2015 BASKETBALL TOURNAMENT MANUAL

ADMINISTRATIVE REMINDERS
1. Each school is limited to 15 players in school issued uniform (including warm-ups) on the floor and bench area before and during any tournament contest. Others 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 State Office via telephone 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 roster 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 checklist.

5. Practice sessions are not allowed at tournament sites.

6. The SPALDING TF 1000 Legacy (28.5 women’s) is the only game ball to be used.

TOURNAMENT MANAGERS
All host site schools will receive this manual. Please become familiar with tournament administration through study of these regulations. This manual is also available on the IGHSAU website.

Do not postpone or reschedule any tournament games without first contacting the State Office.

Financial report forms are included with the ticket supply. This material will be sent via UPS from the State Office approximately one week prior to the first contest your school is scheduled to host.

The host site will provide a SPALDING TF 1000 Legacy (28.5 women’s) game ball for tournament play.

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.
TOURNAMENT ASSIGNMENT
All games for regional tournaments are being assigned prior to the start of tournament play. (Tournament sites are tentative and subject to change depending on the participating teams). Any teams affected by a change in site will be notified by phone/email.

STATE TOURNAMENT ASSIGNMENTS
2015 state tournament pairings will be made available on the IGHSAU website (http://www.ighsau.org) upon completion of all regional final contests in each class.

RULES OF PLAY
National Federation Rules with Iowa Adaptations will be utilized. The 35-point mercy rule will be utilized during regional/state tournament play.

TOURNAMENT REGULATIONS/CHECKLIST
The tournament roster checklist can be downloaded from the IGHSAU website. Complete and send the checklist to your tournament manager at least 48 hours before each regional contest in which your team is participating. Your 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 checklist for your team, only 15 may be in uniform, not to exceed 23 total (plus six cheerleaders to the session in which your team plays). It shall be the responsibility of each participating school to make certain that your checklist is complete in every detail. Any incomplete information and/or delay in mailing of your checklist will merely inconvenience your school's personnel who might be eligible for complimentary admission. Keep a copy of the checklist 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, along with those individuals listed on the tournament checklist. Pursuant to Board of Directors' action, regional basketball tournament sites will honor Iowa High School Athletic Association passes held by administrators.

Cheerleaders, when in uniform, are admitted free only during the session in which your 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 mascot will be considered as one of the six cheerleaders.

Coaches and their team shall be admitted (team members must be accompanied by the coach) at any game in the region in which they are assigned - regardless whether they drew a bye, have been eliminated, are scouting, etc.
No player, manager or cheerleader may be admitted unless accompanied by the coach, assistant coach, superintendent and/or principal. A maximum of 15 players may be dressed in school issued uniforms (including warm-ups).

**ADMINISTRATORS ADMISSION**
Administrators (and spouses) who hold Iowa High School Athletic Association administrator passes will be admitted to regional contests and to state tournament contests for the session in which their school is playing. Administrators (and spouses) must enter through the pass gate and show photo identification. They will be expected to supervise their students and crowd.

**PRACTICE AND WARM-UP SESSIONS**
At no time within ten days of the start of regional tournaments will tournament managers allow practice session for participating teams. On game night, teams shall not be on the playing court and no balls shall be made available to either team on the playing court until 30 minutes prior to the game. 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 20 minute warm-up period between games of a doubleheader.

**PRE-GAME SCHEDULE**
The following warm-up schedule shall be used during IGHSAU Tournament play:

For 7:00 game

- :30 prior to start time of game 1  Teams may enter court for warm-up 6:30
- :05 prior to start time of game 1  Player Introductions 6:55
- :02 prior to start time of game 1  National Anthem 6:58

When hosting a doubleheader the second game shall not begin prior to the published start time.

During the Tournament, you should attempt to keep as close to the published time schedule as possible.

If the host school is playing, they shall be the home team and shall wear white uniforms. The opposing school must be notified that they will be the visitor and shall wear their non-white uniforms. This is regardless of where the teams are listed on the bracket. Otherwise, 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.

Begin play promptly as scheduled. Announce the time and location of subsequent Tournament play if available.
When the National Anthem is played, students, participants, and spectators should stand at attention, face the flag, and remove caps/hats. Players shall NOT swing their arms prior to the end of the Anthem. It is recommended that home management have the flag presented and the Star-Spangled Banner played.

**USE OF FLOOR DURING TOURNAMENT GAMES**
The Board of Directors has established a rule prohibiting basketball shooting between halves of tournament games except for the few minutes required by each team to warm-up prior to the second half.

**UNIFORM/BENCH ASSIGNMENTS**
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.

**PLAYER BENCH OCCUPANTS**
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.

**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.

Use of “laser light” pens by a spectator shall result in immediate ejection from the facility.

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:

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 the opponent. Penalty---WARNING/EJECTION

The State Office 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. When an official arrives on-site (60 minutes prior to game time) he or she shall find the administrator in charge for the evening. If no administrator is available, the HOST COACH is the defacto administrator in charge.

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. The game will not restart until the administration complies with the remedy ordered by the official.

Host game management is responsible for each and 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.

**SIGNS, BANNERS, ARTIFICIAL NOISEMAKERS, ETC.**
The display or usage of balloons, banners, signs, or other paper debris (confetti) is prohibited.

Additionally, any object which could provide a safety concern (pom-poms on sticks, etc.) is prohibited, as are any artificial noisemakers (e.g. airhorns, cowbells, keys, thundersticks, megaphone, etc.) Excluded from this rule are permanent wall displays or signs used for general administration of the tournament. Uniformed cheerleaders may use signs or cards and megaphones to lead cheers, but may not use banners.
Permitted items include miniature pom-poms that are NOT attached to a stick, hankies or towels that are 144 square inches or less, foam fingers, face and body paint.

This rule shall apply to the state tournament as well.

**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 IGHSAU 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 schools 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 State Office.

**PERSONS AT THE SCORER’S TABLE**
A space should be provided at the scorer’s table for the following people in order of priority:

1. The official Timer & Scorer (should sit beside each other).
2. Announcer - Announcing of players or actions of the game should be on an impartial and non-biased basis (the same for both teams).
3. Scorers from either or both of the competing schools.
4. Space for media may be provided if available.
**TOURNAMENT SCORER AND TIMER**

You are aware of the importance of competent officials and you are hereby 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 responsibility.

A reminder to have an alternate timing device at the Scorer's bench should the primary system fail. An alternate sounding device, such as an airhorn, should also be available.

Your official scorer is required to wear a black and white striped garment and that his/her location be clearly marked. The timer and scorer should sit beside each other.

You can assist in making their duties easier, more pleasant and more efficient by providing them 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 at all times.

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.

**REFEREES FOR YOUR REGIONAL TOURNAMENT**

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 seven days prior to game day. Email reminders will be sent to the host athletic director five days prior to game day.
These officials have a copy of the time schedule in your tournament. The officials 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 joel@ighsau.org prior to January 16, 2015.

**ROOM FOR REFEREES**
Please provide a private room that the floor officials may occupy during the course of your 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. Tournament officials must have privacy. Again, NO ONE is allowed in the officials’ private room.

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

**REPORTING RESULTS OF TOURNAMENT GAMES**
Immediately following the conclusion of each evening competition, text 712-830-1088 or email joel@ighsau.org. FAILURE TO PROPERLY REPORT SCORES MAY JEOPARDIZE GAMES BEING ASSIGNED TO THAT SITE IN THE FUTURE.

**PRESS ACCOMMODATIONS**
All press outlets have been 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. This provision applies to 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. It is essential that photographers be located so as to 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 hand held and done from the purchased seat. The use of tripods is prohibited at all times (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 at all possible. Qualifying teams, not the host school, are responsible for filming their regional semifinal and final contests.

**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 IGHSAU website ([http://www.ighsau.org](http://www.ighsau.org)).

**TOURNAMENT TICKETS**

A supply of spectator tickets for your tournament(s) will be sent one week in advance of your scheduled playing date via United Parcel Service. This supply will consist of general admission tickets. We should like to call attention to the following points as related to tickets:

1. Tickets provided for tournaments are serially numbered.

2. Before your tournament begins, be sure and check your shipment of tickets with the ticket report form sent to you.

3. Instruct your sellers to be sure that all unsold tickets will result in consecutive serial number order, meaning the remainder of the unsold roll is consecutively numbered without any intermittent tickets having been sold.

4. Your shipment of tickets may contain some rolls from which tickets have been previously sold. Be sure to instruct your ticket sellers to sell the partial roll first.
5. If you desire to sell from more than one ticket booth, it is necessary to sell from two or more rolls at the same time. This will avoid you having to sell from removed portions of a roll.

6. During the final session of your tournament, be sure that all unsold tickets are in consecutive order. Do not remove a portion of the roll without selling every ticket from such removed portion.

Use only tickets supplied to you by the IGHSAU. This is essential to mandatory accounting procedures! We hope that we have anticipated your needs, but if you have reason to feel that you will need more tickets, call us and we will forward an additional supply.

Instruct your ticket sellers to tear each ticket into two or more pieces and deposit all pieces in a receptacle.

**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:

<table>
<thead>
<tr>
<th>REGIONAL</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

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

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.

**TOURNAMENT GATE RECEIPT REPORT FORM**
After your tournament has ended, complete the tournament financial report form in duplicate. 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 first ticket remaining on the roll. This result will represent the total number of tickets sold.

We call your attention to the fact that the total income of admission from your tournament is to be forwarded to the office of the Iowa Girls' High School Athletic Union, 5000 Westown Parkway, Suite 150, West Des Moines, Iowa 50266.
All unsold tickets must be returned to the office after your tournament. As a reminder, do not send unsold tickets to the State Office until it has been determined your school will NOT host further tournament games.

**NOTE: TICKETS AND GAME RECEIPTS SHOULD BE RETURNED IMMEDIATELY.**

Schools with a history of returning tickets and game receipts late may be restricted from hosting future tournament contests.

The reimbursement due you for conducting the tournament may not be mailed until after the state tournament has been completed. However, you will assist this office in expediting the preparation of the checks due you by:

1. Carefully checking and completing all information on your tournament report form.

2. Returning all unsold tickets promptly, so that auditors may have adequate time to audit the unsold tickets.

3. When all games from the tournament series at your site have been completed, close out your tickets and return them to the State Office.

4. Immediately send your gross gate receipt check payment to the State Office.

Please send original to the office along with all remittances and retain duplicate for your files.

**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 IGHSAU-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 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. Plaques 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
At the start of regional play, information will be posted on the IGHSAU web site explaining all state tournament protocol and information. A packet of information will also be provided to the regional final winner at that site.

HANDLING BODY FLUIDS DURING THE CONTEST
Contest Officials’ Limits of Responsibilities
In the event an athlete sustains an injury or becomes ill during a contest on the competitive surface or in close proximity such that the problem affects play or the continuation of the contest, IGHSAU officials shall take the following steps:

1. Stop the contest at the point a problem is recognized. The IGHSAU recognizes some rule books make specific statements about play interruption. All rule books have an “elastic clause” which allows an official to take whatever action may be required.

2. Do not administer first aid to any athlete except to comfort the athlete until those designated to administer first aid arrive.

3. Do not take part in handling blood, vomit, feces, pus or other body fluids.

4. Officials shall professionally monitor the situation as observers, keeping in mind the rules addressing interruptions, stoppage of play, starting play, and other specific rules that may apply.

5. Officials with specific qualifying training shall avoid participating in first aid treatment except when there is absolutely no other alternative.

Uniform rule - If through injury or illness the uniform of a contestant becomes contaminated with body fluid, the official will disregard rule book codification on penalties for changing the participant’s uniform.

The IGHSAU supports officials and coaches who are responding to a situation with the philosophy that the welfare of the injured player always comes first. We ask officials to be aware of their responsibilities and limitations as outlined above, with the understanding school personnel (coaches, trainers, etc.) are responsible to work directly with the injured or ill player.

POLICY ON THE PRESENCE OF BLOOD DURING ATHLETIC CONTESTS IN GRADES 7-12
1. Before competing, cover any open wounds.

2. When a contest official observes an athlete bleeding during competition, competition shall be stopped. A participant shall not continue competition until the bleeding is controlled and the wound is covered. Injuries creating visible bleeding shall be treated as any other injury in that the injured athletes shall be removed from the contest for the length of time specified by that sport's injury rule and given proper attention.
3. Any time a contest is stopped due to blood being present, any washable surfaces (i.e. gym floor, pool deck, equipment) contaminated with blood shall be properly cleaned using OSHA accepted standards and procedures before competition resumes.

4. Athletes should render first-aid to themselves or first-aid shall be administered by sideline personnel, not by contest officials.

5. The risk of contracting the AIDS virus as a contest official or participant is minimal. There are no documented cases of AIDS being transmitted through athletic participation.