discretion.

NOTE: THE TIME LIMIT IS CLEARLY STATED IN EACH EVENT'S JUDGING REGULATIONS PRINTED IN THE MANUAL.

2. The importance of accurate time keeping shall be emphasized.

Evaluation Forms and Results

The manager shall receive the evaluation forms for each event and post the results.

All critic forms shall be made available for coaches/directors to review at the completion of each round of performance. Managers may release the forms to the coaches/directors at the completion of all rounds provided the necessary information has been recorded and the forms are no longer needed.

District Managers' Online-Entry Instructions

For assistance and questions, please email Dianna Johnson at dianna@mshsaa.org

1. Go to www.mshsaa.org.
2. Select "Schools" and log in (you will need your e-mail address and password, which can be e-mailed to you by clicking on "send me my password" if you do not know it already).
3. Select "District Manager Options" from your school's page.
4. Select "Completion Summary" to see which schools have completed their district entries ("green checkmark" indicates that a school has completed an entry area and have selected "mark as complete" to show that entry item is finished), ("red X" indicates the school has not completed an entry area, or they have simply failed to select "mark as complete").
Help me to continue to communicate to directors to "mark as complete" when they have finished their district entries.
5. Select "District Roster" and then select either "By School" (to see the entries for every school in alphabetical order) or "By Event" (to see all entries per event).
 - a. Click on "Export to Excel" in order to be able to put the data in a different order (the information will need to be ordered by the students' last name in order to see who is double/tripled entered).
 - b. Click on "Print" to print out the information.
 - c. Email Dianna Johnson for help in this area at dianna@mshsaa.org.
6. Select "Readers Theatre" to get each school's event information. You can print this information and make copies for judges.
7. Select "One-Act Play" to get each school's information. You can print this information and make copies for judges.
8. Select "School Information Summary" to view coaches' names, etc. (if the website only lists one coach, it may not be the head coach for all of the speech, debate, and drama areas).
9. If you need to add an event for a school after the district entry deadline for your district, go to the District Roster portion of your District Managers Options and view the results by School. To the far right of each school name there will be a link that says "Edit Entry", click this and you will see all the events for the school. Click "Edit" toward the top and you can edit or add students to any event necessary. After you make the change you may choose to return back to the District Roster summary and export a new Report.

SPECIAL NOTES

1. **Manual References** - Refer to the 2024-2025 MSHSAA Theatre Manual (www.mshsaa.org) for: entry deadlines, entry limitations, limitations on selections, substitution policies, a list of entry fees and judging/timekeeping requirements.
2. **District Deadline Changes/Substitutions/Additions**
 - a. **Changes/Substitutions:** After the district entry deadline, 30 days prior to each district tournament, all changes/substitutions to district entries can be made.
 - 1) The district managers will have the ability to make additions/substitutions at any time. Any additions/substitutions to district entries after the deadline must be sent directly to the district manager a minimum of seven (7) days before the start of the school's district tournament. Any changes or substitutions to district entries within seven (7) days before district must be made by the tournament manager. Tournament managers shall make sure that all name or selection changes/substitutions are corrected/updated on the MSHSAA website.
 - 2) Any alternates must come from the school's regular season "Eligibility Roster" for Theatre, which is located on the MSHSAA website (www.mshsaa.org).
 - b. **Additions/Late Entries:** District entries submitted after the deadline date, but before the scheduling of performances is completed, may be accepted provided the school pays a late penalty of \$100 (the late fee for additional entries submitted by a school that submitted initial entries by the published deadline shall not be assessed if such additional entries are received more than seven (7) days prior to the start of the district tournament).
 - 1) **No additional entries will be accepted seven (7) days prior to the district tournament.**
 - 2) The district manager shall notify MSHSAA in writing regarding late entries, MSHSAA shall invoice any school(s) owing a late penalty fee, and MSHSAA shall pay all late penalty fees to the host school(s).
 - 3) All additions and entries must come from the school's regular season "Eligibility Roster" for Theatre, which is located on the MSHSAA website (www.mshsaa.org).
3. **Royalty Selections:** For One-Act Play and/or Reader's Theatre, if a royalty is required for use of the selection, a permission form must be attached to the entry. **Verification of permission to alter the original script must be provided when necessary. Please make sure you have a copy of royalties or permission statement for ALL schools entered in One-Act Play or Reacher's Theatre.**
4. **District Entry Fees:** District entry fees are automatically calculated under the "Invoice" link on the district entry page. After the completion of your district tournament, coaches/directors in collaboration with their Activities Director, must print off the invoice and mail payment directly to the MSHSAA office for the district entry fees.

State Tournament Entries: Schools with state qualifying entries will also submit/confirm their state tournament entries online. Coaches/directors must access the State entries by selecting the "State Qualifiers" link on the schools home page on the MSHSAA website (www.mshsaa.org) and then click on "Theatre." **State entries should be verified via the website prior to Tuesday following the close of the last district tournament.**

Contact Information

Marty M. Marsh (Assistant Executive Director): (573) 875-4880, marty@mshsaa.org

Dianna Johnson (Championship Assistant): (573) 875-4880, dianna@mshsaa.org

District Financial Report

1. Due to the restructuring of Theatre, more information pertaining to the District Financial Report will be forthcoming. Once received, please save the District Financial Report in a file of your choice so that upon conclusion of the District Tournament you will be able to complete the Financial Report electronically.
2. The District Financial Report must be submitted to the MSHSAA office within five (5) days of the conclusion of your District Tournament.
3. Please make sure that all expenses are represented on your District Financial Report before submitting.
4. If necessary, receipts for expenses shall be scanned and sent via an email attachment, to be included with your District Financial Report.
5. Make sure all judges and workers are recorded and accounted for before sending your District Financial Report to the MSHSAA office.

PLEASE NOTE: The host schools of the District Tournaments will be responsible for paying all expenses and worker stipends after the approval of the District Financial Report. MSHSAA will then process and send the host schools a reimbursement check for expenses paid.

JUDGES FEES AND EXPENSES FOR THE DISTRICT TOURNAMENT:

1. Reader's Theatre and One-Act Play: Judges shall be paid \$12.00 per entry judged.
2. Travel expenses: When a judge must be secured from outside of the city in which the tournament is held, the individual shall be reimbursed for transportation expenses at the rate of 40 cents per mile per car actually driven if the judge travels by automobile, or shall be reimbursed for other transportation expenses actually incurred. Any meals provided to judges by the host school shall not be charged to expenses of the tournament without pre-approval by the MSHSAA office.
3. All expenses incurred in the administration of the district event must be approved by the MSHSAA Office.

Financial Report Instructions

1. Due to the restructuring of Speech & Debate, more information pertaining to the District Financial Report will be forthcoming.

THANK YOU!

SUMMARY OF DISTRICT THEATRE AWARDS

THEATRE

One-Act Play

1st and 2nd Places receive plaques

Readers Theatre

1st and 2nd Places receive plaques

**BOARD POLICY FOR ON-SITE PROTESTS
OF
SPEECH, DEBATE, AND THEATRE CONTESTS**

The Board of Directors acknowledges that occasionally tournament officials at speech, debate and drama contests make mistakes. The Board adopted the following Policy, June 2000, to address protests at interscholastic speech debate, and drama events and contests.

1. The coach/director must request a review of an official's/judge's application of a rule through appropriate channels (only misapplications of MSHSAA By-Laws and event rules may be protested, not decisions of judgment).
2. All protests shall be resolved at the contest site by the jury of appeals before any further competition occurs in the event(s) affected.
3. Protests that are not filed within the appropriate time frame shall be automatically disallowed.
4. The MSHSAA Board of Directors and/or staff shall not review contest protests.

Application of Protest Procedure:

1. The tournament manager shall appoint a grievance committee of three coaches/directors from participating schools. The grievance committee shall serve with the tournament manager as a jury of appeals to rule on questions/protests arising at the tournament.
 - a. The committee shall include the MSHSAA Theatre Advisory Committee member from the district when available and at least one coach from one of the smaller schools participating in the tournament.
 - b. Should a member of the committee's school be involved in the grievance, the committee member shall be replaced with a committee alternate and if the alternate is not available someone may be appointed to serve in this capacity by the tournament manager.
2. All protests shall be directed to the tournament manager by the school coach/director in writing via tournament protest forms as soon as infractions to the rules are discovered, but within 20 minutes of the results of the protested event(s) becoming final. The written protest shall cite the rule(s) or By-Law(s) being protested.
3. Posting to finalize results: All results for the tournament will be posted/distributed in advance following the schedule in (a) and (b) below. Any error must be corrected at the appropriate time listed.
 - a. Following the end of preliminaries and before the elimination rounds all grids and ballots are to be available to the coaches/directors to verify the accuracy of the results in each event during an allowed twenty (20) minute time period and that a five (5) minute time period be allowed for the purpose of verifying results between elimination rounds in debate with all results being final once the next round begins.
 - b. Results will be final 20 minutes after the posting/distribution of results.
4. Depending on the nature of a protest, the outcome to uphold or deny shall be determined by:
 - a. the tournament manager (or);
 - b. the grievance committee (or);
 - c. the jury of appeals (the tournament manager and grievance committee together).

The decision made at the tournament site by the appropriate party listed above shall be final.



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