



## **2017-18 IGHSAU Regional Basketball Manual**

### **2018 REGIONAL TOURNAMENT DATES**

Class 1A — February 8, 13, 16, 19      Class 2A — February 10, 13, 16, 19  
Class 3A — February 10, 14, 17      Class 4A — February 14, 17, 20  
Class 5A — February 14, 17, 20

### **2018 STATE TOURNAMENT SCHEDULE**

#### **MONDAY, FEBRUARY 26**

10:00 - 5A Quarterfinal	5:00 - 4A Quarterfinal
11:45 - 5A Quarterfinal	6:45 - 4A Quarterfinal
1:30 - 5A Quarterfinal	8:30 - 4A Quarterfinal
3:15 - 5A Quarterfinal	

#### **TUESDAY, February 27**

10:00 - 4A Quarterfinal	5:00 - 3A Quarterfinal
11:45 - 3A Quarterfinal	6:45 - 2A Quarterfinal
1:30 - 3A Quarterfinal	8:30 - 2A Quarterfinal
3:15 - 3A Quarterfinal	

#### **WEDNESDAY, February 28**

10:00 - 2A Quarterfinal	3:15 - 1A Quarterfinal
11:45 - 2A Quarterfinal	5:00 - 1A Quarterfinal
1:30 - 1A Quarterfinal	6:45 - 1A Quarterfinal

#### **THURSDAY, MARCH 1**

10:00 - 5A Semifinal	3:15 - 4A Semifinal
11:45 - 5A Semifinal	5:00 - 3A Semifinal
1:30 - 4A Semifinal	6:45 - 3A Semifinal

#### **FRIDAY, MARCH 2**

10:00 - 2A Semifinal	6:00 - 5A Championship
11:45 - 2A Semifinal	8:00 - 4A Championship
1:30 - 1A Semifinal	
3:15 - 1A Semifinal	

#### **SATURDAY, MARCH 3**

3:00 or 4:00 - 3A Championship	7:00 or 8:00- 1A Champ
5:00 or 6:00 - 2A Championship	

## **BASKETBALL ADMINISTRATOR CONTACT INFORMATION**

Please contact Gary Ross at [gross@ighsau.org](mailto:gross@ighsau.org) with any questions regarding the content of this manual.

## **IGHSAU WEBSITE**

All tournament information, including a copy of this manual, tournament site information, game night scores from across the state and other pertinent information can be found on the IGHS AU website (<http://www.ighsau.org>).

## **TOURNAMENT MANAGERS**

Please become familiar with tournament administration through study of these regulations.

Do not postpone or reschedule any tournament games without first contacting the IGHS AU.

If your school is selected as a host site for a tournament game, it is the responsibility of the tournament manager to contact all schools that will be playing at your site.

## **HOST SITE SCORE REPORTING**

Immediately following the conclusion of EACH regional game, tournament managers must post scores directly to the Tourney Machine website ([www.tourneymachine.com](http://www.tourneymachine.com)). Each tournament manager will be emailed instructions for entering scores via Tourney Machine prior to the start of the tournament series. Tournament managers no longer phone scores into the IGHS AU.

## **ADMINISTRATIVE REMINDERS**

1. Each school is limited to 15 players in school issued uniform (including warm-ups) and 23 total members in the team party on the floor and bench area before and during any regional and state tournament contests. Anyone other than the 15 players/substitutes on the bench or in the bench area shall be in street clothing. The tournament manager is responsible for enforcement of this regulation. Should a violation of this provision be observed by the tournament manager, he/she shall follow the procedure indicated below:

- A. Verify the violation with an administrator from the violating school.
- B. Notify the IGHS AU via email at [gross@ighsau.org](mailto:gross@ighsau.org) immediately.
- C. Instruct the coach of the violating school extra players must be removed from the playing area while in uniform (including warm-ups).

Penalty for violation of the above guidelines may include forfeiture of contest, probation for the offending school, and/or more serious sanction.

2. Send tournament roster form to the tournament manager on time.

3. Check proper uniform color prior to leaving for the tournament site.
4. Admission to the tournament site will be made strictly from the tournament roster form.
5. Practice sessions are not allowed at tournament sites.

### **REGIONAL TOURNAMENT ASSIGNMENTS**

Tournament sites are tentative and subject to change depending on the participating teams. 4A/5A regional finals will be hosted by the highest ranked of the remaining two teams in each region, based on the final IGHSAU rankings. In the case of both remaining teams in a region being unranked, the following tie breaker will be used to determine the higher seed:

1. Head to Head competition
2. Record against common opponents
3. Overall Record
4. Highest team ranking over the course of the regular season
5. Coin flip

The athletic director of a team affected by a site change will be notified via email. Site/time/date changes will also be posted on the IGHSAU website.

### **STATE TOURNAMENT ASSIGNMENTS**

2018 state tournament pairings will be made available on the IGHSAU website upon completion of all regional final contests in each class. Pairings will be made based on the final IGHSAU rankings of the qualifying teams. In the case of multiple unranked teams qualifying in a class, the following tie breaker will be used to determine the higher seed:

1. Head to Head competition
2. Record against common opponents
3. Overall Record
4. Highest team ranking over the course of the regular season
5. Coin flip

### **RULES OF PLAY & TOURNAMENT FORMAT**

National Federation Basketball Rules with the Iowa Adaptation will be utilized. The 35-point mercy rule will be utilized during regional/state tournament play. Regional tournament pairings, times, and locations are released by the IGHSAU and available on the IGHSAU website. The eight regional winners in each class advance to the state tournament.

The school appearing on the TOP line of the pairing bracket shall be designated as "home team." The home team shall wear white uniforms. The visiting team appears on the BOTTOM line of the pairings bracket and shall wear non-white uniforms.

## **TOURNAMENT ROSTER FORM**

The tournament roster form shall be downloaded from the IGHSAU website. Each team's athletic director shall complete and send the form to the appropriate tournament manager at least 48 hours before each regional contest in which his/her team is participating. The tournament manager will use this form as follows:

1. As a data sheet to prepare program copy prior to the tournament.
2. As an admission roster for your team - only 15 may be in uniform, not to exceed 23 total in the team party (including managers, coaches, trainers etc.). It shall be the responsibility of each participating school to make certain that its roster form is complete in every detail. Keep a copy of the tournament roster form to forward to the tournament manager of each site where your team is assigned.

## **PASS GATE ADMISSION**

The player entries to all tournaments shall be limited to 15 contestants from each school. Any of the 15 players may be changed from one tournament game to another.

One bus driver may be admitted free of charge, in addition to those individuals listed on the tournament roster form.

Cheerleaders, when in uniform, are admitted free only during the session in which their team plays. A maximum of six cheerleaders in uniform will be allowed on the floor. There is to be no alternating or substituting of cheerleaders during that tournament game. A team mascot will be admitted in addition to the six cheerleaders.

Coaches and their teams shall be admitted free of charge at any game in the region in which they are assigned - regardless whether they drew a bye, have been eliminated, are scouting, etc. Team members must be accompanied by the coach and must enter together.

## **ADMINISTRATORS ADMISSION**

Administrators (and guest) who hold Iowa High School Athletic Association administrator passes will be admitted to regional contests and to state tournament contests. Administrators (and guest) must enter through the pass gate and show photo identification. If administrator's teams are playing, they will be expected to supervise their students and crowd.

## **PRACTICE & WARM-UP SESSIONS**

At no time within ten days of the start of regional tournaments will tournament managers allow practice sessions for participating teams on the court on which the regional tournament game will be played. On game night, no basketballs shall be made available to either team on the playing court until 30 minutes prior to the scheduled game start time. If a separate facility is available, both teams may be allowed access with balls prior to the actual on-court warm-up.

The visiting team must be notified of this opportunity in advance, and both teams must have equal access.

The home team is permitted to have regular practice at its facility prior to hosting a tournament game the same night. However, the floor shall be cleared at least 90 minutes prior to the first game of the evening.

There shall be a 15-minute warm-up period between games of a doubleheader.

## **PRE-GAME SCHEDULE**

The following warm-up schedule shall be used during IGHSAU Tournament play:

### **Prior to start of game 1:**

<b>Game Clock</b>		<b>Actual Time</b>
25:00	Timed Warmups/Start Game Clock	6:30 p.m.
0:00	Player introductions	6:55 p.m.
0:00	National Anthem	6:58 p.m.
8:00	Tip-off	7:00 p.m.

When hosting a doubleheader, the second game shall not begin prior to the published start time. A 15-minute warm-up period is guaranteed for teams participating in the second game of the doubleheader.

Tournament managers should attempt to keep as close to the published time schedule as possible.

Begin play promptly as scheduled. Announce the time and location of subsequent Tournament play if available.

## **REGIONAL BASKETBALL MANUAL NATIONAL ANTHEM PROTOCOL:**

A United States flag shall be displayed within the gym. The National Anthem shall be played prior to the game. Players are expected to conduct themselves in a quiet and attentive manner until the Anthem is fully completed.

## **USE OF FLOOR DURING TOURNAMENT GAMES**

The Board of Directors has established a rule prohibiting the shooting of basketballs between halves of regional tournament games, except by the teams participating in that respective game.

## **TEAM BENCH ASSIGNMENTS/OCCUPANTS**

If the host school is playing, the host manager may designate the team benches; otherwise, the home team shall sit on the bench to the right of the scorer's bench, as it faces the floor. The visiting team shall sit on the bench to the left of the scorer's bench as it faces the floor. This

may be reversed by decision of the host manager only in order to not have a student crowd seated directly behind either team.

During a game, the player bench may be occupied by the eligible substitutes, head coach, assistant coach(s), qualified team managers, team statistician, scorekeeper, and team trainer or physician – not to exceed 23 total in the team party.

## **SPECTATORS**

The bottom-most row of bleachers shall not be used for spectator seating unless necessary to accommodate a large crowd.

All spectators at state-sponsored basketball tournaments shall wear shirts and shoes. Shirts shall extend to the waist-area. Masks are not permitted.

With the understanding that a tournament basketball game is held as part of the educational environment, the Board of Directors of the Iowa Girls' High School Athletic Union has adopted the following policies. It is the expectation that the host school enforces these rules regarding unacceptable behavior:

Any of the following actions will result in ejection of the offender from the premises:

- Disrespectful conduct, including verbal or written profanity, obscene gestures or comments, offensive remarks or signs of a sexual nature, or other vulgar actions that demean individuals or the event.
- Throwing articles onto the contest area.
- Entering the contest area in protest or celebration.
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators.
- Spectator interference with the event.
- Use of laser light pens.

Use of artificial signs, banners, and noisemakers (airhorns, cowbells, keys, thundersticks, megaphones, etc.) is prohibited. (First offense = Warning. Subsequent offense = Ejection.)

The IGHSAU is to be notified if any spectator is ejected from the facility. This notification shall include the name of the spectator.

A procedure has been established to assist officials and administrators when spectator conduct becomes a problem.

1. The administrator in charge for the evening shall meet with the officials when they arrive on-site 60 minutes prior to scheduled game time.

2. If a problem arises during a game, the official shall stop play, notify the administrator in charge of the problem, and determine a remedy to the problem. The remedy may include asking for supervision of the troublemaker, direct confrontation of the troublemaker by the administrator, or removal of the troublemaker from the gymnasium.

Host game management is responsible for every spectator in the gym, regardless of which school the spectator supports. At no time are officials to address spectators directly. Any necessary communication with spectators shall be done by the administrator in charge.

### **What defines a problem which needs to be addressed?**

A) Any derogatory or inappropriate remarks directed at players. B) Any comments or actions by spectators which prevent the official from doing his or her job at the highest level possible. Officials must understand, not every call is going to be met with polite applause, and one should not overreact when fan reaction is negative. That does not mean, however, an official should be forced to tolerate conduct which is inappropriate for interscholastic athletics.

### **ALCOHOL AND TOBACCO POLICY**

No alcohol or tobacco is to be sold or consumed on the grounds of any state tournament venue leased or provided to the Athletic Union for the purpose of conducting a state championship. Section 123.46 of the Iowa Code states: A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

### **PETS/ANIMALS PROHIBITED**

No pets are permitted at events sanctioned by the IGHS AU or IHSAA. Any person with a pet will be asked to leave. This policy shall comply with the provisions of Iowa Code 216c in that such a person with a disability or person training an assisted animal has the right to be accompanied by a service dog or an assisted animal under control. The person is liable for damage done to any premises or facility by a service dog or assisted animal.

### **MUSICAL ENTERTAINMENT**

Recorded or taped music may be played over the host amplifying system at any regional tournament. This music shall be supplied by the host school and may be played only prior to the first game, between halves, between games, and following games (not during other time-out periods). If school songs are played, please extend that courtesy to both schools. Other forms of halftime entertainment are prohibited during regional tournament games. Use good judgment regarding the content and lyrics of music played. A team shall not bring its individual music to any warm-up or playing area. Live pep bands will be permitted. Both teams will be permitted to bring their pep bands, but all band members MUST PURCHASE A TICKET! Free admission to pep band members from either school is NOT PERMITTED! Pep bands may play

during pregame, timeouts, intermission and postgame. When multiple pep bands are present, band directors shall coordinate with each other which band plays at which time.

Presentation of the National Anthem shall be made before the first game of the session. Any live presentation of the Anthem involving more than 12 individuals requires prior approval of the IGHS AU.

## **HOST SCHOOL PERSONNEL RESPONSIBILITIES**

Host school will provide:

1. The tournament basketball, SPALDING TF 1000 Legacy (28.5 women's). Host school will also provide warm-up basketballs.
2. Visible scoreboards.
3. Scoresheets (available on IGHS AU website) and qualified adult official scorer wearing a black and white striped garment.
4. Qualified adult official timer.
5. Qualified adult announcer - Announcing of players or actions of the game should be on an impartial basis (the same for both teams).
6. Scorer's table where official scorer and timer are seated next to each other.
7. "X" on the floor in front of the scorer's table designating the location of the official scorer.
8. Alternate timing and scoring device at the scorer's table should the primary system fail. An alternate sounding device, such as an airhorn, should also be available.

Please provide the official scorer and timer adequate table space so that they are not crowded by patrons, team representatives, photographers, reporters, etc. Please provide such facilities that they may give their undivided attention to prescribed duties.

**Although most tournament games are played on one school's home court, the host site should provide an atmosphere of neutrality. This includes bench personnel.**

## **RECOGNIZING OUTSTANDING ACHIEVEMENT**

A player, coach, or team that achieves an outstanding mark during or upon completion of your tournament game may be recognized at the conclusion of the game - NOT during the game, during a timeout, quarter break, etc.

## **POST-GAME PROTOCOL**

No one (fans, parents, spectators) shall be allowed on the playing floor immediately at the conclusion of the game. The host school is responsible for keeping the floor safe for both teams and the officials and preventing anyone from coming on to the court. However, each school administration is ultimately responsible for the behavior and conduct of their spectators and students.



The host school shall make the following PA announcement at least twice prior to the completion of each game:

*“At the request of the Iowa Girls’ High School Athletic Union, no one is allowed on the playing floor immediately at the conclusion of this game. Please allow the players of both teams and the officials to exit the floor safely.”*

Also, due to safety and liability reasons, do not allow teams to cut down nets from the baskets.

## **GAME OFFICIALS**

Prior to the opening of your tournament, the IGHSAU will contract game officials. Contact information for your game officials will be available to the host athletic director on Arbiter (information will be shared with the host athletic director and officials by the Coordinator of Officials Chuck Brittain). Email reminders will be sent to the host athletic director in advance of the game.

The officials have a copy of the time schedule for your tournament and are instructed to arrive at least one hour prior to game time.

All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only.

Any request by a school to not have a particular official(s) must be emailed by a school administrator to [gross@ighsau.org](mailto:gross@ighsau.org) prior to January 19, 2018.

## **GAME OFFICIALS’ ACCOMODATIONS**

Please provide a private room that the game officials may occupy during the course of the tournament. This room should be available to them as a dressing room as well as a lounging room during intermissions. Visitors must be excluded from the officials' room during the entire tournament. Again, NO ONE is allowed in the officials’ private room. Please provide water for the officials at halftime and after the game. Please provide an escort to and from the private room and the basketball court. Your attention to these details will assure you of a better officiated tournament and the officials will also appreciate it.

## **PRESS ACCOMMODATIONS**

All press outlets are advised to directly contact the tournament manager of a site from which they wish to broadcast tournament games.

Radio stations and newspapers are not obligated to inquire through the IGHSAU, nor is the tournament manager obligated to acquire sanction from the IGHSAU for regional tournament coverage.

Television stations are not obligated to acquire sanction from the IGHSAU to tape highlights. Any outlet wishing to tape a game for rebroadcast must coordinate a location with the event manager at the host site.

## **PHOTOGRAPHY**

Flash photography is permitted from courtside. No pictures may be taken directly under the basket area which includes the area of the 12-foot free-throw lane extended. Photographers shall work with the tournament manager and/or game officials to ensure they are located in a position where they will not interfere with players or officials during the game.

Only official press photographers who have previously contacted the tournament manager may be at floor level during the contest. Any amateur photographers must pay admission to the contest and are not allowed at floor level. These rules apply equally to television stations using video cameras.

## **VIDEOTAPING**

Paying spectators, including those scouting for other teams, are not restricted from videotaping as long as the video equipment is handheld and done from the purchased seat. The use of tripods is prohibited (except by participating teams as explained below). Tournament managers are not to make special arrangements for seating or electrical hook-ups for spectators trying to film or videotape. No supplemental lighting is permitted.

If an area is usually set aside for videotaping by the competing schools, such is also permitted during tournament play, and supplemental power and tripods may be used in this area only.

## **MANDATORY STATE BASKETBALL VIDEO EXCHANGE**

It is the responsibility of each head coach who qualifies for the state tournament to make appropriate communication with the head coach of his/her first round state tournament opponent to facilitate video exchange from each team's regional semifinal and regional final games. Video exchange shall occur the day after completion of the respective regional final games and shall be by HUDL or other online exchange, next-day mail or physical delivery. If mutually agreed to by the opposing coaches, video exchange does not have to be made.

Regional semifinal and regional final contests should be recorded by manned cameras with unobstructed views, using tripods if possible. Qualifying teams, not the host school, are responsible for filming their regional semifinal and final contests.

## **TOURNAMENT TICKETS & REPORT FORM**

Beginning this school year, schools will use their own tickets for hosting post-season games. If you desire to receive tickets from the IGHSAU, please contact Gary Ross at [gross@ighsau.org](mailto:gross@ighsau.org) and we will mail you the tickets to use.

The Regional Basketball Financial Statement report form shall be downloaded on the IGHSAU website. Please complete and forward the tournament report form with the check after your school has hosted **its last regional basketball game of the tournament series.**

**REMINDER:** All gate receipts must be received in our office no later than 30 days from the Regional Final date. If the IGHSAU does not receive your school's gate receipts within this 30-day period, the IGHSAU will then notify the Athletic Director at your school and your school may be in jeopardy of not receiving 20% of the gate receipts.

### **DISPLAY OF TICKET PRICES**

Reminder is given that you should have on display at each ticket window a sign conspicuously showing the prices of admission. This sign should include the following for tournament admission:

	<b>REGIONAL</b>	<b>STATE</b>
Admission	\$6.00	\$10.00

PLEASE EMPHASIZE AND EXPLAIN TO YOUR TICKET TAKERS THE IMPORTANCE OF TEARING ALL TICKETS AND DEPOSITING ALL PORTIONS IN A RECEPTACLE.

Admission shall be charged to everyone kindergarten age and up. **Do not charge for children who are not yet in school.**

### **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."

In the event that it is necessary to give pass-out tickets, 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 tournament day.

## **CHARITABLE CONTRIBUTIONS AND SOLICITATIONS**

Many tournament managers will be confronted with requests pertaining to donations and contributions to various organizations. No fund-raising solicitations, etc. will be permitted within the gymnasium. All raffles, bake sales, booster club sales, etc. must take place outside the gymnasium at IGHS AU-sponsored tournament games.

## **TOURNAMENT AWARDS**

Under separate mailing, each tournament manager hosting a regional final game will be sent medals to be presented to championship team members. A team banner and "Ticket Punched" placard will be sent to regional final sites for presentation to the regional championship team. A packet of state tournament information will also be included to give to the regional final champion. A state tournament commemorative will be presented to all players at the conclusion of their elimination game at the state tournament.

Any host school may furnish the official programs for its tournament either on a gratis or sales basis and may retain any profits derived from the sale thereof. Please contact the opponent's school administration prior to soliciting advertisements from that community's businesses. Fans and guest teams appreciate the use of the official programs.

## **STATE TOURNAMENT INFORMATION**

Prior to the semifinal round of regional play, information will be posted on the IGHS AU website explaining all state tournament protocol and information. A packet of information will also be provided to the regional final winner at that site.

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