



2024-2025
THEATRE
MANUAL

2024-2025 THEATRE DATES TO REMEMBER

TASKS	DATES
Deadline To Withdraw From Postseason	November 28
Class & District Assignments Released	December 6
Online Rules Review Window	October 7-December 6
MSHSAA Eligibility Roster Due	October 10 or Day Before First Competition
First Allowable Contest (No interscholastic speech event shall start before 4:00 p.m. on a school day, except that events may start as early as 2:00 p.m. on Friday. The MSHSAA District and State Tournaments shall be exempted from this regulation and a school may participate in one regular season contest (which may be the NSDA District Tournament) per school year that begins as early as 8:00 a.m. on a school day.)	October 11
Postseason Entries Opened	January 9
Deadline For District Entries (30 Days Prior To First Day Of District Competition)	
Deadline For Final District Entries (7 Days Prior To First Day Of District Competition)	
District Eligibility Roster Due (7 Days Prior To First Day Of District Competition)	
District Financial Report & District Certification Report Due (5 Days After The Final District Competition Date)	
District Tournament Must Be Completed By	March 22
State Championship Entries Dropped/Withdrawn Deadline (Tuesday After The Final District Competition Date)	March 25
State Championship Entries Roster Or Selection Changes Due (No Later Than)	March 25
Final Theatre Competition	April 1
State Championships – Missouri State University, Springfield, Mo.	April 23-24
One Allowable Theatre Competition After April 1 Excluding State Tournament	April 1-May 30
Theatre Advisory Committee Agenda Topics Due Date	April 21
One Allowable Theatre Competition After Friday Of Memorial Day Weekend (Teams or Individuals representing a school may participate in interstate, interscholastic events which may begin no earlier than the Friday of Memorial Day weekend, only if the school has advanced from a qualifying event that takes place during the aforementioned season or if the event's selection procedure has been approved by the MSHSAA Board of Directors.)	May 26-Summer
Theatre Advisory Committee Meeting	May 8

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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Revised June 2024

DISTRICT ASSIGNMENTS & STATE TOURNAMENT BRACKETS
MAY BE FOUND ON MSHSAA WEBSITE (www.mshsaa.org)

THEATRE ADVISORY COMMITTEE/RULES INTERPRETERS (TOC)

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 activity. 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. Furthermore, these individuals have also been selected for their knowledge of the rules and willingness to provide their advice to judges/adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of the 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.

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PURPOSE AND PHILOSOPHY (TOC)

- 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 consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. 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 their 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/activity, and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state 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 competitors, coaches/directors, 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 COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches/directors, and fans. Coaches/Directors are required to supervise their competitors. A coaches'/directors' respect for others and school property is necessary in order to instill this respect in competitors. 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/directors and fans of the value contest officials/judges play in education through athletics/activities. When informing these people of this, the difference in the purpose of high school and professional sports/activities should be emphasized. Lack of respect for officials/judges should not be tolerated. Booming of officials/judges leads to booming of coaches/directors and competitors. This has no place in high school athletics/activities. Athletic/Activity administrators are urged to develop a program through any and all communication techniques available to ensure that spectators understand that high school athletics/activities are an educational endeavor as opposed to the competition being an end in themselves.

KEY MANUAL & BY-LAW CHANGES (TOC)

A. ADVISORY COMMITTEE RECOMMENDATIONS & CHANGES

1. **Classification Of Speech, Debate, & Theatre:** The activity of Speech and Debate utilize the classification procedures outlined in By-Law 5.1 and the Board Policies on Enrollment, Classification, Championship Factor, and Districts.
2. **State Qualifiers From District Theatre Tournaments:** That in the activity of Theatre, each of the district tournaments per class qualify the top 2 schools in Reader's Theatre and One-Act Plays from each district to the MSHSAA State Theatre Championships, with the option to reevaluation this recommendation after one year of operation.
3. **Format For State Theatre Tournament:** That in the activity of Theatre, the top two teams from each district in each event (One-Act Play and Reader's Theatre) be randomly placed into two sections of four schools to compete in the preliminary rounds at the MSHSAA State Theatre Championships. The two sections of four schools in each event will perform in the preliminary round with the top two teams from each preliminary section advancing to the final round. Each of the four teams qualifying for the final round will perform again with the top four schools being ranked in order to determine the championship round outcomes (First Place, Second Place, Third Place, and Fourth Place).
4. **Theatre District Release Dates:** Theatre districts move the release date from the Friday of standardized calendar week # 8 to the Friday of standardized calendar week # 22, with the opportunity to reevaluate in 2025 after a Theatre Advisory Committee has been established.

B. 2024 MSHSAA BALLOT CHANGES

1. **Ineligible Students and Forfeitures:** Removes By-Law 5.5.4 and amends By-Law 1.2.3 to consolidate language and clarify the penalties for playing an ineligible player during the regular season and in the MSHSAA District/State Series.
2. **Bona Fide Student Rule and Penalty:** Amends Section 2 and By-Law 2.1 to add clarity to the definition of a Bona fide student, what constitutes a change in Bona fide student status, and the associated penalty for violating By-Law 2.1.
3. **Name, Image and Likeness:** Amends By-Laws 2.6 and 3.6 to allow students to receive a benefit for their name, image or likeness if the promotions do not represent an affiliation to a member school or utilize names, marks, etc. they do not own, and also to prohibit "NIL Collectives."
4. **Separating the Activity of Theatre from Speech & Debate:** Amends current By-Law 4.3 to separate the activity of Theatre, from Speech & Debate, into a new section, as new By-Law 4.6, which will provide autonomy to each activity, to include separate registrations, governance, manuals, advisory committees, seasons, classification, and post-season events.
5. **Expansion of Junior High Speech/Debate/Theatre Contests:** Amends By-Law 4.3.3 to increase the number of allowable speech, debate, and/or theatre contests for junior high schools, not individuals, from five to ten.
6. **Elimination of 250 Mile Travel Restriction – Speech/Debate/Theatre:** Amends By-Law 4.3.4 and new By-Law 4.6.4 to eliminate the one time per year 250-mile travel limitation for Speech, Debate, and Theatre.

SECTION 1: ESSENTIAL RESOURCES [\(TOC\)](#)

The information listed/linked in this section relates to MSHSAA By-Laws, Board Policies and guidance or position statements from the MSHSAA Sports Medicine Committee (SMAC). 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 (TOC)

A. STUDENT ESSENTIAL BY-LAWS

Any student representing his/her school in Theatre must meet MSHSAA By-Laws which can be found in Section 2 of the MSHSAA Handbook. For more information concerning Student-Essential By-Laws, please reference <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>.

B. ACTIVITIES BY-LAWS

Specific Theatre By-Laws can be found in Section 4 of the MSHSAA Handbook. For more information, please reference <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>. Furthermore, the following requirements of particular interest to Theatre include:

- 4.1.1 General Requirements for Activity Directors and Coaches/Directors
- 4.1.2 Activity Director/Coach/Director Levels and Minimum Requirements
- 4.1.3 Rules Review Requirement:
- 4.1.4 Student Eligibility Requirements
- 4.1.5 Parental Permission
- 4.1.6 Healthcare Coverage
- 4.1.7 Limits on Competition/Participation
- 4.1.8 Certification of Eligibility on the MSHSAA Online Membership System
- 4.1.9 Representing the School
- 4.1.10 Awards and Amateurism
- 4.1.11 Missing School Time for Unapproved Event
- 4.1.12 School Eligibility to Enter Events
- 4.1.13 Advisory Committee
- 4.1.14 Board of Directors Responsibility
- 4.1.15 Penalty for Violation of Standards

C. MSHSAA BY-LAWS FOR THEATRE (SECTION 4.6)

- 4.6.1 **Individual Limits on Participation:** Students enrolled in grades 9-12 shall participate in no more than 11 interscholastic theatre meets, festivals, and/or tournaments during the school year, exclusive of the MSHSAA district and state tournament. Students in the 6th, 7th and/or 8th grade shall participate in no more than **FIVE** theatre meets, festivals, and/or tournaments during the school year.
- 4.6.2 **Season Limits - High School:** No senior high school interscholastic theatre events shall be held before the Friday of Standardized Calendar Week Number 14 nor later than April 1, other than the allowances listed below:
 - a. The MSHSAA state tournament.
 - b. A school may participate in one interscholastic event after April 1 and prior to the Friday of Memorial Day weekend. Such an event shall count as one of the school's allowable regular season events as per By-Law 4.6.1 (Limits on Participation).
 - c. Teams or individuals representing a school may participate in interstate, interscholastic events which may begin no earlier than the Friday of Memorial Day weekend, only if the school has advanced from a qualifying event that takes place during the aforementioned season or if the event's selection procedure has been approved by the MSHSAA Board of Directors.
- 4.6.3 **Season Limits - Junior High School:** A junior high school may participate in a maximum of **TEN** junior high interscholastic festivals, and/or tournaments in a school year. These events may be held at any time during the school year. No 6th, 7th or 8th grade student is eligible for competition on or against a senior high school team consisting of ninth graders or above.
- 4.6.4 **Theatre Event Sanction Regulations:**
 - a. Any theatre event which involves students from more than one school sponsored by a non-school organization, or a college or university shall have the approval of the Board of Directors and interstate speech events shall have the approval of the Board of Directors and the state associations of all states invited. Application for approval shall be submitted no later than 30 days prior to the first date of the event.
 - b. An interscholastic theatre event sponsored by a member school shall have the approval of the high school administrator and, for interstate events approval of the MSHSAA Board of Directors.

- c. All events shall meet the following standards:
 - 1. See By-Law 4.1.8 for definitions of allowable awards.
 - 2. No interscholastic theatre event shall start before 4:00 p.m. on a school day, except that events may start as early as 2:00 p.m. on Friday. The MSHSAA District and State Tournaments shall be exempted from this regulation and a school may participate in one regular season contest per school year that begins as early as 8:00 a.m. on a school day.
 - 3. Shall be in accord with all other provisions contained in the Theatre By-Laws.
- d. A school that violates any of these standards shall be suspended from participation in any interscholastic theatre activity for a period not to exceed 365 days. It shall be considered a violation for a member school to participate in interscholastic theatre events with a member school so suspended.

D. ETHICS

- 1. **Interscholastic Contests:** Interscholastic contests in Theatre are organized and conducted for the purpose of developing competence in Theatre. **All rules/regulations outlined in Section 5 and 6 should be followed throughout the regular and postseason.** These contests, properly conceived, are definitely pedagogical in their aims and objectives and should be viewed as educational projects. Since the tournament format is utilized for Theatre, competition is, naturally, an important element of participation. 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. All the rules and regulations governing the events are designed to make the winning of contests synonymous with good theatre. While this objective has been largely realized, it sometimes happens that, under the stress of a desire to win, individuals become overzealous 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 contest is a friendly contest and to keep this spirit, it must be conducted in a fair and impartial manner by coaches/directors, students, and judges/adjudicators alike.
 - a. 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.
 - b. Participants, coaches/directors, and all observers should hold the judge's/adjudicators decision with the highest regard. Talk with the judges/adjudicators, learn all you can from them, and remember that their honesty should be held without question.
 - c. Coaches/Directors and others present should always display proper audience behavior regardless of the nature of the remarks made by the speaker.
 - d. Coaches/Directors should recognize that judging their own students is not the accepted manner in running a tournament.
 - e. The works being performed by the students should be the honest efforts of the students involved.
 - f. Cell Phones and other electronic communication devices may not be turned on while in the stage area or in the awards ceremony. **EXCEPTION:** Cell phones can be turned on to be used as timing devices and/or used in the event(s) deemed acceptable in this manual.
 - g. Video/Audio taping or recording: Per MSHSAA policy, the practice of audiotaping, videotaping, audio recording and/or video recording any Theatre performance(s) at any interscholastic event/contest shall be considered unethical and shall not be allowed.

2. **Ethics for Coaches/Directors:**

- a. Always be on time for judging assignments.
- b. Always get the approval of the coach/director to change judging assignments.
- c. If, for some reason, you must leave before a tournament is over, inform the coach/director of your plans.
- d. Go through the proper channels of appeal without causing "a scene."
- e. Always use appropriate language.
- f. Always show respect for the host school and follow the rules for the use of the building.
- g. Remember to always be a positive role model for your students.
- h. Remind students to use social media in a positive manner.
- i. Never provide coaching/direction/advice to contestant's during competition rounds.

3. **Ethics for Students:**

- a. Respect the activity, their opponents, and the schools they represent.
- b. Courteous audience behavior shall be displayed while viewing any performance.
- c. Students should only use social media in a positive manner.
- d. Competitors should not engage in ridiculing, name-calling, belittling, snide remarks, and degrading comments during competition.
- e. Competitors should help maintain an atmosphere of fairness and mutual respect.
- f. Competitors should respect all property at the tournament site, particularly making certain that nothing is disturbed in the contest rooms.
- g. Competitors should do their part in adhering to the tournament schedule.
- h. Competitors should abide by all tournament rules and requests by the tournament staff.
- i. A performing artist shall not receive coaching/direction/advice from other persons during competition.

E. LIMITATIONS

1. Student Limitations: Refer to Section 2, By-Law 4.6.1
2. Season Limitations: Refer to Section 2, By-Law 4.6.2 and 4.6.3
3. Selection Limitations:
 - a. A student shall not present a selection or cutting from the same play or work in more than 11 tournaments, meets or festivals during one school year (exclusive of the MSHSAA district tournament and state tournament). This applies to all regular season tournaments.
 - b. A selection shall not be repeated by a school who gave that selection in an interscholastic competition event in any previous school year (grades 9-12). This restriction applies to the regular season and the district and state events. In addition, a selection used by a school in the previous year's district or state events shall not be repeated by that school in the current year's district or state events. The restriction on schools repeating selections applies to the district and state tournaments only. A violation of this provision shall result in disqualification of the entry.
 - c. A school shall not use the same selection in a tournament in more than one event. A violation of this provision shall result in disqualification in all but one of the events.
 - d. A selection shall be defined as the entire work from which a cutting is taken, including plays. Adaptations of works which give credit to the original author shall be considered the same selection as the original work even if performed in different events.

F. COPYRIGHT RESTRICTIONS

It is the responsibility of each coach/director and each school to enforce the Copyright Law.

1. Original material may be used in the One-Act Play and Reader's Theatre categories. The school director must submit a statement with the entry form certifying that the material is truly original.
2. Adaptations of books, plays, etc., shall not be considered original works; therefore, a letter of permission from the author or a royalty statement shall be submitted with the entry form. Copyrighted, non-royalty material performed exactly as published (not adapted) does not need verification of permission.

G. MATERIAL

Material presented by all participants shall be appropriate for public performance by high school students. Every precaution should be taken to ensure that no questionable materials are selected. If the appropriateness of materials is in doubt, it is recommended that the coach/director have the school's principal approve its usage.

H. VIOLATIONS

A violation of any rule/regulation for an event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

I. SPECIAL ACCOMMODATIONS

The school of a competitor with a disability or special need may request specific accommodations or to use special equipment. The following items are required before accommodation requests 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 NFHS "Sport/Activity" 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 special 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).

Written approval from the MSHSAA office is required prior to any competition. During the regular season, the letter of approval from MSHSAA must be presented to meet officials/judges before any accommodations may be used. Please allow ONE WEEK for requests to be reviewed prior to the first competition.

MSHSAA will consider requests if:

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

SECTION 3: POSTSEASON CRITERIA (TOC)

A. SCHOOLS/INDIVIDUALS

1. Postseason is for member senior high schools only.
2. Schools must register for the activity, including postseason, and pay the registration fee by the annual deadline.
3. An individual's name must be submitted on a student-eligibility roster online, and have represented their school in interscholastic competition in Theatre during the current season.
4. District Entries: Only those students who meet the eligibility standards listed in Section 2 of this manual may participate. (Exception: Children below high school age may be used in children's parts in the One-Act Play event.)

B. CLASSIFICATION The district and state tournaments will be administered under an annual classification based upon the total number of schools participating in the activity. There will be a total of one class. Classification and district assignments will be released on Friday of week # 22.

C. DISTRICT ASSIGNMENTS District assignments, listing host sites and local managers, will be published on the MSHSAA website early in the activity season. The assignment criteria utilized for assignment of schools to districts are 1) geographic proximity, and 2) numerical balance

SECTION 4: POSTSEASON ENTRY PROCEDURES (TOC)

A. DISTRICT MEET ENTRY PROCEDURES

1. ENTRIES

Entry information for the district and state events is located on the MSHSAA website (www.mshsaa.org).

- a. District Entries: The entry process is online through the MSHSAA website via the “District Entries” link.
Note: A school may make substitutions to its district tournament entries by submitting the substitutions in the competitor’s names and/or the selection titles in writing to the district manager. Schools shall print off the online invoice and submit payment for entry fees after the completion of the district and state tournament.
- b. Coaches/Directors must indicate with their district and state entries if the school squad includes students requiring special physical accommodations. See section 2 letter I.
- c. Coaches/Directors should only enter students in the district tournament who will be available to represent the school and their district at the state tournament.
- d. Coaches/Directors shall submit all district entries a minimum of 30 days prior to the first day of district competition.
- e. All district tournaments must be completed by Saturday of week # 37.

2. LATE ENTRIES

- a. District entries submitted after the deadline date, but 7 days prior to the district tournament, 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 days prior to the start of the district tournament).
- b. No additional entries will be accepted 7 days prior to the district tournament. The district manager shall notify the MSHSAA office in writing regarding late entries; MSHSAA shall invoice any school(s) owing a late penalty fee; and the MSHSAA office shall pay all late penalty fees to the host school(s).

3. SUBSTITUTIONS

- a. Substitutions at the district tournament may be made from the list of eligible students included on the school’s student-eligibility roster submitted on the MSHSAA website. Any cancellations should be reported to the manager before the date of the tournament if at all possible.
- b. Substitutions at the state tournament may be made in case of an unforeseen emergency and with prior approval of the MSHSAA Office in theatre events and such substitutes must adhere to the limitations on entries as outlined in the Theatre Manual.
- c. All substitutes must be or have been eligible for the entry in which they are substituting beginning at the district tournament. For example:

District Event Student Entered:

One-Act Play
Reader’s Theatre

Student not eligible for substitution in event

Reader’s Theatre (Actor, Not Technical Crew)
One-Act Play (Actor, Not Technical Crew)

4. LIMITATIONS

- a. A school is permitted only one entry in Reader’s Theatre and One-Act Play events.
- b. No student shall act in both Reader’s Theatre and One-Act Play events. A student may be a performer in either One-Act Play or Reader’s Theatre and also be eligible to be a part of the technical crew in the event for which they are not performing.
- c. The district manager shall record the selections utilized by each school to support the repetition rule.

5. PARTICIPATING SCHOOLS PROVIDE JUDGES AT DISTRICTS

Each participating school must provide names of potential judges at the district tournament when requested by the tournament director.

6. ENTRY FEES-Approved by MSHSAA Board of Directors

Event	District	State
One-Act Play	\$50.00	\$60.00
Reader’s Theatre	\$50.00	\$60.00
No refunds will be made for any cancellations.		

B. STATE MEET ENTRY PROCEDURES

1. ENTRIES

Entry information for the state events is located on the MSHSAA website (www.mshsaa.org) via the “State Qualifiers” link. **NOTE:** School Activities Directors must register for Theatre, pay the registration fee, and submit a student-eligibility roster online before any materials are sent and assignments are made.

- a. State Entries: The entry process is online through the MSHSAA website. Although students/schools may qualify at a district, they are not considered entered at the state tournament until their schools have submitted/confirmed entries.
 - i. A school shall be fined \$100.00 for each entry dropped or withdrawn from state tournament after the **Tuesday following the final district tournament or week # 38.**
 - ii. The deadline for submitting changes in selections or rosters for the state tournament is the **Tuesday following the final district tournament or week # 38.**
 - iii. An invoice will be generated and appear on each school’s page of the MSHSAA website after the completion of the tournament. This is only viewable by the school AD’s.
- b. Coaches/Directors must indicate with their state entries if the school squad includes students requiring special physical accommodations. See section 2 letter I.
- c. All schools entering the One-Act Play and Readers Theatre events shall complete the required information, which is to be submitted with the school’s entries through the online entry process.

2. SUBSTITUTIONS

- a. Substitutions at the state tournament may be made in case of an unforeseen emergency and with prior approval of the MSHSAA Office in team/group events and such substitutes must adhere to the limitations on entries as listed in the Theatre Manual.
- b. All substitutes must be or have been eligible for the entry in which they are substituting beginning at the district tournament.

District Event Student Entered:

One-Act Play
Reader’s Theatre

Student not eligible for substitution in event

Reader’s Theatre (Actor, Not Technical Crew)
One-Act Play (Actor, Not Technical Crew)

3. LIMITATIONS

A school must use the same selection in all rounds of the district tournament. Likewise, a school must use the same selection in all rounds of the state tournament. It is acceptable, however, to use a different selection at state than the one used at the district tournament.

4. ENTRY FEES-Approved by MSHSAA Board of Directors

Event	District	State
One-Act Play	\$50.00	\$60.00
Reader’s Theatre	\$50.00	\$60.00
No refunds will be made for any cancellations.		

SECTION 5: CHAMPIONSHIP SERIES (TOC)
(District Tournament thru the State Championships)

A. POSTSEASON BROADCASTS

1. 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.

B. CLASSIFICATIONS (FRIDAY OF WEEK # 22)

1. Currently, the activity of Theatre is a one-class system as determined by classification procedures outlined in Board Policy.
2. Member schools shall be classified annually, for participation in Theatre events on the basis of enrollment in grades 9, 10, and 11 (as reported via the MSHSAA website). Official classifications will be made available no later than Friday on week #22 of each year. Coaches/Directors are advised to check and verify their official classification each year via the MSHSAA website.
3. In the activity of Theatre, the top 2 schools in Reader’s Theatre and One-Act Play from each district advance to the state championships.

C. DISTRICT TOURNAMENTS

1. TOURNAMENT MANAGEMENT

- a. The site selection process deployed by the MSHSAA office will be used to determine the district host. District assignments, listing host sites and local managers, will be published on the MSHSAA website early in the season. The assignment criteria utilized for the assignment of schools to districts are (1) geographic proximity, and (2) approximate numerical balance.
- b. A district manager will be appointed by the MSHSAA office to assume responsibility for administering the district tournament under provisions included in this manual. District Managers will be appointed after the district schools have selected the host site for the competition.
- c. The manager shall appoint a committee of three coaches/directors from participating schools to assist in the tabulation of the district tournament and a second committee of three to serve as a grievance committee with the district manager. The members appointed to these committees should be rotated from one year to the next.
NOTE: It is advised to have separate Theatre grievance committees at district and state tournaments.
- d. All facilities, including theatre sites, must comply with Title III of the American with Disabilities Act as a place of public accommodation.

D. TOURNAMENT EVENTS

1. TOURNAMENT EVENTS:

One-Act Play	Reader’s Theatre
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E. INSTRUCTIONS FOR JUDGES

1. Each event shall have at least three judges, and each event shall have a timekeeper.
2. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when a contestant exceeds the time limit rather than stopping the performance. In One-Act Play and Reader's Theatre, for exceeding the events time limit, each judge shall automatically lower the rank by one position.
NOTE: Judges may allow a grace period for audience reaction.
3. Judges in any event are to use the standard critic evaluation form for that event, as published by MSHSAA and provided by the tournament director. Judges shall provide complete written comments on all ballots in order to make the experience educational. A clear reason for decision is required on all ballots. A judge shall evaluate each performance independently and shall not collaborate with other judges when assigning rankings or ratings.
4. Ratings which will appear on the standard critic form are defined as follows:
 - a. **EXCELLENT**: Shall represent an outstanding performance. (The number of excellent ratings given shall not be limited by the number qualifying for state competition. Qualification for state competition is determined by the ranking provided the manager by the judge and not whether or not the performance received an excellent rating.)
 - b. **SUPERIOR**: Shall represent a performance that is outstanding in many but not all respects.
 - c. **GOOD**: Shall represent a good performance that may be above average in some respects and below average in others, but not outstanding in any respect.
 - d. **AVERAGE**: Shall represent a performance that is poor in some respects and not above average in any respect.
 - e. **BELOW AVERAGE**: Shall represent a performance that is poor in most respects.
5. No judge is to designate any rank for the purpose of making an award of any type other than provided for in this manual.
6. Each judge in the district theatre events shall be provided a certification ranking form for each event he/she judges. The judge shall rank the contestants in each event judged.
7. No oral critiques are permitted in any event. The judge shall not reveal the ranking or rating of cast, team or individual.
8. After the last presentation in an event, the judge shall take the completed evaluation forms to the TAB room/tournament director who shall record the rank and ratings and post the results.
9. The judge shall keep in mind that he/she is judging high school students and not college or professional groups. The judge's comments should be presented so that they provide an educational experience. Specific suggestions should be written on the individual evaluation forms to help make the ratings meaningful and in such a way that the student is encouraged to try to do better the next time. A clear reason for decision is required on all ballots.
10. The Board of Directors shall set fees for judges in the district and state events.
11. Judges shall consult evaluative criteria for the events they are to judge. A violation of the regulations for the event shall be noted to the manager.
12. The district manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations, a judge should notify the judge coordinator.
13. Cell phones and other electronic communication devices may not be turned on while in the stage area or in the awards ceremony. **EXCEPTION: Cell phones can be turned on to be used as timing devices, but they cannot be used for any other function during rounds of competition.**

F. ADMINISTRATIVE REGULATIONS DISTRICT & STATE

1. TOURNAMENT COMMITTEE:

The manager shall appoint a tournament/grievance committee of three coaches/directors from participating schools to serve on a committee to assist in the management of the tournament, to assign judges in order to avoid the possibility of a conflict of interests, and to serve with him/her as a Grievance Committee to rule on questions arising at the tournament (appointed committee members should be rotated from one year to the next).

- a. The committee shall include the MSHSAA Theatre Advisory Committee member from the district when available and at least one coach/director 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.

NOTE: The committee can determine that no one is allowed to watch/scout in the preliminary rounds.

2. TAB COMMITTEE:

The manager shall appoint a Tab Committee of Theatre coaches/directors from participating schools, which should reflect the various size schools participating in the tournament (appointed committee members should be rotated from one year to the next). If the host school provides personnel to tabulate results relieving school coaches/directors from this responsibility, a Tab Committee shall still be established to oversee the tabulation of the events throughout the tournament.

3. **PRE-TOURNAMENT MEETING:**

Coaches/Directors should expect to attend a pre-tournament meeting for the purpose of discussing administrative procedures, judging requirements, and any possible problems.

4. **TAB ROOM:**

Those coaches/directors working in the tab room are not obligated to judge.

- a. The tab room may be closed as results are returned so the committee may record the necessary information, but the room will be reopened following each return.
- b. Individuals working in the tab room should not discuss the standings with other individuals during the course of the tournament.

5. **PROTESTS:**

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.

NOTE: Please read the section entitled "Posting Results" found later in the manual regarding when results are considered to be final and the "MSHSAA Policy for On-Site Protests of Speech, Debate, and Theatre Contests".

6. **JUDGES FEES AND EXPENSES FOR THE DISTRICT TOURNAMENT:**

- a. Reader's Theatre and One-Act Play: Judges shall be paid \$12.00 per entry judged.
- b. 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.
- c. All expenses incurred in the administration of the district event must be approved by the MSHSAA Office.

7. **JUDGES FEES AND EXPENSES FOR THE STATE TOURNAMENT:**

- a. Reader's Theatre, One-Act Play and Speech event judges shall be paid \$100.00 per day, provided the individual judges a minimum of 5 hours. These judges shall be paid \$50.00 per half day, provided the individual judges a minimum of 2.5 hours.
- b. 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. The judge shall be reimbursed for other transportation expenses actually incurred.

8. **THEATRE EVENT:**

- a. District host sites should be prepared to provide a qualified sound and light technician to operate/assist with the board if requested at the district and state tournament. Students and coaches/directors approved on the MSHSAA Roster of Coaches/Directors from each performing school have the obligation to advise/operate both lighting and sound technical aspects of the performance during both the district and state tournaments.
- b. Theatre manager should consult Appendix E for One-Act Play and Reader's Theatre checklist.

G. DISTRICT TOURNAMENT INFORMATION

1. GENERAL GUIDELINES:

- a. The order of performances shall be established by the local manager.
- b. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach/director shall contact the tournament manager for an adjustment in the schedule.
- c. Any One-Act Play or Reader's Theatre entry that arrives after the scheduled time through no fault of the tournament, shall be subject to forfeiture in that particular round or event.
 - i. The manager shall be authorized to make an exception when the entry is late or does not compete as scheduled because of emergency reasons beyond the control of the concerned party.
 - ii. The rescheduling must not present an unreasonable inconvenience for the other participating schools.
- d. Any entry which does not participate as scheduled shall forfeit and be subject to disqualification from the tournament. Advancement into the next scheduled round of competition shall be forfeited by the entry and any place earned shall be nullified.
- e. SpeechWire will be used at the district tournament and expenses will be covered by MSHSAA.
- f. Each participating school must provide judges at the district tournament when requested by the tournament Director. For additional details, please reference section 5-G concerning judges.

2. THEATRE EVENTS

- a. If a tie should occur in One-Act Plays or Reader's Theater, the following tie breaking procedures shall be utilized in descending order:
 - i. Rank
 - ii. Judges Preference* (applies to a two-way tie only)
 - iii. Reciprocals**
 - iv. Quality Points***
 - v. Unbreakable Tie (Section 5-H-3-iii)

***Judges Preference**—comparing the rankings of judges for contestants tied and awarding the higher place finish to the contestant who was preferred by the majority of judges (applies to a two-way tie only).

****Reciprocals**—the assigned values for each rank used to break ties—Rank 1=1.00; 2=.50; 3=.33; 4=.25; 5=.20; 6=.17; 7=.14; 8=.13; 9=.11; 10=.10. The entry receiving the higher total shall advance.

*****Adjusted Quality Points**— In rounds where three or more judges are used to tabulate the results, the highest and lowest ratings are dropped and then the average of the middle ratings is used.

3. POSTING RESULTS

All results for the tournament will be posted in advance following the schedule 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.
- b. Results will be final 20 minutes after the announcing and/or posting of results.
- c. The grievance committee shall be allowed to correct clerical errors beyond the stated time limits if such action will not delay the tournament.

4. JUDGES

- a. One-Act Plays and Reader's Theatre: One to three (three recommended) judges shall be used for One-Act Plays and Reader's Theatre.
- b. The district manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations; a judge should notify the tournament manager or the judge coordinator.

NOTE: District managers shall make every effort to use neutral judges, if they are available.
- c. District manager shall make every effort to use neutral judges, if they are available. Coaches/Directors are encouraged to bring extra judges to the district tournaments or to identify to the tournament manager persons who are qualified and available to judge. Hired judges must be out of high school for one complete year. 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.

NOTE: District managers can require each school to bring additional judges.
- d. Oral critiques are not permitted in any event.
- e. Judges will provide complete written comments on all ballots in order to make the experience educational.

- f. If a judge requires clarification of a rule prior to completing his/her ballot, the judge shall consult the tournament manager or his/her designee.
- g. Cell phones and other electronic communication devices may not be turned on while in the stage area or in the awards ceremony. EXCEPTION: Cell phones can be turned on to be used as timing devices, but they cannot be used for any other function during rounds of competition.

5. **DETERMINING QUALIFIERS FOR THE STATE TOURNAMENT**

- a. Reader's Theatre: Each district shall certify the top two finishing schools as qualifiers to the state tournament.
- b. One-Act Plays: Each district shall certify the top two finishing schools as qualifiers to the state tournament.
- c. Certification by the district manager shall be final.

6. **DISTRICT AWARDS**

- a. Medals
 - i. One-Act Play and Reader's Theatre do not receive medals at the district level.
- b. Plaques
 - i. Team Championship Plaques will be awarded for placed one (1) and two (2) in Reader's Theatre and in One-Act Play.

H. STATE TOURNAMENT INFORMATION

1. GENERAL INFORMATION:

The 2025 MSHSAA State Theatre Championships is April 23-24, 2025, in the Springfield, Mo. metropolitan area. The state tournament will be open only to those play casts who qualify at the district tournament and who are certified by the district managers. Qualifiers are not required to use the same selections and/or topic at both the district and state events. The deadline for submitted changes in selections for the state tournament is the Tuesday following the last district tournament.

One-Act Play and Reader's Theatre Prelims:	April 23, 2025
One-Act Play and Reader's Theatre Finals:	April 24, 2025

2. SCHEDULE:

- a. A schedule of performance times for the schools' entries will be released by the MSHSAA office prior to the One-Act Play and Reader's Theatre Prelims. After receiving the schedule, please check the schedule carefully to avoid any conflicts and notify the MSHSAA Assistant Executive Director in charge of Theatre immediately in the event a conflict is present.
- b. All schools are required to perform at their assigned sites at the state tournament as originally established by the tournament administration.
- c. Schools will be assigned a code number for the state tournament. Entries in theatre events will be identified by the assigned code number at the state tournament and not by the school name.
- d. Critic forms will be available at the end of the tournament, and those not picked up will be mailed to each participating school by the MSHSAA Office upon request from the school following the event. Oral critiques are not permitted.

3. ONE-ACT PLAY AND READER'S THEATER:

- a. At the state tournament, whenever possible, two entries from a district in One-Act Play and Reader's Theatre shall not be scheduled into the same section.
- b. Coaches/Directors having entries in Reader's Theatre and/or One-Act Plays shall be relieved of any judging responsibilities during the scheduled time for their schools' Reader's Theatre and One-Act Play entries. Judging responsibilities will resume immediately after the scheduled time.
- c. Coaches/Directors of One-Act Play and Reader's Theater qualifying entries to the state finals will be allowed to view the finals facilities for planning and layout purposes 30 minutes prior to the first set-up time. Coaches/Directors must be clear of the stage areas five (5) minutes prior to the set-up time of the first performance.
- d. Reader's Theater and One-Act Play performances at the district and state tournaments will be bound by the facility restrictions for all host sites used.

4. TENTATIVE STATE TOURNAMENT TIME SCHEDULE (final schedule to be finalized with SpeechWire)

Wednesday, April 23, 2025

9:30 am One-Act Play Preliminaries begin
11:00 am Reader's Theatre Preliminaries begin

Thursday, April 24, 2025

9:00 am One-Act Play Finals begin
9:30 pm Reader's Theatre Finals begin
6:45 pm Awards Ceremony for Reader's Theatre & One-Act Play

- a. The preliminary round of competition for One-Act Play and Reader's Theatre will be scheduled in two sections per class each on Wednesday (the sections will be held at various facilities). Whenever possible, two entries from a district will not be scheduled in the same section. The first two places from each of the two sections in each class of One-Act Play and Reader's Theatre shall advance to a final round to be held on Thursday.
- b. Reader's Theatre and One-Act Play performances at the district and state tournaments will be bound by the facility restrictions for all host sites used.
- c. Coaches/Directors of One-Act Play and Reader's Theatre qualifying to the state finals will be allowed to view the finals facilities for planning and layout purposes thirty minutes prior to the first set-up time. Coaches/Directors must be clear of the stage areas five minutes prior to the set-up time of the first performance.
- d. An awards assembly will be held on Thursday following the final round theatre events to recognize the place winners for One-Act Play and Reader's Theatre.

5. **JUDGES:**

- a. One-Act Plays and Reader's Theatre: One to three (three recommended) judges shall be used for One-Act Plays and Reader's Theatre.
- b. The state manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations, a judge should notify the tournament manager or the judge coordinator.
NOTE: State manager shall make every effort to use neutral judges, if they are available. Oral critiques are not permitted in any event.
- c. Judges shall provide complete written comments on all ballots in order to make the experience educational. A clear reason for a decision is required on all ballots.
- d. If a judge requires clarification of a rule prior to completing his/her ballot, the judge shall consult the tournament manager or his/her designee.
- e. Cell Phones and other electronic communication devices may not be turned on while in the stage area or in the awards ceremony. EXCEPTION: Cell phones can be turned on to be used as timing devices or used in the event(s) deemed acceptable in this manual.

6. **TIME KEEPING:**

- a. A school who exceed(s) the prescribed time limit for an event may be penalized by the lowering of the rank by one place on each ballot.
NOTE: Judges may allow a grace period for audience reaction.

7. **STATE AWARDS:**

- a. Medals
 - i. One-Act Play and Reader's Theatre will be awarded medals for places one (1) through four (4) at the state tournament. Each place will receive 12 medals. NOTE: Medals for additional cast members can be purchased by contacting the MSHSAA office.
- b. Trophies
 - i. Team Championship Trophies will be awarded for places one (1) and two (2) in Reader's Theatre competition and in One-Act Play competition.

8. **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 (actual competition or performance) without the consent of MSHSAA is prohibited. This includes, but not limited to, using programs such as Facebook Live or YouTube.

SECTION 6: EVENT REGULATIONS & JUDGING STANDARDS (TOC)

A. ONE-ACT PLAY (NOTE: See Section 2-E-3 concerning repetitions.)

1. Each school entering a One-Act Play shall have prepared for presentation a One-Act Play or a cutting from a longer play. Reader's Theatre shall not be accepted as an entry in this event. No distinction shall be made between serious and light presentations; each play shall be considered by the critic upon its own merits. Nonmusical cuttings from musical plays are allowed for performance by One-Act Play entries; however, musical plays and musical cuttings from musical plays shall not be allowed. Music may be used for dramatic effect.
2. The play should include the elements of stage movement and business. It is important that the selection be given some thought in order to ascertain the credibility of characters, development of plot, and facilities for presentation.
3. A student may not perform in both the Reader's Theatre and One-Act Play events.
4. Any play exceeding thirty-five minutes in length or exceeding thirty minutes for set-up, rehearsal, and take-down shall be reduced by one (1) rank by each judge.
5. Each play shall have thirty minutes for set-up, rehearsal, and striking, which may include music.
6. Each school shall supply its own make-up, costumes, and properties. All special curtains, furniture and extra scenic effects must be supplied by the contestants. Individual mics are not to be used by performers at district or state.
7. Each play director, using the form provided by the MSHSAA, will provide the Title, Author, Cast and Characters, Lighting Cues, Sounding Cues, and Contest Warnings. The director shall forward these forms with the contest entry blank.
8. Programs shall not be permitted to be distributed in One-Act Play or Reader's Theatre at the district or state tournaments.
9. Certified permission for producing a royalty play or cutting from one should be provided the tournament manager with the entry form. Verification of permission to alter the original script must be provided when necessary. Performance shall not be allowed if this is not provided to the manager prior to the performance time. Verification of non-royalty status shall also be provided.
10. Judging Criteria:
 - a. Script Choice: Was the selection, a One-Act Play or cutting from a longer play, given thought in order to ascertain the credibility of characters, development of plot, and facilities for presentation? Did it meet acceptable literary standards?
 - b. Style: Did the artistic choices that composed the production have a foundation in an interesting, defensible interpretation of the script? Did the production allow full expression of the values of the script as interpreted?
 - c. Interpretation and Understanding of Theme: Did the production reflect a defensible interpretation of the theme of the play?
 - d. Stage Composition: Was the furniture placement (or lack of it) conducive to the stage movement, groups, and picturization of the play?
 - e. Movement, Business and Groupings: Did the stage movement, groupings, etc., make the play easy to follow and indicate the point of interest in the scenes? Did the business grow from the script or thrust the ideas of the case and/or director upon the play?
 - f. Tempo, Rhythm and Pace: Was there an attempt to point up a defined rhythm in the production? Did the production give the impression of smoothness?
 - g. Actors: Communication: Were the actors able to communicate clearly and artistically the demands of the script as it was interpreted by the production?
 - h. Actors: Characterization: Did the actors have the training and ability necessary to devote themselves to the performance of the physical and emotional makeup of their character? Were the actors able to particularize the problems of their individual characters and avoid acting "in general?" Was the acting convincing?
 - i. Ensemble: Did each individual performance fit into the production as an integral part of the whole?
 - j. Speech and Projection: Were the actors audible and articulate?
 - k. Scenery/Set: Given that the contest production does not offer as much opportunity for participants to display as much competency in technical theatre as acting/direction, did whatever scenery used help the actors communicate the play to the audience?
 - l. Costumes: Were they stage worthy and communicative?
 - m. Overall Effect: Was the emphasis on the whole production rather than the individual? Did the director sufficiently challenge the actors and the audience? No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits.
 - n. NOTES: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.
11. One-Act Play performances at the district and state tournaments will be bound by the facility restrictions for all host sites used. (See Theatre page of MSHSAA website for facility descriptions).
12. The host school should be prepared to provide a qualified sound and light technician to operate/assist with the board, if requested, at the district and state tournaments. Students and coaches/directors approved on the MSHSAA Roster of Coaches/Directors from each performing school have the obligation to advise/operate both lighting and sound technical aspects of the performance during both the district and state tournaments.

13. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.
13. Be aware that some performances may contain content that some individuals may find emotionally difficult.

B. READER'S THEATRE - GROUP INTERPRETATION (NOTE: See Section 2-E-3 concerning repetitions.)

1. Each school entering the Reader's Theatre event shall have prepared for presentation a program which meets acceptable literary standards. This program may be taken from prose, poetry, plays, or a combination of these. No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits. It is important that the selection be given some thought in order to ascertain the credibility of characters, development of plot, and the available facilities.
2. The Reader's Theatre group shall consist of three or more students. A student may not perform in both the One-Act Play and Reader's Theatre events.
3. Selections will be presented in a classroom or other room which provides classroom atmosphere.
4. Any program exceeding thirty minutes shall be reduced by 1 rank by each judge. An additional total of ten minutes shall be allowed for set-up and striking.
5. Scripts must be read from.
6. No electronic effects other than music are allowed.
7. Live sound effects may be used but music may be used only as background or to establish mood. All playback devices for such music must be furnished by the participating school.
8. If possible, the host school will provide chairs, stools, and reading stands. If these are not available, the manager will notify the participating schools so they can bring their own. In addition, free standing ladders and/or boxes may be used but participating schools will be responsible for bringing their own. A free-standing ladder is one which stands by itself with no assistance from any other object.
9. Area lighting will not be allowed.
10. No costumes or stage makeup may be used, but schools are allowed to have the participants dress in a uniform. Attire which identifies characters is not allowed and will be considered costuming.
11. No props or set pieces shall be allowed other than scripts, stools, chairs, free standing ladders, boxes and reading stands, none of which may be decorated beyond a single color per object. A free-standing ladder is one which stands by itself with no assistance from any other object.
12. Off-stage or mixed focus (a combination of off-stage and on-stage focus) is permitted.
13. Programs shall not be permitted to be distributed in One-Act Play or Reader's Theatre at the district or state tournaments.
14. Materials used shall meet standards of good taste.
15. If a judge questions any of the above rules have been violated, the judge shall refer such concern to the site manager in writing after the conclusion of the performance in question. The site manager shall inform the tournament manager or grievance committee of the concern and notify the remaining members of the judging panel to withhold their final rankings of the performances until the issue has been resolved by the tournament manager and/or grievance committee.
16. Judging Criteria:
 - a. Script: Did the program meet acceptable literary standards? Was it good literature, in good taste? Was it well organized?
 - b. Interpretation and Understanding of the Theme: Did the artistic choices that composed the program have a foundation in an interesting, defensible interpretation of the script? Did the readers and director understand the theme of the program?
 - c. Style: Did the program allow full expression of the values of the script as interpreted?
 - d. Business and Ensemble Grouping: Did the placement of the interpreters facilitate the picturization of the program (the grouping may change to show changes in the literature)? Did the body language convey the meaning of the selection?
 - e. Rhythm, Tempo and Pace: Was there an attempt to point up a defined rhythm in the interpretation? Did the interpretation give the impression of smoothness?
 - f. Readers Communication: Were the readers able to communicate the physical and emotional makeup of their characters? Were the readers able to communicate clearly and artistically the demands of the script as was intended by this interpretation?
 - g. Readers Characterization: Were the readers able to particularize the problems of their individual character? Were the characters believable?
 - h. Ensemble: Did each individual interpretation fit into the program as a whole? Was the emphasis on the whole interpretation rather than the individual? Did the group function as a unit?
 - i. Voice and Dictation: Were the voices of the readers adapted to the character(s) they were portraying? Was enunciation and articulation distinct? Did the readers project?
 - j. Overall Effect: Did the director sufficiently challenge the readers and the audience? No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits.
 - k. NOTES: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.
17. Each play director, using the form provided by the MSHSAA, will provide the: Title, Author, Cast and Characters, Lighting Cues, Sounding Cues, and Content Warnings. The director shall forward these forms with the contest entry blank.

18. Certified permission for producing a royalty play or cutting from one should be provided the tournament manager with the entry form. Verification of permission to alter the original script must be provided when necessary. Performance shall not be allowed if this is not provided to the manager prior to the performance time. Verification of non-royalty status shall also be provided.
19. Reader's Theatre performances at the district and state tournaments will be bound by the facility restrictions for all host sites used. (See Theatre page of MSHSAA website for facility descriptions).
20. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.
 - a. Be aware that some performances may contain content that some individuals may find emotionally difficult.

APPENDIX A (TOC)
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 (TOC)
MSHSAA POSITION STATEMENT REGARDING
COPYRIGHT COMPLIANCE

Educators, coaches/directors 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, go to 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 (TOC)

SITE SELECTION PROCESS

A. General Process: District Site Selection Process

1. Following the assignment of all registered schools to classifications and districts, the MSHSAA staff shall select one Athletic/Activity Administrator or Principal (per district) to serve as the Site Selection Chairperson for the purpose of coordinating the process.
2. The chairperson shall be contacted and confirmed via email by the MSHSAA staff.
3. Each chairperson shall review the list of schools assigned to their district located on the activity page on www.mshsaa.org under the “Class and District Assignments” link.
4. Each chairperson will contact all athletic/activity administrators of schools and arrange a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site(s). MSHSAA shall incur no expense in conjunction with this meeting.
5. The request shall be to select the host site(s) for only the current classification cycle.
6. Schools wishing to host shall submit their name to the chairperson and provide evidence that facilities and staffing meet the necessary and/or recommended requirements to safely, securely and adequately provide for the conduct of the district tournament.
7. The chairperson shall distribute all submitted names to district members for review prior to the selection meeting.
8. The chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site(s) and manager’s information.
9. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final 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.
10. 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
11. 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 for District Sites

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. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation.
3. 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.
4. Secure location for contest officials/judges to be sequestered from teams and spectators.
5. Ability to take admission for all contests.
6. Seating capacity shall be adequate to accommodate anticipated attendance.
7. Adequate off-street parking available for the seating capacity of the facility – required.
8. Adequate concessions available for spectators – required.

C. Specific Criteria for “Theatre” Sites

1. The state is divided into districts as qualifying centers for the state tournament.
2. Each district shall hold a tournament under the regulations adopted by the Board of Directors for the purpose of certifying individuals and teams for the state tournament.
3. Sites for district tournaments are determined by using the site selection process.

APPENDIX D
APPLICATION OF PROTEST PROCEDURE (TOC)

The following activity specific procedures, in combination with the **MSHSAA Board Policy for On-Site Protests** in the Official Handbook, govern protests in Theatre.

1. **Grievance Committee:** The tournament manager shall appoint a Grievance Committee consisting of three theatre coaches/directors from participating schools. The Grievance Committee will serve with the tournament manager 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/director 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.
 - c. Depending on the nature of a protest, the outcome to uphold or deny shall be determined by the tournament manager, the Grievance Committee, or both.
 - d. The decision made at the tournament site by the appropriate party listed above shall be final.
2. **Timing of Protests:** 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 and 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 with **all results being final once the next round begins.**
 - b. Results will be final 20 minutes after the posting/distribution of results.

APPENDIX E
ONE-ACT PLAY/READER’S THEATRE CHECKLIST (TOC)

Site Considerations

- Minimize noise and other distractions adjacent to the competition space.
- At a school site, become aware of bells and/or PA announcements that may be made. If possible, communicate with host site about the possibility of turning those off within the site or minimizing in another way that would not cause undue work for the host.
- As much as possible, allow each entry equal access and treatment in regards to backstage access, warm-up area access, dressing rooms, etc.
- Clarify check-in process for entry schools at the site. Provide adequate information to coaches/directors regarding their next steps.
- Attempt to provide adequate safety lighting in the wings of OA site.
- Attempt to provide a designated individual to coordinate logistics and timing for the loading/unloading area for site.

Communicating With Judges

- Conduct “Rules Meeting” with judges before the event begins to review event rules and expectations.
- Familiarize judges with the ballot before performances begin.
- Remind judges that they should reach their decisions and rankings independently.

Timekeeper

- Strive to ensure consistent timekeeping practices for each entry. The time of each entry should be clearly noted and shared with judges and the entry’s director/coach.
- Clarify with entry director/coach regarding how/when official time will begin and end.
- Clearly communicate with timekeeper and entry director/coach regarding the official start/end of setup time, verifying readiness to begin performance, and regarding official start/end time of performance.

Managing Audience

- Be consistent with audience expectations. For example, does the manager wish to “clear the house” after each performance and allow those who may be waiting outside to enter?
- Consider the educational value of viewing the performances and make decisions which facilitate that.

Before Starting Each Performance

- Ensure that judges, timekeepers, and audience are aware that a performance is about to begin.
- Make an announcement that audience should silence electronics before EVERY performance.
- Ensure that any necessary outer doors to the performance space are closed before the performance begins.
- Minimize outside noise or distractions adjacent to the competition space, if possible.

After Each Performance

- Ensure that the time (including setup and takedown for One-Act Play) is shared with judges and entry director/coach.
- After a group has cleared the performance space, make contact with the coach/director of the next group to clarify information about when that group can begin setup.

Concluding the Day

- Remind judges that they should reach their decisions and rankings independently.
- When collecting ballots, ensure that each one has clearly ranked the entries and assigned quality points to each entry.



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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