

# 2010 IHSAA BASKETBALL POST SEASON TOURNAMENT MANUAL

## PART I – HOST SCHOOL INFORMATION

### ASSIGNMENT OF TEAMS

The official assignments and time schedules of tournament games in which schools could participate has been posted on the IHSAA web site and released to radio, television, and newspaper media.

### CRITERIA FOR FACILITIES HOSTING

Tournament Criteria for Facilities Hosting IHSAA Basketball Games

- A. Appropriate Seating Capacity:
  - Class 1A- Must provide seating for 400 people;
  - Class 2A- Must provide seating for 600 people;
  - Class 3A- Must provide seating for 800 people;
  - Class 4A- Must provide seating for 1000 people.
- B. A regulation court, minimum 84 feet, no restraining line
- C. Approximately 3 feet of clearance on each end under the basket.
- D. Adequate restroom facilities.
- E. A minimum of two locker rooms and a room for officials

If the IHSAA feels that a facility is not adequate, even though it meets the specifications, the IHSAA has the right to change the site after reviewing the facility. This decision will be final.

### PRACTICE SESSIONS & WARM-UP PERIODS PRIOR TO DISTRICT AND SUBSTATE GAMES

***There will be no practice on the floor of a tournament site.*** Teams participating in a district or substate tournament game will not be allowed to warm up on the playing floor until **35 minutes** prior to the start of the game. If the section you are hosting has 2 games, **the warm-up period between games will be 15 MINUTES after the floor is cleared following the first game.** This warm-up policy also pertains to the host school.

All practice sessions must be held on the home floor under the supervision of the regular coach, except if the school elects to use one or more of its scrimmages. Violators of the practice rule will be automatically eliminated from the tournament series. If the violation occurs during the tournament series, the team they last defeated in the tournament will advance.

### FILM AND VIDEOTAPE RESTRICTIONS

Videotaping or filming is permissible in scouting your opponent. The host school and your opponent shall be notified. Space for taping or filming for scouting is not required of the host school. Hand-held cameras are recommended.

### PLAYER-BENCH OCCUPANTS AND BENCH ASSIGNMENTS

During a contest, the player bench may be occupied by the eligible substitutes, coach, assistant coach, faculty representatives, bona fide team managers, bona fide team statisticians and scorekeeper, bona fide team trainer or physician, and any disqualified players unless they have been instructed to remove themselves from the player bench. The Home Team, shall occupy the bench to the RIGHT of the official scorer as he/she normally faces the playing floor, whereas the Visiting Team shall occupy the bench to the LEFT of the official scorer. Teams will not change player benches during the contest. **(If the host school normally sits on the left side of the official scorer during the regular season, they may continue to do so while playing as the host school.)**

**Host school officials should make all attempts to make sure that opposing teams fans are not placed behind each teams bench area.**

### USE OF FLOORS BETWEEN HALVES OF TOURNAMENT GAMES

The Board of Control has established the rule that tournament managers shall see to it that no basket shooting shall be permitted between halves of tournament games except the few minutes required by each team to warm up prior to the start of the second half.

There are several reasons for this ruling, but one important reason is to clear the floor during the half so it can be cleaned by your attendants in preparation for the start of the second half.

**There will be NO entertainment of any kind on the floor prior to the game, at half-time or between games. This includes awards presentations and/or recognition presentations.**

### ASSIGNMENT OF BASKETS FOR ALL TOURNAMENT GAMES

There shall be no choice of basket at the beginning of any tournament game. The home team (light colored uniforms as described above) will warm up at the basket opposite their team bench. The team in the dark colored uniforms will warm up at the basket opposite their team bench. This puts the second-half offense in front of their respective benches.

When the host school is playing, they are considered the home team and will wear the light-colored uniforms. **The IHSAA Board of Control recommends that fans of each respective team be placed behind their team and not to put the home team's crowd behind the visiting team and vice versa.**

#### **LIGHT AND DARK JERSEYS**

Teams appearing on the top line of any bracket in the pairings will wear the light-colored uniforms and those teams whose names appear on the lower line of any bracket will wear the dark-colored uniforms.

It is possible for a team to be required to wear light-colored uniforms in one tournament game and dark-colored uniforms in a subsequent tournament game.

The team wearing the light-colored uniforms will be considered the "home team" and the team wearing the dark-colored uniforms will be considered the "visiting team." **Exception: When the host school is playing, the host school will wear the light-colored uniform and be considered the "home team." Their opponent will wear the dark-colored uniform and be considered the "visiting team."** The following illustrates bracketing and team uniform colors when the host school is not participating.

Team "A" (light)            Team "B" (light)  
Team "B" (dark)

Team "C" (light)           Team "C" (dark)  
Team "D" (dark)

#### **DAMAGE TO BASKETS, NETS AND/OR RIMS**

The Board of Control wants it clearly understood that if any damages result to the net, rim or backboard caused by a player's activities, other than the normal play or legal acts, the member school represented by such player(s)/student(s) shall be liable to replace the damaged equipment. **Nets are not to be taken down by the winning schools.** Please have your coach inform his players of this rule.

#### **OFFICIAL PROGRAMS FOR DISTRICT AND SUBSTATE**

Any host school may furnish official programs for its tournaments either on a gratuity or sales basis and may retain any profits derived from the sale of advertising. No advertising concerning tobacco, drugs, alcoholic beverages, or any other product which would not be in the best interest of good training habits by high school athletes will be permitted. Fans and guest teams appreciate the use of official programs.

#### **IHSAA PREGAME POLICIES/PROCEDURES**

##### ***NATIONAL ANTHEM***

It is recommended the *National Anthem* be played prior to the start of the first game each night a school is hosting the tournament. The *National Anthem* may be done by recording, singing, or played instrumentally by student groups. If they attend the game, they must pay admission.

#### **IHSAA PREGAME POLICIES/PROCEDURES**

##### ***PRAYER***

IHSAA Board of Control action February 24, 2001, states, Prayer shall not be permitted prior to IHSAA-sponsored events in accordance with Supreme Court ruling of June 19, 2000 (Supreme Court of the United States, Santa Fe Independence School Districts versus Jane Doe, #99-62).

#### **CHECKING BLEACHERS AND OVERCROWDING OF GYMNASIUMS**

Your attention is called to the importance of checking your bleachers to avoid overcrowding. This is a serious matter and you are urged to check your bleachers carefully to ascertain that they are in good condition, well supported, and do not permit overcrowding of these bleachers. Every effort should be made to see to it that no concerted swaying movement of fans is permitted. Check your bleachers before each session. Above everything else, do not overcrowd the bleachers and do not permit crowding in the exits and aisles.

#### **PHOTOGRAPHY**

A camera equipped with an electronic flash unit (as well as a camera without any flash equipment) may be used by an official photographer during the entire game. No pictures may be taken directly under the basket which includes that area of the 12-foot free-throw lane extended. Photographers must always vacate area outside all boundary lines used by the officials. Photographers, as well as bona fide sportswriters, may be admitted free if they are taking pictures for newspapers or television. Amateur photographers must pay regular admission to games.

#### **CHARITABLE CONTRIBUTIONS AND SOLICITATIONS**

With the assembly of people at your tournaments, many tournament managers will be confronted with various requests pertaining to donations and contributions to the many organizations which rely upon this method or system of financing their programs. The Board of Control has decided to prohibit the passing of hats, receptacles, blankets, etc., inside the gymnasium at any IHSAA-sponsored tournament for the purpose of collecting any contributions to any group or organization.

The Board of Control does not object to placing a receptacle in the vestibule or lobby of the gymnasium where the people may deposit their contributions, provided this arrangement meets with the approval of the local tournament manager.

### **CONSOLATION OR OTHER GAMES**

No consolation games shall be conducted in connection with the boys' series of tournaments and no preliminary games of any kind shall be played. If on any of the nights your tournament has scheduled only one game, this is to be the only game played.

### **HOSPITALITY ROOM FOR ADMINISTRATORS AND COACHES**

It is quite customary for tournament managers to operate a hospitality room for administrators and coaches. In some instances a local organization or business firm assumes these duties. The IHSAA has no objections to such arrangements as long as the tournament manager has administration and supervision of the project.

### **PROCEDURES FOR BAD WEATHER**

If the tournament manager determines that due to bad weather the game should be postponed, immediately notify: 1) both schools; 2) the officials; 3) the IHSAA Office; 4) the news media within your area.

There will be no delay in rescheduling the games unless there are extenuating circumstances and the tournament manager shall converse with the IHSAA for any deviation from this procedure. It will not be considered a problem if one team has had several night's rest and the other team has played the previous night. There is no time within our limited schedule to take this into consideration. The teams will continue play until they are back on schedule. The host manager must determine whether conditions are bad enough to call off the game. A call to the local radio station to help you determine what the weather might be like is a suggestion.

### **ATTENTION: SPORTSCASTERS AND ALL TOURNAMENT MANAGERS**

For approval to broadcast any portion or an entire district or substate basketball tournament, the program director or sports director of a radio station is herewith informed to contact the tournament manager directly either by letter or telephone to secure such approval. In requesting approval, be sure to enumerate the date(s) desired as well as whether the broadcast is to be "live" or "tape-recorded for delayed broadcast". If your request is by telephone, the tournament manager may grant verbal approval but shall promptly mail his written approval on a "Permission To Broadcast" form furnished by the Association and he shall retain a copy of same for his files. It shall be the responsibility of the broadcasting station to inform a tournament manager whenever such station will not use the space reserved at the tournament site so the manager may make such space available to another station. It must be understood that approval is granted only in accordance with the broadcasting policies adopted by the Iowa High School Athletic Association and endorsed by the Iowa Broadcasters Association. Each radio station must assume its responsibility in arranging for the necessary telephone lines at each site - this is not the responsibility of any tournament manager.

At a later date, all news media people will be sent tournament sites for all classes along with a list of the tournament managers and telephone numbers.

For broadcasting a part or all of the 2010 state basketball tournament in Des Moines on March 8-13, 2010, please direct your requests to Ken Krogman, President, Krogman & Associates, 10580 Justin Drive, Urbandale, Iowa 50322.

### **RADIO ACCOMMODATIONS FOR THE BROADCASTING OF YOUR TOURNAMENT**

You, as tournament manager, will provide space to accommodate the radio broadcasting of games. Suppose you have broadcasting space available for five radio stations, but you have only two telephone lines or loops permanently installed. It is the responsibility of the requesting radio station to arrange for installation of additional telephone loops.

The IHSSN provides online "Permission To Broadcast" forms for the state tournament only. Make certain that you prepare the forms *in duplicate* and retain a copy for your files. Promptness in mailing the original to the requesting radio station will be appreciated. By your negotiating directly with the requesting radio station, you will be in a better position to answer any questions pertaining to the broadcasting space available and other related needs. The Board of Control requests that you retain all duplicate copies of "Permission To Broadcast" for a period of one year in the event it becomes necessary to review any of them.

Your attention is also directed wherein the procedures for requesting permission to broadcast are described for the benefit of radio program directors and sportscasters.

## **PART II- DISTRICT AND SUBSTATE GAME PROCEDURES**

### **NUMBER OF PLAYERS AND CHEERLEADERS; TOURNAMENT CHECKLIST**

No more than 15 contestants from any school may participate in each district, substate, or state tournament game. This simply means a team may have 15 players in uniform for any district, substate, or state tournament game. The team may use different players to make up the 15-member team for each game.

The coach and his bona fide assistant, as well as two team managers and a scorer, may be admitted in addition to the players. The team bus driver is admitted without charge. If your team is eliminated prior to the final game in a district tournament, your team personnel (when properly accompanied by coach, etc.) may attend subsequent sessions of the district tournament you have been eliminated from. If such subsequent sessions are played at a site different than where your team played, be sure that your coach or administrator takes another copy of your bona fide tournament checklist (*See Item 40*).

A supply of tournament checklists will be sent to you. You are to complete the tournament checklist in its entirety including names of your 15 players and their respective numbers for both light and dark uniforms, coaches and managers, cheerleaders (not to exceed six plus a mascot, if in uniform), cheerleader coach, and your three or five faculty chaperones (*See Item 14*) are admitted free only during the session in which your team plays.

In most instances, the tournament manager will need your tournament checklist in advance. However, if your checklist has not been requested in advance, mail or deliver it as outlined in Item 40. It is each school's responsibility to assume the completion of all information as well as delivery of the checklist.

**CHECKLIST SUMMARY**

1. Six cheerleaders plus one mascot, in uniform.
2. One cheerleader chaperone.
3. Faculty chaperones (to be admitted only for the session their team is playing):
  - Three, if grades 9-11 current enrollment is 299 or less. (Class 1A & 2A)
  - Five, if grades 9-11 current enrollment is 301 or more. (Class 3A & 4A)
4. One coach and one assistant coach.
5. Fifteen players.
6. Two team managers.
7. One team bus driver.
8. One scorer.

**ADMISSION OF PLAYERS, CHEERLEADERS, CHEERLEADER COACH AND FACULTY CHAPERONES FOR DISTRICT & SUBSTATE GAMES**

The IHSAA will not furnish player tickets for your tournament. The tournament checklist of each participating school will provide the names of all personnel who are eligible for free admission including two coaches; two team managers; one scorer; and 15 players. Also during a session that a team plays, the team bus driver, faculty chaperones, cheerleaders in uniform (**not to exceed six and one mascot, if in uniform**), and one cheerleader coach are to be admitted, provided that these names likewise appear on the checklist.

No players, managers or cheerleaders may be admitted unless accompanied by the coach, assistant coach, superintendent, principal, cheerleader coach or a faculty chaperone. Although a team assigned to a tournament may not be playing in every session, when not playing the players and team managers may be admitted free when accompanied by a coach. Should there be more than one playing site in such specific tournament, make certain that each tournament manager has a copy of your completed tournament checklist to grant such free admission.

**TICKET PRICES -- PLAYOFF SERIES**

**DISTRICT TOURNAMENT TICKET PRICES**

*General admission per session.....\$5<sup>00</sup>*

**SUBSTATE TOURNAMENT TICKET PRICES**

*General Admission.....\$6<sup>00</sup>*

Placards for displaying ticket prices will be enclosed with your tickets. It is imperative that these placards be conspicuously displayed in the immediate area of your ticket booths. If additional placards are needed, please request accordingly.

**\*VERY IMPORTANT\***

*Please emphasize and explain to your ticket takers the importance and **necessity of tearing all tickets in two and depositing all portions in a receptacle.***

**DISTRICT AND SUBSTATE TOURNAMENT TICKETS**

A supply of tickets for your tournament(s) will be sent to you. This supply will be general admission tickets. We call your attention to the following points in connection with the tournament tickets:

1. GENERAL ADMISSION tickets will be identified with the letters "GA".
2. Tickets for District and Substate tournaments will be serially numbered.
3. Before your tournament begins, be sure to check your shipment of tickets with the tournament report form sent to you.
4. Instruct your sellers to be sure that all **unsold** tickets will result in consecutive serial number order, meaning that the remainder of the unsold roll is consecutively numbered without any intermittent tickets having been sold.
5. If you desire to sell from more than one ticket booth, it is satisfactory to sell tickets from two or more rolls at the same time. This will avoid your having to sell from removed portions of a roll.

You are requested to use these tickets supplied by the IHSAA. Do not use any other type of ticket unless the supply from the IHSAA becomes exhausted. We hope that we have anticipated your needs, but if you have reason to feel that you will need more, call us and we will forward an additional supply. In the event you experience a last-minute exhaustion of tickets, then you may use some of your own to complete the tournament.

*Instruct your ticket takers to tear each ticket into two or more pieces, and deposit all pieces in a receptacle. It is not necessary to issue a portion of any ticket to any purchaser; instead, use a system of rubber stamps as explained in Item 18 of this manual.*

### **IHSAA-IGHSAU SPONSORED EVENT TICKET POLICY (ADOPTED, 2004)**

The Boards of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association are concerned with the accounting procedures used by member schools during the IGHSAU and IHSAA sponsored tournament events.

The Boards of both of your organizations have taken formal action, adopting a policy/procedure which must be used by schools serving as IGHSAU and IHSAA tournament hosts.

The procedure to be followed is as follows:

1. Collect the money for the ticket(s) sold.
2. Tear ticket(s) off the roll in consecutive order and then tear the ticket(s) in half or have the person at the entrance door tear the ticket(s) in half and deposit them in a receptacle, there upon the spectator may enter the tournament venue.

The IGHSAU and IHSAA also have adopted policies that when tickets are sent, a verification slip is signed and returned to the respective organization, acknowledging the number of tickets received for sale. The Boards of the IGHSAU and IHSAA have instructed the administration of the organizations to notify schools that if they do not desire to follow the adopted ticket policy/procedure, they should not accept tournament invitations or that schools not adhering to the new policy of ticketing during tournament events, not be used as tournament sites in the future.

### **DISTRICT AND SUBSTATE COMPLIMENTARY ADMISSIONS**

The IHSAA must maintain a record of all complimentary admissions. After members of your working crew, including ticket sellers and takers and those who administer and supervise tournament duties are at their stations, all other personnel attending your tournament must be accounted for in one of the three following ways:

- 1) by your tournament checklist;
  - 2) by the purchase of admission ticket(s);
  - 3) Superintendent, principal, assistant or vice-principal, athletic director and their respective spouses as indicated below.
- It is imperative that a competent adult supervise checking off those admitted by use of the tournament checklist.

**Use your tournament checklist** to admit the following:

- a) the coach and assistant coach of a team in your tournament for all sessions;
- b) the 15 listed players, two team managers and one scorer of any team in your tournament for all sessions;
- c) faculty chaperones for the session their team is playing;
- d) six cheerleaders plus one mascot, in uniform and one cheerleader coach for the session their team is playing;
- e) one team bus driver;

Superintendent, principal, assistant or vice-principal, athletic director and their respective spouses who present their current IHSAA ID Card are to be admitted to all district and substate games and **do not have to sign in**. It shall be understood that no members of the families of an administrator or coach shall be admitted free unless they qualify in one of the above categories.

### **WHO MUST PURCHASE ADMISSION TICKETS?**

All personnel not listed above must purchase tickets of admission. This means the pep bus drivers, wives of coaches and administrators who do not have passes, together with all other spectators, must purchase tickets. Children of pre-kindergarten age will be admitted free.

Each school administrator is urged to review this manual and discuss the same with their coaches, other faculty personnel, players and bus drivers. Thorough knowledge of the provisions for complimentary and paid admissions will eliminate embarrassment for your school as well as unnecessary problems for the tournament manager.

The IHSAA has mailed each member school participating in the basketball tournament series two Basketball Tournament Identification Cards, for district and substate (**not state**) for the current year bearing the name of the member school. Upon proper presentation, a school's two identification cards will be honored that session during which the same have been presented, and they may be presented at any or all sessions of the district and substate tournaments. It is not anticipated that the tournament manager should arouse the anger of any fellow administrator by denying them admission if they did not bring their identification card with them. Therefore, if you as manager know the person seeking a complimentary admission and have reason to feel that no other person has or will request such school's complimentary admissions, you may honor their request. Should someone present such school's identification card during that same session, after both complimentary admissions have been granted, such request cannot be honored. The responsibility for the proper presentation of a school's identification cards in requesting complimentary admissions is that of the superintendent, principal, or coach of such school and it is not the problem or responsibility of any tournament manager.

### **COMPLIMENTARY ADMISSIONS SUMMARY**

Any members of the families of an administrator or coach will NOT be admitted free unless they qualify in one of the following categories. All personnel not listed below MUST purchase tickets of admission. Pep bus drivers, wives of coaches, together with all other spectators, must purchase tickets. Children of pre-kindergarten age will be admitted free.

### **FREE ADMISSION FOR FACULTY CHAPERONES OR SUPERVISORS**

Each administrator will have the responsibility of appointing and assigning their staff of faculty chaperones or supervisors, and also the responsibility of entering the names of their faculty chaperones on the tournament checklist, along with the names of the cheerleaders and cheerleader coach, before mailing or delivering the tournament checklist to the tournament manager. The admission of faculty chaperones to tournaments shall be made from the tournament checklist (except in the state

tournament) in the same manner as players and cheerleaders are admitted; that is, their names shall be checked for each session to which they are entitled admission, and no ticket of admission shall be issued nor shall their names appear on the complimentary ticket report explained in Item 19.

The IHSAA will provide free admission to faculty chaperones or supervisors at all tournaments during the sessions in which your school plays. Should your school play in the state tournament, wristbands will be provided for chaperones. You are permitted and urged to use three chaperones if your school's preceding year's BEDS Document enrollment of grades 9, 10, and 11 is less than 299; and five chaperones if the preceding year's BEDS Document enrollment of grades 9, 10, and 11 is 301 or greater. At the State Tournament, chaperones must wear their wristbands and will be admitted at the team entrance.

Just as the name implies, the faculty chaperone or supervisor shall assume the duty of supervising students from their school. Faculty chaperones should be strategically and conspicuously seated individually among their student body so they will maintain maximum supervision.

### PASS-OUT TICKETS

You are urged to avoid pass-out tickets. A good rule to follow is, "if you're in, you're in, and if you're out, you're out". It is not necessary, as most of us know, to give pass-out tickets. It simply invites people to run in and out of the building. Many people attend the first game of the evening, leave when the game is over, secure a pass-out check and give it to the group congregating on the outside of the building so that someone can come in and see the following games of the evening.

In the event that it is necessary to give pass-out checks, it is suggested that a rubber stamp be used to mark the back of a person's hand. In this event, it is necessary to change the type of stamp each day.

### TOURNAMENT RECEIPT & TICKET REPORT FORMS

There are two different report forms used to supply the IHSAA with pertinent information following the completion of your tournament:

1. Tournament financial report (you retain duplicate).
2. Report of complimentary admissions. Be sure a competent adult oversees complimentary admissions.

These forms will be mailed to each manager. Please review them closely.

**Tournament Financial Report.** After your tournament has ended, complete the tournament financial report, make a copy and return original with unsold tickets. In determining the total number of tickets sold, be sure to subtract the serial number of the first ticket sold from the serial number of the last ticket sold, add one ticket to this result. This result will represent the total number of tickets sold.

We call your attention to the fact that the total gross receipts from your tournament are to be forwarded to the Iowa High School Athletic Association, P.O. Box 10, Boone, IA 50036-0010. All disbursements under the terms of your contract and in accordance with the plan approved by the Board of Control for the payment of transportation expenses to the participating schools will be made directly from this Office to those entitled to same.

All unsold tickets must be returned to the IHSAA after your tournament. **Your special attention is called to the fact that when the tickets are taken at the door during your tournament, they must be torn in two.** Please inform your ticket takers of this requirement.

The reimbursement due your school by the IHSAA for conducting your tournament will not be mailed to you until after the state tournament has been completed. However, to avoid any delay, please comply with the following:

1. Check carefully and complete all information requested on your tournament report blank, including information requested on back of form.
2. Securely wrap and promptly return all unsold tickets to permit sufficient time to audit these unsold tickets.
3. Mail the *original* copy of your tournament report with all remittances by first-class mail.
4. Please retain the duplicate copy of tournament report for your files.

**Report of Complimentary Admissions.** This report form is printed on four different colors of paper. For the first session of your tournament, use the pink form; for the second session, green, for the third session, canary; for the fourth session, salmon. Before sending this report form to the IHSAA Office, be sure to indicate the date this form was used and also attach your signature on the line provided on each sheet. The IHSAA Office will send each tournament manager the proper report forms for their tournament site, i.e., if you have two sessions at your site, you will receive the pink and green forms; if three sessions, the pink, green and canary forms; etc.

We feel that every administrator is aware of various problems in sponsoring a tournament and why it is so necessary that all tournament managers must adhere to specific limitations in honoring requests for complimentary admissions. This phase of the tournament program involving complimentary admissions is very important and so the following regulations will relieve the tournament manager of petty problems.

1. Assign a competent adult (not a student) with the duty of granting complimentary admissions.
2. Use the proper report form for your respective sessions.
3. When requests are made for complimentary admissions, first ask the person what school they represent as well as their position or title. Have them sign their name, school, and title before granting them admission. Should they question your judgment or position on this matter, inform them that their school was mailed a copy of this manual and refer them to Item 14 where limitations of complimentary admissions are outlined.
4. **Instruct your ticket takers to tear each ticket into two pieces and deposit all pieces in a receptacle.**
5. Who is to be admitted without the purchase of an admission ticket?
  - a. All bona fide personnel whose names are listed on the tournament checklist are **not** issued tickets, but their names are checked off for each session.
  - b. Certain eligible personnel as listed in complimentary guidelines.

6. Complete and return all complimentary admission report forms (as *outlined in Item 14*) and mail to the IHSAA along with the original copy of the tournament financial report and remittances of gross receipts, etc.
7. Return your supply of unsold admission tickets.

### **THE USE AND REMUNERATION OF POLICE IN UNIFORM FOR SERVICES RENDERED INSIDE YOUR GYMNASIUM**

Your Board of Control is cognizant of the need and use of uniformed police during tournament activities. Every tournament manager is aware of the authoritative impression reflected when police are attired in official uniforms. The IHSAA will reimburse each host school for services rendered by police while in uniform and on duty inside your gymnasium at the rate of \$25 per policeman, up to 3 per night.

At the bottom of the front side of your tournament report form you are to indicate in the proper spaces provided the total number of policemen in uniform which you employed inside your gymnasium.

### **MUSICAL ENTERTAINMENT AT TOURNAMENTS**

The Board of Control will permit the use of an electric organ and/or the reproduction of recorded or taped music over the host's amplifying system at any district or substate tournament. Said music to be played only prior to the first game, during the intermissions between quarters, between halves, between games, and following games (not during other time-out periods) with the understanding that any participating school shall be given the courtesy of having its school song presented. The following are not permitted: *Pep bands (at district or substate games)*; any other band or musical group consisting of one or more instruments; sirens; horns; bells; buzzers; thunder sticks or any type of artificial or mechanical noisemaker; cheerleader routines and pom-pom routines are not permitted prior to the game, at half-time or between games. **There will be NO entertainment of any kind on the floor prior to the game, at half-time or between games.**

### **SPORTSMANSHIP AND CONDUCT IN TOURNAMENTS**

Every administrator and coach whose school participates in a tournament is charged with the important role of teaching the highest principles and standards of general behavior. The school administration should never overlook an opportunity to remind and emphasize, tactfully, the need and value of proper respect of the opponents regarding their organized cheering activities, the decisions of the game officials, and the importance of desirable and proper conduct, both at home and away. Each administrator and each coach should read Items 49, 50 and 51 in this manual and keep in mind that every tournament manager must rely on the conduct and sportsmanship of the students and followers from all schools. Your influence and prompting will be reflected by the actions of your followers.

***The Board of Control of the Iowa High School Athletic Association has adopted a policy whereas shirts and shoes will be the required attire for all in attendance at any indoor IHSAA-sponsored athletic events.***

The "Spectator Conduct Policy" has been adopted by the Board of Control.

We are sure that you concur with the Board of Control in its belief that considerable effort should be exerted by tournament managers to promote the highest principles of sportsmanship in tournament games. You are urged to give the officials your utmost cooperation in helping them to keep unsportsmanlike conduct entirely absent from the tournament. If there should be any patrons unwilling to accept the principles of good sportsmanship, or if there are some who wish to view the games while under the influence of intoxicating beverages, you should see that those individuals are evicted from the gym.

In addition to this negative approach at good sportsmanship, it might be possible to take a positive approach and use your own good judgment in trying to do all that you can to impress upon the patrons the need for good sportsmanship. Experience has demonstrated that good sportsmanship is not an inherent characteristic of all people attending high school basketball contests. Because of this fact, it is impossible to acquire the optimum in good sportsmanship at your tournament without considerable effort and planning in advance on the part of the tournament manager in organizing the tournament so that the principles of good sportsmanship are made clear to those attending the tournament games. How can this be done?

Through the medium of the public address system, certain announcements can be made concerning this matter; your cheerleaders can be schooled so that they will be on the alert to stamp out any demonstration. Your art department at school can be enlisted in the campaign and print posters which can be displayed in prominent places about the gym. Your English or journalism department can prepare local news releases to be forwarded to the newspapers in the towns represented in your tournament emphasizing the importance of good sportsmanship on the part of the patrons who plan to attend your tournament; urging those who cannot comply with the accepted principles of good sportsmanship to refrain from embarrassing your school or their own school; pointing out that one of the justifications for an interscholastic athletic program is because it serves as a means of teaching proper attitudes and ideals to the students of the school.

### **BANNERS, SIGNS, HOOPS, CONFETTI, BALLOONS, NOISE MAKERS, ETC., PROHIBITED**

The IHSAA Board of Control concurs with the suggestions made by many school administrators and has therefore adopted a regulation which prohibits the display of any banners or signs, the use of the paper hoop or human tunnels designed for players to penetrate when coming onto the floor at game time, as well as the use of newspaper, confetti, or any other form of paper or debris. It is essential that fire hazards be eliminated whenever possible. Furthermore, with the prohibition of signs, banners, etc., no misunderstandings or ill feeling should develop between member schools and communities relative to priority of location of signs and banners, or of the removal of same. This regulation does not prevent the tournament manager from using signs to direct patrons and students to their assigned seating areas, or for general instructions to assist with the administration of the tournament.

NFHS basketball rules state (1-18) The playing of music/sound effects shall only be permitted during pregame, time-outs, intermission and postgame.

The prohibition against artificial noisemakers, including but not limited to megaphones (except used by cheerleaders), cow bells, thunder sticks, sirens, clackers, cans with marbles, coins or rocks inside and varied other creative, albeit cacophonous, devices provides additional rules support for an increasingly serious problem. Game management is responsible for enforcement.

**EXCEPTION:** *Cheerleaders may use signs or cards to lead cheers; however, they may not use banners. No megaphones will be permitted except those being used by the regular cheerleaders of a school.*

#### CHEERLEADERS' RULES

**At all IHSAA tournaments**, district, substate and state, there will be a limit of six cheerleaders and one mascot, if in uniform. During a tournament, you may have different individuals making up this limit of six. **However, during any one tournament game, you may have only six cheerleaders.** In other words, it does not have to be the same people during the entire tournament series. There can be no alternating or substituting during that tournament game. Please keep in mind during the school year, the limit of cheerleaders can be determined by the local schools.

The IHSAA Board of Control will allow a mascot in uniform in addition to six cheerleaders. In other words, you may have six cheerleaders and one mascot in uniform to perform at each tournament game. Cheerleaders and mascot must be high school students.

Cheerleaders may use signs or cards to lead cheers. However, they may not use banners. No megaphones will be permitted except those being used by the regular cheerleaders of a school.

### RULE 2 GENERAL RISK MANAGEMENT (from 2009-2010 NFHS Spirit Rules)

#### SECTION 1 GENERAL

**Rule 2-1-1...**a coach must not permit a team member to participate if in the judgement of the coach, the participant does not conform to the NFHS rules.

**Rule 2-1-2...**participation in spirit squad activities during interscholastic contests and spirit competitions must be limited to bona fide students of the school who are designated as members of the school's spirit squad(s). Only those students may participate in spirit squad activities on the sidelines, court, field or contest area during an interscholastic event, except when exhibitions during pre-game, half time or post-game period are authorized by the host school administration. A bona fide student is one who has not graduated and is eligible to participate with and compete for a designated school according to the rules of that state's high school association and/or the local board of education.

**Rule 2-1-3...**practice sessions shall be held in a location suitable for spirit activities, i.e., appropriate matting, reasonably free of obstructions and excessive noise, etc.

**Rule 2-1-4...**performing surfaces shall be suitable and free from objects. When discarding props (signs, etc.) that are made of solid material, or have corners or sharp edges, team members must gently toss or place the props.

**Rule 2-1-5...**stunts (mounts, pyramids, tosses, and tumbling) must be modified to be appropriate to the performing surface/area.

**Rule 2-1-6...**an adequate warm up including stretching must precede all activities.

**Rule 2-1-7...**use of mini-tramps, springboards, spring-assisted floors or any height increasing apparatus is illegal for use during performances/competitions.

**Rule 2-1-8...**stunts must not be performed during a basketball or volleyball game when the ball is in play, including free throws.

**Rule 2-1-9...**Spirit participants must not warm-up stunts on the court or sideline area during player warm-up if an alternate area is available. If no appropriate alternate area is available, the coach must take reasonable precautions to minimize the risk to participants.

**Rule 2-1-10...**Spirit participants remain outside the playing area during a 30-second time-out in a basketball game.

**Rule 2-1-11...**artificial noisemakers must not be used at indoor athletic contests except during pregame or halftime performances. EXCEPTION: megaphones, appropriately used by spirit participants on the sidelines, floor or court are permitted, if allowed by the contest official.

**Rule 2-1-12...**participants must not chew gum or have candy in their mouths during practice or performance.

**Rule 2-1-13...**Spirit participants must not stand behind the free throw lane extended during a basketball game.

**Rule 2-1-14...**when it is detected that a participant is bleeding, has an open wound or an excessive amount of blood on the uniform, the participant must stop performing to receive proper treatment.

**Rule 2-1-14...**when a participant is rendered unconscious or apparently unconscious, the participant must not be permitted to resume participation without written authorization from a physician (MD/DO).

#### SECTION 2 PARTICIPANT APPAREL/ACCESSORIES

**Rule 2-2-1...**jewelry must not be worn except for religious or medical medals, which shall be taped to the body (without a chain) under the uniform.

**Rule 2-2-2...**finger nails, including artificial nails, must be kept at an appropriate length (short, near the end of the fingers) to minimize risk for the participants.

**Rule 2-2-3...**the hair must be worn in a manner to minimize risk for the participant. Hair devices, if worn, must be secure and appropriate for the activity.

**Rule 2-2-4...**apparel and accessories must be appropriate for the activity involved to minimize risk for the participants. Cheer team members must wear athletic shoes (not gymnastic slippers).

**Rule 2-2-5...**a participant in full head and/or body costume must not spot or stunt except for a legal forward roll or cartwheel.

**Rule 2-2-6...**when standing at attention, apparel must cover the midriff.



**Rule 2-2-7...**glitter that does not readily adhere on the hair, face, uniform, costume or the body is illegal. Glitter may be used on signs, props or backdrops if laminated or sealed.

**Rule 2-2-8...**supports, braces, etc, which are hard and unyielding or have rough edges or surfaces shall be appropriately covered. A participant wearing a cast (excluding a properly covered air cast) must not be involved in a stunt.

**Rule 2-2-9...**a single partial/whole manufacturer's logo/trademark (no more than 2 1/4-square inches with no dimension exceeding 2 1/4 inches) is permitted on the apparel.

**Rule 2-2-10...**an American flag, not to exceed 2 by 3 inches, and either a commemorative or memorial patch, not to exceed 4 square inches and with written state association approval, may be worn on the uniform/costume.

**Rule 2-2-11...**each State Association may authorize the use of artificial limbs which in its opinion are no more dangerous to players than the corresponding human limb and do not place an opponent at a disadvantage.

These rules as well as all NFHS spirit rules shall be adhered to during all cheerleading activities.

### **PUBLIC CONDUCT ON SCHOOL PREMISES ADOPTED BY IHSAA BOARD OF CONTROL (JULY 1999)**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

\* Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.

\* Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.

\* The use of vulgar, obscene or demeaning expression directed at students, officials or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities. *(The Iowa High School Athletic Association has approved this policy for all IHSAA sponsored events.)*

### **CONDUCT COUNTS**

In this EDUCATIONAL INSTITUTION these behaviors are **NOT** acceptable:

-Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.

(Penalty - EJECTION)

-Throwing articles onto the contest area.

(Penalty - EJECTION)

-Entering the contest area in protest or celebration.

(Penalty - EJECTION)

-Physical confrontation involving contest officials, coaches/directors, contestants or spectators.

(Penalty - EJECTION)

-Spectator interference with the event.

(Penalty - EJECTION)

-Jumping up and down on the bleachers.

(Penalty - Warning/EJECTION)

-Use of artificial noisemakers, signs or banners.

(Penalty - Warning / EJECTION)

-Chants or cheers directed at opponents.

(Penalty - Warning/EJECTION)

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

### **YOUR TOURNAMENT CHECKLISTS FOR ALL TOURNAMENTS**

**District and Substate Tournaments:** Your tournament checklist may be used by your tournament manager as follows:

a) as a data sheet to prepare program copy prior to the tournament

b) as a checklist for admission of your 15 players, two team managers, one scorer, coach and assistant coach to all sessions of the specific tournament and for the admission of one team bus driver, faculty chaperones, cheerleaders (not to exceed six), one mascot in uniform, and one cheerleader coach to the sessions in which your team plays.

- c) Superintendent, principal, athletic director, assistant or vice principal and respective spouse who presents their current administrator ID card are to be given free admission into their respective district or substate game that their team is playing in.

**Delivery of Your Tournament Checklist.** If your tournament manager has not requested your tournament checklist in advance, you may mail it to him if there is adequate time for it to arrive, **OR** your coach may deliver it in person the first time he seeks admission for himself and his playing squad. (A supply of checklists has been mailed to your school.) However, should the faculty chaperones, six cheerleaders, one mascot and one cheerleader coach appear for admission before the coach, and the checklist has not been mailed, one of the faculty chaperones or cheerleader coach should deliver it. It shall be the responsibility of each participating school (and not the responsibility of the host school) to make certain that your checklist is complete in all details and mailed or delivered to your tournament manager. Any incomplete information and/or delay in delivery of your checklist will merely inconvenience your school's personnel who might be eligible for free admission. When your team is playing on a tight tournament schedule, or when you must play at different sites, it might be best for the coach (or a faculty chaperone) to deliver the checklist in person. Also, should your team be defeated, your coaches and playing squad are eligible for free admission to all subsequent sessions of that specific tournament series, even if the remainder of the tournament sessions are played at other sites. **For Classes 1A, 2A & 3A, district teams to district tournament games; NOT district teams to substate tournament games. For Class 4A, substate teams to substate tournament games.** In such event, your coach must present another checklist at any other site. It might be a good practice for your coach to carry an extra copy of your school's completed checklist. *Remember: It is each school's responsibility to mail or deliver its tournament checklist, in complete form, to assure its eligible personnel admission.*

### STATE BASKETBALL VIDEO EXCHANGE

The substate host will no longer be responsible and required to video tape the substate contest and send the video to the opponent.

It will be the responsibility of each head coach who has a team participating in the state tournament to make appropriate communication with the opposing head coach regarding exchanging game videos.

Each coach will furnish its opponent videos of three current season games. If an agreement cannot be reached on the videos to be exchanged, then the exchange will be as follows:

In Classes 1A, 2A, and 3A, these videos will consist of:

1. The district final contest.
2. The district semi-final contest.
3. One regular contest coming from any game 16-21.

In Class 4A, these videos will consist of:

1. The substate semi-final contest.
2. Two regular season contests coming from any game 16-21.

The videos need to be shipped overnight/one day mail or physically delivered to the opposing team if possible

## PART III- INFORMATION FOR SCORERS AND TIMERS

### PRIORITIES AT OFFICIALS' TABLE

A space should be provided at the officials' table for the following priorities given in this order:

1. The official timer;
2. The official scorer (wear a black and white striped garment as described in Item 10);
3. An assistant timer and assistant scorer may be used;
4. Space for the scorer from each of the two participating teams at a place as near the official scorer as possible;
5. Place for a newspaper reporter may be provided but they have last priority among the group indicated above.

### ASSIGNMENT OF TOURNAMENT SCORER AND TIMER IDENTIFYING APPAREL FOR YOUR SCORER

You are aware of the importance of competent officials. You are requested to appoint two competent and experienced adults, one as your scorer and the other as your timer. It is essential that these two officials thoroughly understand their responsibilities. **NOTE:** It is strongly recommended that your official scorer wear a black and white striped garment and that his location be clearly marked.

You can assist in making their duties easier, more pleasant, and more efficient by providing adequate table space for them so they are not crowded by patrons, team representatives, photographers, reporters, etc. The point is, please provide such facilities so they may give their undivided attention to their prescribed duties at all times.

Under Items 9 and 10, which follow, you will find the instructions for your timer and scorer.

### DUTIES AND RESPONSIBILITIES OF TIMERS FOR THE STATE SERIES OF BASKETBALL TOURNAMENTS

**Special Note to Tournament Manager:** We will send you information for your timer. Please give a copy to the timer of your tournament.

You have been selected to act as the official timer in one of the state series of basketball tournaments. You will make every effort to see to it that your timing is just as accurate as possible.

Please read in the Basketball Rules Book: Rule 2, Sections 12, 13, (*Duties of Timers*) and Rule 5, Sections 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, and 12.

You have the responsibility of knowing where the ball is at the moment time expires in any quarter. You will not express your convictions on the point unless invited to do so by the officials. However, the rules prescribe that if there is any doubt in the mind of the referee whether or not the ball was in the air on a try for goal at the moment the horn or gun sounds to terminate the playing period, he shall consult the timer. You are in a position to know the few seconds remaining in each period. Therefore, you should take it upon yourself to know what is happening to the ball the moment time is expiring. You should make it a point to converse with the officials prior to the start of the tournament so that all concerned have a clear understanding of the signals to be employed and procedures to be used.

We would like to take this opportunity to express our sincere appreciation to you for the interest and efforts which you are going to exert in making our tournament a great success.

### **DUTIES AND RESPONSIBILITIES OF SCORERS FOR THE STATE SERIES OF BASKETBALL TOURNAMENTS**

**Special Note to Tournament Manager:** We will send you information for your scorer. Please give a copy to the scorer of your tournament.

You have been selected to act as the official scorer in one of the state series of basketball tournaments. Please wear a black and white striped garment which will be conspicuous to the substitutes when reporting at the table.

We are writing this for the purpose of reminding you of the great responsibility which is yours.

Be sure to indicate at the bottom of each scoresheet the following four items:

1. Time at start of game
2. Time at end of half
3. Time at start of 2nd half
4. Time at end of game

Read Rule 2, Section 11 (*Duties of Scorers*); also Rule 5, Sections 2, 5, 6, 7, 8, 9, 10, 11, and 12.

**Very Important:** You are responsible to inform the floor officials when each team has committed its 7th and 10th personal foul of each half, as required in Rule 2, Section 11, Article 10.

Also, please mark all first-quarter activities on the scoresheet of each game with green pen, second-quarter activities with black pen, third-quarter activities with red pen, and fourth quarter and any extra period activities with blue pen.

We would like to take this opportunity to express our sincere appreciation to you for the effort which you are going to put forth in making our tournament a great success.

### **BASKETBALL SCORESHEETS AND TOURNAMENT BASKETBALL**

A supply of basketball scoresheets is being sent to you for your tournament inside the box containing your tournament basketball.

Under separate cover the IHSAA is sending you a Spalding ZK Pro MicroFiber Composite wide channel basketball for your tournament. Please open the box immediately to determine whether the ball was damaged in shipping. This ball must be used for your tournament games. The basketball will become the property of the host school upon completion of your tournament games. The IHSAA will deduct \$20 from your host allowance for the purchase of the ball. If it is determined that the Spalding ZK Pro MicroFiber Composite wide channel basketball is not used for the tournament games you are hosting, by IHSAA Board of Control Policy, said school will forfeit all of its remuneration expenses for hosting the tournament (Board of Control 9/19/2001). The players sometimes do not like to play with a brand new ball, so take the ball out and allow it to be used in a physical education class or to be shot around in basketball practice for a day or two, and then the ball will be ready for the tournament.

### **ROOM FOR REFEREES VERY IMPORTANT INSTRUCTIONS**

Please provide a private room which the floor and bench officials may occupy during the course of your tournament which should be available to them as a dressing room as well as a lounging room during intermissions. When your tournament basketball arrives, you will find a printed poster which should be conspicuously posted on the officials' dressing room door.

All visitors should be excluded from the officials' dressing room during the entire tournament. Tournament officials deserve privacy - they are entitled to discuss various phases of mechanics, rules and game administration as well as an opportunity to relax.

The point is that the officials should be left entirely alone so they will have an opportunity not only to rest but to talk privately with each other regarding the game which they are attempting to officiate.

Your cooperation in this matter will assure you of a better officiated tournament and we are certain that the officials will also appreciate it.

### **THE OFFICIALS FOR YOUR TOURNAMENT**

Prior to the opening of your tournament, the IHSAA will inform you by email, the names of the officials contracted to officiate.

These officials will have a copy of the time schedule of your tournament, or if time is a factor in contracting the officials, they will be notified of the starting time of the opening session. The officials are instructed to arrive at least one hour prior to the first game of your tournament.

### **REPORTING RESULTS OF YOUR TOURNAMENT GAMES**

The IHSAA will post tournament game results on the IHSAA web site ([www.iahsaa.org](http://www.iahsaa.org)) immediately following each night's tournament games. The IHSAA requests that you assign an individual to report the scores to the following three (3) phone numbers:

IHSAA 1-515-432-2011 (**PLEASE CALL IHSAA FIRST**)  
Associated Press 1-800-300-8340  
Des Moines Register 1-800-532-1455 (ask for Sports Desk)

**It will be appreciated if you, as manager, will check to see that this duty of reporting the results of your games is being fulfilled.**

We would also appreciate it if you would remember the area media. Many of you have a call list of area media members that you have been using during the regular season. It is certain they would appreciate any information you can provide them concerning tourney play as well. Also, it would be a fine gesture for you to call your tourney scores into all those media outlets who cover competing teams in your tourney.

## **PART IV- AWARDS PRESENTATION INFORMATION**

### **TOURNAMENT AWARDS**

Medals will be awarded to the 15 players of the winning team of each district and substate tournament. The IHSAA will mail the medals to each tournament manager, who in turn will deliver the medals to the coach of the winning team at the conclusion of the tournament. These medals may be presented in the privacy of the dressing room or in a school assembly, whichever the school desires. There shall be no formal presentation of medals at the site of the tournament. In cases where final sites have not been determined and time is too short to mail the medals to the host school, the medals will be mailed direct to the winners from the IHSAA Office.

### **IHSAA AWARDS PRESENTATION POLICY**

It is the goal of the IHSAA is to protect the safety and well being of all participants, spectators, coaches, officials, and tournament staff as well as demonstrate the sportsmanship philosophy of the IHSAA and its member schools with regard to respect for the opponent during all IHSAA award presentations. In furtherance of this goal and the requirement that member schools should insure that their contestants, coaches & spectators practice the highest principles of sportsmanship and ethics of competition, the following policy has been adopted by the Board of Control:

**No team(s) student body/spectators are allowed on the playing surface at the conclusion of an IHSAA post-season event without the express permission of the tournament manager.**

**Penalty: Team or individual awards will not be presented to the participant(s) immediately following the competition and said award(s) will be delivered to the school administration of the respective teams at a time to be determined by the Executive Director or designee of the IHSAA.**

**This penalty is in addition to any other penalty or sanction which may be imposed by the Board of Control, its Executive Director, or designee as a result of a violation of any other policy, rule, bylaw, or regulation of the IHSAA.**

**The policy shall be enforced at all IHSAA sponsored tournaments that have an awards presentation following the completion of the event. The enforcement of this policy will be at the discretion and judgment of the specific tournament manager.**

The Board of Control also requests school administrators be present and visible when their respective teams are playing and assist in making sure spectators do not come onto the playing surface at the conclusion of the event until such time it is permissible following awards and recognition presentations.

### **TEAM PHOTOGRAPH AND STATE TOURNAMENT PROGRAM DATA**

**Team photograph:** Every school should have an appropriate team photograph available by even though your chances do not appear to be too favorable to advance in tournaments. In the past some schools have caused themselves much inconvenience when, having advanced in the tournament, their photograph is not available. **Your team picture should be a sharp color or B&W image.** Your school will receive an information packet with SPECIFIC DEADLINES FOR SENDING PHOTOS once tournament play begins.

If the picture is not appropriate or conducive to reproduction, it will not be used. *Appropriate is defined as players in uniform with no props.* What may be considered in good taste for a poster may not be considered in good taste for the state tournament program.

### **TEAM QUESTIONNAIRE AND OTHER INFORMATION**

Your school will receive an information packet with NOTED DEADLINES FOR RETURNING FORMS once tournament play begins. Enclosed with this packet will be a questionnaire as well as other forms to provide information for official state tournament publications.

### **TELEVISION STATE ASSOCIATION-SPONSORED TOURNAMENT GAMES**

The Board of Control policy for television coverage of IHSAA-sponsored tournament games prior to the state basketball tournament is: *A fee will be assessed to television stations wanting to carry district or substate basketball tournament games on a 24-hour delayed basis unless the taping or showing is by a nonprofit cable TV station.* This simply means IHSAA-sponsored tournament games cannot be telecast until 24 hours after the completion of the game being played. A fee of \$200 will be charged for each district game, \$300 for each substate game. The IHSSN has forms that must be completed and filed with the tournament manager, as well as the IHSSN. These forms may be obtained from:

*Krogman & Associates, 10580 Justin Drive, Urbandale, IA 50322*

**EXAMPLE:** A television station desires to carry an IHSAA-sponsored tournament game.

(a) They must contact the tournament manager of the host school for permission and space;

- (b) Contact the IHSAA Office for the forms, sending one copy to the IHSAA and one copy to the tournament manager;
  - (c) Fees: District, \$200; Substate, \$300; State, not carried as part of the state tournament television package, \$400;
  - (d) They may not telecast the game until 24 hours after the completion of the game.
- Any television station desiring to carry a state basketball tournament game on a 24-hour delayed basis must contact
- Ken Krogman  
Krogman & Associates  
10580 Justin Drive  
Urbandale, IA 50322*

## **PART V - FINANCIAL ARRANGEMENTS FOR PARTICIPATING SCHOOLS**

### **FINANCIAL PLANS FOR DISTRICT & SUBSTATE TOURNAMENTS**

1. The manager of the tournament shall be responsible for the loss of any funds from any cause due to their negligence. It shall be considered negligence for a manager to keep tournament receipts in a school vault on which there is not adequate insurance.
2. The host school will receive 20% of the gross receipts up to receipts of \$5,000, plus 10% of the receipts beyond \$5,000 to compensate them for the use of their facilities and energy in promoting the tournament. The minimum amount paid to the host school will be \$200.
3. The Spalding ZK Pro MicroFiber Composite wide channel basketball will become the property of the host school upon completion of your tournament games. The IHSAA will deduct \$20 from your host allowance for the purchase of the ball. If it is determined that the Spalding ZK Pro MicroFiber Composite wide channel basketball was not used for the tournament games you are hosting, by IHSAA Board of Control Policy, said school will forfeit all of its remuneration expenses for hosting the tournament (Board of Control 9/19/2001).
4. The local manager will forward all receipts to the IHSAA Office immediately following the tournament.
5. The payment of all transportation allowances and the payment of the amount due the host school for conducting the tournament will be paid by check directly to the schools from the IHSAA. Payment of expense allowance to the schools will be figured on the basis of \$1.15 per mile one way most direct route for each trip the school makes to the tournament center.
6. For services rendered by police in uniform inside your gymnasium the IHSAA will reimburse you \$25 per policeman up to a maximum of 3.
7. The tournament manager will admit 15 players, a coach, the bona fide assistant coach, bona fide student managers, one scorer, the team bus driver, cheerleader coach, and cheerleaders, not to exceed six and one mascot if in uniform, free to the tournament providing they have been certified by their school superintendent on the tournament checklist as being the authorized representatives of their school.
8. The tournament manager will be reimbursed at \$35 a day for managing the tournament. This money will be added on to the host school's allowance.

## **PART VI- STATE TOURNAMENT INFORMATION**

### **STATE TOURNAMENT QUALIFYING SCHOOLS TELECONFERENCE**

A teleconference involving all schools that have qualified for the state tournament will be held on Monday, March 1, Tuesday, March 2, and Wednesday, March 3.

Monday, March 1- All Class 1A and Class 2A schools (16)  
 Tuesday, March 2- All Class 3A schools (8)  
 Wednesday, March 3- All Class 4A schools (8)

It is recommended that both the school Athletic Director and Head Basketball Coach be involved in this teleconference. Directions regarding how to access this teleconference will be sent out prior to your substate final.

### **SCHOOLS QUALIFYING FOR STATE BASKETBALL TOURNAMENT**

When two teams are playing, the **visitors** will sit on the side opposite the scorer's table. The **home team** will sit behind the scorer's table. Two sides of the floor will be used by the fans of the two teams playing. When their game is over, if the fans would stand and face the floor, exit to their right and go to any place in the arena they want to sit, the next two teams' fans will fill in those courtside seats.

### **STATE TOURNAMENT WRISTBANDS FOR PARTICIPATING PLAYERS, COACHES, CHEERLEADERS**

Each school is provided 23 wristbands for 15 players, two team managers, coaches, assistant coaches, superintendent, principal, assistant or vice-principal, doctors, trainers, statisticians, statskeeper, and bus driver as determined by the school. You will need your wristbands for each session whether your team is playing or not. Your school will have the opportunity to expand the 23 wristbands by communicating with the IHSAA prior to the state tournament. We understand the additional

wristbands may be needed to accommodate your squad. If additional wristbands are requested by your school, those wristbands at \$8.00 each will be billed to your school after the tournament series. After your request for additional wristbands has been approved by the IHSAA that number cannot be increased or decreased during the tournament. These additional members are required to enter at the team entrance.

Your cheerleaders not to exceed six, a mascot if in uniform, one cheerleader coach and faculty supervisor (3 for 1-A & 2-A; 5 for 3-A & 4-A ) will be provided wristbands for admission to those sessions **only in which your team plays.** These members are required to enter at the team entrance.

**The IHSAA will mail the first round wristbands to each school and it will be up to the schools to give the wristbands to the people who deserve to have them. In separate envelopes will be the cheerleaders' and faculty supervisor wristbands.** For the second round games, consolation games and championship games, you will pick up all of the wristbands for your squad, cheerleaders, cheerleader coach, and faculty supervisors by coming into the IHSAA office in the Arena.

If your team plans to attend games other than those in which you play, you may secure up to 23 wristbands for any session from the IHSAA table at the team entrance. Prior to the first round game in which your team plays, please submit to the IHSAA office in the Arena a list of contact personnel that will be authorized to secure these wristbands. Wristbands will be issued only to those people whose names are listed and only with picture I.D. **Please keep in mind NO WRISTBANDS WILL BE ISSUED TO PLAYERS UNLESS ACCOMPANIED BY THE AUTHORIZED PERSONNEL.**

#### **HOTEL ACCOMMODATIONS IN DES MOINES METRO AREA**

There are many hotel/motel facilities in Des Moines. It will be each individual team's responsibility to arrange for accommodations. Please have in mind how many athletes you want to assign to each room. Likewise, if you are going to make room accommodations for your cheerleaders, do so at this time. You may stay wherever you desire but once you are certain you will be staying in Des Moines and competing, you should make your reservations so you can stay at the place of your choice.

#### **TEAMS ADVANCING TO STATE TOURNAMENT**

Teams advancing to the state tournament will receive dressing room assignments and locations from the IHSAA Office. The dressing rooms will be unlocked 1½ hours before the first scheduled game each day. You need not bring basketballs to Wells Fargo Arena as basketballs will be furnished for your pre-game warm-ups. Towels will not be furnished for your sessions and games; therefore, bring your own supply. Water fountains and sanitary cups will be at courtside during all games. Do not leave valuables in dressing rooms at any time. Place valuables inside a bag and have someone in charge of them. A trainer and physician will be at your service during games.

#### **TEAM TRAINER AND PHYSICIAN**

The IHSAA will provide a trainer and physician. During games they will be at courtside. First-aid rooms and equipment are likewise available.

#### **LIGHT AND DARK UNIFORMS**

If the name of your school appears above the name of your opponent in the bracket pairings, your team will wear **light uniforms**, and if your team's name appears below that of your opponent's in the bracket, your team will wear **dark uniforms**. Remember, the color of uniform might change from one game to another.

#### **AWARDS TO STATE TOURNAMENT TEAMS ELIMINATED IN FIRST-ROUND GAMES**

A trophy will be awarded to the school and medals will be awarded to players, managers, cheerleaders, and coaches of those teams eliminated in the first round. These awards will be presented to the first-round losers immediately following their game. The coaches of these teams shall assume the responsibility of having their players and managers assembled on the edge of the playing floor at the conclusion of their first-round games so these awards may be given, thereby giving proper recognition to these players, managers, cheerleaders, and coaches while their fans are there to show their support and appreciation for the fine season they have completed. The cheerleaders should join the team and be present on the floor to receive their medals.

#### **STATE TOURNAMENT PLAQUES**

Each team that qualifies for the state basketball tournament will have a team picture taken by the IHSAA prior to their first game. After the qualifiers have been determined, a schedule will be made so you will know, prior to coming to the state tournament, the time your team picture will be taken. A color photo of the team will be taken and placed on a plaque designating that your team was a state tournament participant. Each team member and the coach will receive a plaque compliments of the IHSAA.

#### **AUTOGRAPH BASKETBALLS**

Each team that qualifies for the state basketball tournament will receive up to 17 autographed basketballs based on roster #'s on behalf of the Iowa High School Athletic Association and Iowa Farm Bureau, as part of the corporate sponsorship agreement between the organizations.

Each basketball player and head coach who qualifies for the state tournament will receive an autographed basketball the week prior to the tournament. Each player will sign each other's ball so that upon returning from the state tournament, every

player will have a ball with the signature of every player on their team to keep in commemoration of the 2010 Boys State Basketball Tournament.

Each school will also receive one basketball that may be placed in their trophy case. If schools have more than 15 players, they may purchase additional autographed basketballs for \$25 each. These may be ordered through the Iowa High School Athletic Association within one week following the tournament.

State Tournament teams will be contacted by their district Farm Bureau Representative to make arrangements for the presentation at a pep assembly, awards banquet, or prior to or following a practice.

We ask each school to please acknowledge and give credit to the Iowa Farm Bureau for their interest in the youth of the state of Iowa, the activities programs and in this case, basketball. We suggest an article be placed in your local paper and a thank you letter be sent to the Farm Bureau Representative in your area who makes the presentation.

This autographed ball will serve as a lifetime memory for your athletes who participated in the 2010 Boys State Basketball Tournament from their school, the Iowa High School Athletic Association and Iowa Farm Bureau.

### **PRESENTATION OF STATE TOURNAMENT TROPHIES & MEDALS**

The Class 1-A consolation game will be played Friday starting at 10 AM and will be followed immediately by the Class 2-A consolation game. The Class 3-A consolation game will be played at 12:05 PM. Saturday followed immediately by the Class 4-A consolation game. At the conclusion of each consolation game, medals and trophies will be presented to the two teams involved. Immediately following the championship game, trophies, medals, all-tournament team and sportsmanship awards will be presented. The cheerleaders are welcome to be on the floor to also receive their awards along with the teams at the conclusion of the consolation games and championship games.

### **BASKETBALL FANS ARE OBSERVING**

All of Iowa will have eyes on every high school student while attending the state tournament, whether a high school student is one who is fortunate enough to represent his school and community as a player, or whether he is sitting in the bleachers cheering for his favorites. The conduct, disposition, personality and poise of every high school student will be reflected at the tournament and on the streets as well as in the stores and hotels. There may be some people who contend that many high school students do not properly represent the principles and ideals of their school and community. Let us hope that administrators and coaches will grasp the opportunity to prompt their players and students with reference to the proper conduct and behavior so that due respect and consideration are given to people and property on this away-from-home activity.

*The Board of Control of the IHSAA has adopted a policy whereas shirts and shoes will be the required attire for all in attendance at any indoor IHSAA-sponsored athletic events. The Board of Control has also adopted "Spectator Conduct Policy" refer to Item 37.*

**Administrators and Coaches--Very Important!** If any of your players and/or students plan to attend the state basketball tournament, the Board of Control requests that you take this opportunity to prompt all representatives from your school relative to the importance of proper behavior and conduct, respect for other people and property, and good sportsmanship. The Board of Control has instructed all safety officers to remove, **immediately and without warning**, any spectator guilty of throwing paper gliders or any other objects from the balconies or bleachers. Therefore, please make such warning clear to the fans from your community. A positive approach on this matter prior to the tournament, with hopes of preventing any undesirable demonstrations rather than the necessity for penalty after adverse situations have occurred, will result in a more pleasant atmosphere. The Board of Control feels that with proper guidance, the conduct of our Iowa high school boys and girls can be a tribute to the overall educational and activities programs throughout Iowa.

### **"YOU ARE INVITED TO OUR HOUSE"**

The attendance of a basketball tournament away from home might be considered in the same light as an invitation to "our house". We know that the hosts will exert all efforts to have the dressing and shower rooms clean along with the corridors and gymnasium. Any guest would be disappointed if upon arrival they found just the opposite to exist. By the same token, upon arrival at our host's house, we, as guests, must take extra precautions in preserving such clean and neat orderliness. Before departing from the dressing rooms, soiled tape and towels and other rubbish should be gathered and properly disposed of, and all equipment and furnishings in general should be left as originally found. All other guest students and spectators may look forward to a return invitation to "our house" by being extremely careful in not littering the corridors and gymnasium with food wrappers, torn paper, confetti and other debris. What a gratifying pleasure it becomes for a tournament manager to experience such respect of their visitors! And what an opportunity for an administrator to share in this gratification when their students and patrons are those "visitors" who made living worthwhile for the tournament manager!

### **FINANCIAL ARRANGEMENTS FOR TEAMS ADVANCING TO THE BOYS' STATE BASKETBALL TOURNAMENT, DES MOINES, WELLS FARGO ARENA**

We want you to know that the IHSAA wants to treat all of your players in a first-class fashion. We have adopted a system that works out in a fair and equitable manner. We recognize there is much pressure on administrators for your teams to come and stay in Des Moines, barring unforeseen weather and loss of school time, we feel the following financial arrangement works out very satisfactorily for everyone.

1. The schools will be paid \$1.75 per mile one way most direct route for each allowable trip to Des Moines.
2. Your expense check will include \$50 for parking and for towels.

3. Schools traveling less than 100 miles will receive an allowance of \$9 per traveling party. Schools traveling over 100 miles and don't use lodging will receive \$18 per traveler, or \$40 per traveler when using lodging.
4. Lodging: Please note that any school less than 100 miles from Des Moines will not receive additional allowances for lodging.
5. Schools will assume the responsibility of paying expenses for their cheerleaders and all other people associated with the tournament, with the exception of the 23-man traveling squad. It has never been the policy of the IHSAA to pay expenses for the chaperones, cheerleader coach, cheerleaders or any other people associated with the traveling team.
6. Please take the time to find out what your costs will be for lodging. It is so easy to let it get away from you. You are permitted \$22 per person for your official party per night, for a total of \$506. Figure up exactly how many students you want in a room and find out what the hotel is going to charge. If it is more than you want to pay, make another phone call. When the tournament is over, the school should not lose money on the official traveling party that comes to the state tournament.

### **INFORMATION REGARDING TICKETS FOR ALL SESSIONS OF THE STATE BASKETBALL TOURNAMENT**

There will be a total of 32 games, 12 sessions in the state tournament played in the Wells Fargo Arena, Des Moines, Iowa. Tickets are general admission for all games. The general admission tickets are \$8.00 for each session. Children age two and up are expected to purchase a ticket. Each person who will be sitting in their own seat is expected to purchase a ticket.

### **PEP BANDS AT STATE BASKETBALL TOURNAMENT**

Participating schools will be allowed to provide a pep band for all games of the state tournament, **EXCEPT** the championship games, Friday and Saturday evenings. It is optional if the school wishes to provide a pep band for any of their games. If your pep band will be performing, contact the IHSAA prior to the state tournament. Each member will pay admission like any other spectator to the game. **Important:** *Any time the IHSAA has half-time performances or between games award presentations, pep bands will not be allowed to play until the award presentations have been completed. If amplified instruments are used, each school must furnish its own power cord and accept the risk of it becoming unplugged.* **Seating:** *Pep bands will be at court level. The pep band for the school designated as the "home team" will occupy the platform on the southwest corner of the floor, and the pep band for the team designated as "visitor" will occupy the platform at the northeast corner of the floor.*

### **ALLOCATION & DISTRIBUTION OF TOURNAMENT TICKETS FOR PARTICIPATING SCHOOLS IN STATE TOURNAMENT IN DES MOINES**

Participating schools will not find it difficult to secure tickets for first- and second-round games. Ordering these tickets and selling them early makes people in each community much happier with regards to being together. First round general admission tickets will be sent to your school the day following the night your team becomes a qualifier. Second round general admission tickets will be picked up at the IHSAA office in Wells Fargo Arena following your team's first round win. If your people wait until they come to Des Moines to buy their tickets that is fine. In so doing they will be disappointed with the ease of walking into the Arena. Here again, use your own judgment as to whether or not you want to sell your tickets ahead of time. Each school will be reimbursed \$.25 for each first and second round game ticket sold by that given school.

All tickets for the semifinal games and championship games will be sold by Wells Fargo Arena. The tickets may be purchased at their ticket office or online at the following website: [www.iowaeventscenter.com](http://www.iowaeventscenter.com).

### **SEEDING FOR STATE TOURNAMENT PLAY**

The IHSAA will use a seeding system for the 2010 state tournament pairings. The seeding systems that will be used are based on the regular season performance of each state tournament team.

#### **CLASSES 1A, 2A, AND 3A**

The seeding procedure to be used will be the regular season won/loss record of each school with the highest percent of wins receiving the highest seeds. If there is a tie in the seeding procedure:

**Step 1--** will be head-to-head competition during the regular season games. If the tied teams did not meet or one team did not win more games than the other in head-to-head competition and the tie still remains;

**Step 2--** the strength of schedule point system will be used:

4 points for a victory over a 4A school

3 points for a victory over a 3A school

2 points for a victory over a 2A school

1 point for a victory over a 1A school, with the highest per game average determining the seeds.

**NOTE:** If this step places one of the teams in a tie on a bracket and there are still schools tied;

**Step 3--** go back to step 1. If tie still remains after step 1, step 2, and step 3;

**Step 4--** the LAST alphabetical gets the high seed. (For the 2011 tournament, the FIRST alphabetical school will receive the highest seed.)

#### **CLASS 4A**

The seeding procedure that will be used is based on the season performance of each state tournament team.



- 4 points for a victory over a 4A school
- 3 points for a victory over a 3A school
- 2 points for a victory over a 2A school
- 1 point for a victory over a 1A school

The points are totaled for each school's regular season play, divided by the number of games they played prior to the sub-state tournament. The teams' seeds will be determined using this per game point average.

If a tie for a seed exists:

**Step 1--** head-to-head competition during the regular season games. If the tied teams did not meet or one team did not win more games than the other in head-to-head competition,

**Step 2--** the LAST alphabetical gets the highest seed. (For the 2011 tournament, the FIRST alphabetical school will receive the highest seed.)

Seed #1 will play seed #8; seed #2 will play seed #7, seed #3 will play seed #6; seed #4 will play seed #5.

**NOTE:** If this step places one of the teams in a tie on a bracket and there are still schools tied;

**Step 3--** go back to step 1. If tie still remains after step 1, go to step 2.

### **SCHOOLS PLAYING UP IN CLASSIFICATION**

If a school decides to play "up" a classification in the tournament, the point value will be the same number of points as their tournament opponent when playing opponents in the "up" class. When the school playing "up" plays schools in classes other than where it will be participating in the tournament, the point value will be placed on the actual enrollment figures used for classification.

**NOTE:** If this step places one of the teams in a tie on a bracket and there are still schools tied;

**Step 3--** go back to step 1. If tie still remains after step 1, go to step 2.

## **PART VII—RADIO BROADCASTING REGULATIONS AND FACILITIES**

### **HOW TO OBTAIN BROADCASTING APPROVAL**

**District Tournaments:** February 15, 18; February 22, 23 & 25, 2010

**Substate Tournaments:** Feb 27, March 1 & 2, 2010

**State Tournament:** March 8, 9, 10, 11, 12, 13, 2010

### **ATTENTION: SPORTSCASTERS AND ALL TOURNAMENT MANAGERS**

For approval to broadcast any portion or an entire district or substate basketball tournament, the program director or sports director of a radio station is herewith informed to contact the tournament manager directly either by letter or telephone to secure such approval. In requesting approval, be sure to enumerate the date(s) desired as well as whether the broadcast is to be "live" or "tape-recorded for delayed broadcast". If your request is by telephone, the tournament manager may grant verbal approval but shall promptly mail his written approval on a "Permission To Broadcast" form furnished by the Association and he shall retain a copy of same for his files. It shall be the responsibility of the broadcasting station to inform a tournament manager whenever such station will not use the space reserved at the tournament site so the manager may make such space available to another station. It must be understood that approval is granted only in accordance with the broadcasting policies adopted by the Iowa High School Athletic Association and endorsed by the Iowa Broadcasters Association. Each radio station must assume its responsibility in arranging for the necessary telephone lines at each site - this is not the responsibility of any tournament manager.

At a later date, all news media people will be sent tournament sites for all classes along with a list of the tournament managers and telephone numbers.

For broadcasting a part or all of the 2010 state basketball tournament in Des Moines on March 8-13, 2010, please direct your requests to Ken Krogman, President, Krogman & Associates, 10580 Justin Drive, Urbandale, Iowa 50322.

### **RADIO ACCOMMODATIONS FOR THE BROADCASTING OF YOUR TOURNAMENT**

You, as tournament manager, will provide space to accommodate the radio broadcasting of games. Suppose you have broadcasting space available for five radio stations, but you have only two telephone lines or loops permanently installed. It is the responsibility of the requesting radio station to arrange for installation of additional telephone loops.

The IHSSN provides online "Permission To Broadcast" forms for the state tournament only. Make certain that you prepare the forms **in duplicate** and retain a copy for your files. Promptness in mailing the original to the requesting radio station will be appreciated. By your negotiating directly with the requesting radio station, you will be in a better position to answer any questions pertaining to the broadcasting space available and other related needs. The Board of Control requests that you retain all duplicate copies of "Permission To Broadcast" for a period of one year in the event it becomes necessary to review any of them.

Your attention is also directed wherein the procedures for requesting permission to broadcast are described for the benefit of radio program directors and sportscasters.

Radio program directors have been informed to contact district and substate managers for approval to broadcast, and the IHSSN when approval is desired for state tournament games.