

2017 State Basketball Tournament Manual

Congratulations to you and your team for qualifying for the 2017 Girls' State Basketball Tournament!

This 2017 State Basketball Tournament Manual may also be found on the IGHS AU website. Please familiarize yourself with this manual in its entirety.

IGHS AU Administration Contact Information During State Tournament

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State Tournament Program Information

Rosters and season results will be retrieved from the QuikStats website (www.quikstatsiowa.com). **Please review your rosters and be sure they are updated and the information (NUMBERS, spelling, year, position, height) is correct. IF THE INFORMATION IS LISTED INCORRECTLY ON QUIKSTATS, IT WILL BE LISTED INCORRECTLY IN THE STATE TOURNAMENT PROGRAM.** Contact Jason Eslinger (jasoneslinger@ighsau.org) to receive assistance if you need to make any change to your QuikStats roster.

Statistics for 3A state qualifiers must be updated through the regional final on QuikStats no later than noon on Sunday, Feb. 19. Statistics for 1A/2A state qualifiers must be updated through the regional final on QuikStats no later than noon on Tuesday, February 21. Statistics for 4A/5A state qualifiers must be updated through the regional final no later than noon on Wednesday, Feb. 22.

There is a team information sheet for use in the state basketball program posted on the IGHS AU website for coaches to download (Microsoft Word document) and fill out. When you have completed the form, save and e-mail it as an attachment to Heidi Reed (heidireed@ighsau.org). In addition to the team information sheet, all regional finalists must email a team photo, along with information identifying everyone in the photo, to Heidi Reed (heidireed@ighsau.org). Please keep the size of the photo under 5 MB. **Photo and information sheets must be submitted to the IGHS AU no later than 4:30 p.m. on Monday, Feb. 20. 3A photo and information sheets must be submitted by noon on Sunday, Feb. 19.**

In trying to better serve our public address announcers at the state tournament, please include the phonetic spelling of any members of your team whose name may be difficult to pronounce on the information. Any help you can provide to our announcers is appreciated.

Please meet these important deadlines. Failure to have information submitted on time will result in your team being omitted from our state tournament program.

Royal Publishing is authorized by the IGHS AU to sell "hometown" advertisements to be included in the 2017 state basketball program. If your team qualifies for the state tournament, businesses in your communities and your booster club will likely be contacted by Royal Publishing to inquire about purchasing an advertisement in the state tournament program. Businesses and booster clubs are in no way obligated to purchase an ad but may do so if they wish.

Mandatory State Basketball Video Exchange

It is the responsibility of each head coach who qualifies for the state tournament communicate with the head coach of his/her quarterfinal state tournament opponent to facilitate a 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 online exchange, next-day mail, or physical delivery. If mutually agreed to by both opposing coaches, video exchange does not have to occur.

Team & Cheerleader Admission to Wells Fargo Arena

All teams will enter the arena through the Pass Gate located on northeast corner (2nd St.) of the arena at street level. This is also the ONLY entrance for a participating team wishing to enter to watch a session of the tournament in which it is not playing. Everyone in your travel party (not to exceed 23) should have a badge (1 head coach badge, 22 team badges). These badges are included in your regional final packet. Everyone must have a badge to be admitted to Wells Fargo Arena. **NO EXCEPTIONS WILL BE MADE TO THIS POLICY! PLEASE MAKE SURE YOU HAVE YOUR BADGE FOR ADMISSION!**

Badges are required for floor level access. There are no concession or merchandise stands on floor level. Any member of the travel party wishing to access the public areas of the building can do so only WEARING a badge and only through a designated access point. Likewise, access to the floor from the public area is only available to those wearing a badge or IGHS AU credentials.

The official team travel party is limited to a total of 23 people (coaches, players, chaperone, scorekeeper, and managers). **A team may have no more than 15 players in uniform. THE ENTIRE PARTY (up to 23) MUST ENTER TOGETHER. Under no circumstances will anyone in excess of 23 be allowed admittance to floor level or entry through the pass gate. Under no circumstances shall there be more than 18 people seated in the team's chairs.** Each school determines who will be included in its travel party. In addition, one bus driver per school will be allowed free admittance. Bus drivers must enter through the VIP Pass Gate located in the northwest corner of the building. Children under high school age may be part of the travel party and must be accompanied by an adult at all times.

Each participating school is allowed up to six cheerleaders in uniform during the session in which it participates. These cheerleaders must enter through the team pass gate and will be issued a wristband at that time. This allowance is above and beyond the 23 included in the team travel party. One cheerleading supervisor will also be admitted through the team pass gate when accompanying the cheerleaders. A mascot is allowed in addition to the six cheerleaders.

Wells Fargo Arena Ticketing

Wells Fargo Arena has three seating levels. The 100 Level, referred to as the lower bowl, seats over 8,000. The 200 Level surrounds the middle of the arena and seats over 2,000. The 300 Level, referred to as the upper deck, seats over 6,000. Your ticket allows seating in any location, although the upper decks are closed to all seating unless the size of the crowd warrants their use. All tickets are general admission for \$10. Wells Fargo Arena does not accept checks. Advance tickets are available for purchase either at the Wells Fargo Box Office, by telephone at 866-553-2457, or through the Wells Fargo website (www.iowaeventscenter.com).

There is no public seating on the floor level of the arena. Only those who hold IGHSAU-issued access passes or badges are permitted access to the floor level.

Who Must Hold a Ticket

All spectators kindergarten and older must purchase a ticket. Children not yet in school will NOT require a ticket. Cost is \$10 per session. Doors will open 60 minutes prior to tip-off of the first game of each session. Fans will be allowed to leave and re-enter during the same session, but they must get stamped prior to leaving the building. Stamp tables will be located at the north and south ends of the concourse.

Ticket Sales

Quarterfinals: Tickets for sale to your community will be sent via UPS from the State Office to all 40 state qualifiers on the day following your qualifying for the State Tournament. Contact Sherry Tegmeier should you have ticket questions or additional needs beyond the tickets sent through the initial allotment to your school.

Semifinals: If your school wins its quarterfinal game, semifinal tickets will be available for community sale. At the end of your quarterfinal game, an administrator **MUST** pick up these tickets from Sherry at the VIP Pass Gate.

IMPORTANT NOTE - All unsold tickets must be returned to Sherry Tegmeier at the VIP Pass Gate prior to your game. Due to the ticketing structure in place at Wells Fargo Arena, tickets which are not returned prior to your game will be considered "sold" and your school will be appropriately billed. Please notify Sherry if you have sold all your tickets and plan to send a check later.

It is recommended spectators purchase quarterfinal and semifinal tickets from their school, as this will alleviate any wait at the box office windows. Ticketholders may enter the arena from the northwest entrance or the skywalk entrance – the two closest entrances to parking areas – or the south entrance (box office location). Those without a ticket must purchase a ticket at the Wells Fargo Arena box office located on the southwest corner of the arena.

Championships: If your school advances to a championship game, tickets will NOT be sent back to your community, but rather sold on-site at Wells Fargo Arena.

Advanced ticket sale windows behind Section 101 will open immediately upon the conclusion of each quarterfinal and semifinal game, and will remain open through halftime of the following game. This schedule is to accommodate fans from a winning team seeking to buy their tickets for the next round.

In addition, the box office windows at the southwest entrance to the arena will sell advance round tickets at any time. Please note the main box office is located on the lower level in the southwest corner of the building and outside of the ticketed area.

General Admission Seating Guidance

Home team spectators (**TOP** line of the bracket) should sit on the team bench side of the arena. Visiting team spectators (**BOTTOM** line of the bracket) should sit across from the team bench in the arena.

Public address announcements and the overhead video-board will provide game-day direction for the transition of fans from one game to the next.

Coaches Allowed at Floor Level

Basketball coaches will be allowed to sit on the floor level of Wells Fargo Arena. This includes coaches from all teams - whether playing in the state tournament, or not. If not from a state tournament participating team, the basketball coach must purchase a ticket and then enter through the VIP Pass Gate at the northwest corner. The coach must sign in and give his/her ticket to the pass gate attendant in exchange for a wristband that will allow access to the floor and spectator seating areas.

Team Transportation Parking

After dropping off the team at the pass gate, participating team vehicles will be directed to designated parking in the north parking lot at Community Choice Credit Union Convention Center. There is no charge for parking participating team vehicles. Other buses parking in the lot are assessed \$32 per day for parking.

Spectator Parking

Charter or pep buses carrying spectators will drive south on 3rd Street (this is a one-way street--- need to be in the right lane) and drop off fans at the south entrance of Wells Fargo Arena. From there, they shall proceed directly south on 3rd Street to Park Street, turn right and go two blocks, turn right on 5th Street. Parking, free of charge, will be provided in the right lane immediately west of Community Choice Credit Union Convention Center. If full, buses would proceed straight ahead to the far north lot and park for a \$32 fee or can park elsewhere at their own choice and cost. After 6:00 p.m., buses can also park on the street free of charge.

Individual vehicle parking is available in the lot immediately north of Community Choice Credit Union Convention Center. The lot charge is \$7. Other parking options include parking ramps at 7th and Crocker, 5th and Grand, and 4th and Locust. A map showing access to Wells Fargo Arena, on-site parking, downtown parking, and skywalk routes is located at the following web site (<http://www.iowaeventscenter.com/plan-your-visit/directions-parking>).

Bench Area

Each team will have 18 chairs located from the scoring table to the water cooler. **There shall not be more than 18 people seated in the team's 18 chairs.** The chairs on the end of the floor near the basket are for IGHS AU trainers and are not to be used by teams or their support personnel.

Uniforms

The team on the top line of the bracket will be the home team and wear white jerseys. The team on the bottom line of the bracket will be the visitor and wear other-than-white jerseys. **Please bring both sets of uniforms.**

Pre-game Conference

The head coach and captains are required to attend this brief meeting with the game officials in front of the scorer's bench at approximately the 12-minute mark during warm-ups.

Scorebook/Roster

Upon arrival for each game, the coach is required to submit a game roster to Jason Eslinger in the Press Room. A team may have no more than 15 players in uniform listed on their game roster. **The coach is responsible for verifying the team roster at the scorer's bench prior to the start of each game. It is permissible to dress different players from one game to the next - just be sure that the official scorer is aware of any changes from the previous game.** There is no room at the scorer's bench for a team's scorekeeper. If a team wishes to maintain a separate scorebook at floor level, the person keeping the scorebook may sit in one of the team's 18 chairs on the floor or in the seats behind the team bench.

Warm-up Time

Teams may take the court at Wells Fargo Arena as it becomes available prior to their game. Basketballs will be made available to each team a maximum of 30 minutes prior to game time, and a minimum of 15 minutes is guaranteed for warm-up time.

Introductions

Once the 15-minute clock has expired, a horn will sound. A Sportsmanship Award will be presented to a recipient for each team during the quarterfinal games prior to introductions. The national anthem will be played prior to introductions for the first game each day. A scholarship provided by the Iowa Bankers Association will be presented prior to introductions for each **championship** game.

Order of introductions:

- Visiting team non-starters and assistant coaches
- Home team non-starters and assistant coaches
- Starters for each team alternate beginning with the visiting team
- Head coaches for each team beginning with the visiting team
- Game officials

Daily timing sheets will be provided to head coaches when they turn in their roster to Jason Eslinger each day their team is playing.

Timeouts

Each team will be allotted three 60-second timeouts and two 30-second timeouts in all games, including the championship games. Please have your team ready to come back onto the floor

when the first horn sounds, so that play may resume immediately after the second horn. Officials have been instructed to begin play promptly on the second horn.

Quarter Breaks & Halftime Intermissions

Breaks at the end of the first and third quarters for quarterfinal and semifinal games will be 60 seconds. For the championship games quarter breaks will be 90 seconds. Halftimes will be 10 minutes in length for all quarterfinals, 12 minutes for all semifinals, and 20 minutes for all championship games. The floor will be available for warm-up at the three-minute mark. There is a count-down clock in each dressing room so the remaining time can be monitored. Each team is responsible for being back on the floor on time.

Basketballs & Towels

Basketballs will be provided at the Arena for each team to use during the warm-up period for each tournament game. The Spalding TF1000 Legacy is the official basketball of the IGHS AU and will be used at the state tournament. Each team needs to furnish its own towels.

Practice Sessions

Practice on the Wells Fargo Arena floor is prohibited prior to your actual pre-game time sequence. However, should your team wish to practice on a 94-foot floor prior to the tournament, it is permissible to practice in other facilities as long as no school time is missed.

Locker Rooms in the Arena

The locker rooms are located on the west side of the arena. Each team is solely responsible for its own valuables. While each player will have a locker available in the dressing rooms, there is no area to lock valuables. Please arrange for someone from your party to safeguard any valuables. Once a team member is dressed in uniform for the game, she will not be allowed access to any other level of the arena. Only properly credentialed patrons will be allowed floor access.

Media Interviews

Following each game, teams are given a 5-minute cooling off period in their locker rooms. At that point, the head coach of EACH TEAM and three players from EACH TEAM are required to report to the interview room for interviews with the media. Jason Eslinger from the IGHS AU will inform coaches which players need to report to the interview room.

Arena Security

All bags and purses are subject to search by Wells Fargo Arena security prior to spectator entry. No outside food or drink is allowed to be carried into the arena by spectators.

Spectator Attire & Conduct

Please notify your students and patrons that shoes and shirts are required for admittance to all IGHS AU indoor events. No masks or apparel presenting a safety concern will be permitted. Anyone wearing clothing that is obscene or objectionable will be asked to change the clothing and/or may be required to leave.

Each school is responsible for supervising and policing its own spectators regarding behavior and conduct. No fans or spectators are permitted on the playing floor at the conclusion of the game, EXCEPT that the athletic director of the victorious championship team in each of the five classes will be provided 30 tickets to the Winner's Circle on the north end of the arena floor. The athletic directors may distribute these tickets to the parents/guardians of the players on the team and any remaining tickets to adult spectators of his/her choosing.

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 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 (air horns, cowbells, keys, thunder sticks, megaphones, etc.) is prohibited. (First offense = Warning. Subsequent offense = Ejection.)

Administrator Admission & Student Supervision

School Administrators (and guest) of participating teams will be admitted with their administrator pass during any session of the tournament. Please enter through the VIP PASS GATE located at the northwest corner of the arena where you will be asked to show your administrator pass and photo ID. **Each of the participating teams is required to have at least one administrator on the floor in front of their student crowd. The front row of the spectator seating area will also be reserved for school administrators to facilitate supervision of their student sections. All administrators planning to supervise from the floor level must pick up a wristband when they come through the VIP Pass Gate at the northwest corner.**

Proper decorum and spectator conduct is an area of emphasis at the state basketball tournament. We appreciate your assistance to ensure spectators appropriately represent their school and community.

Pep Bands

Each state basketball tournament qualifying school may bring its pep band to Wells Fargo Arena to perform during the team's quarterfinal and semifinal round game(s). This is not a requirement, but rather an option subject to approval by the local school administration. There is no limit to the number of pep band members. **THERE WILL BE NO PEP BANDS DURING THE CHAMPIONSHIP GAMES.**

Each band member must purchase an admittance ticket. The band director and one bus driver will be admitted free of charge.

The pep band and director must enter the arena through the Team Pass Gate located at the northeast corner of the building off of 2nd Avenue. Their tickets will be exchanged for wristbands, which will allow access to both the floor and balcony seating areas. There are no concession stands or restroom facilities on the floor level. Students will need to go to the balcony

level for these services. **The bus driver must enter through the VIP/Media Pass Gate located at the northwest corner of the building.**

An IGHSAU staff member will escort the pep band to the appropriate location. Once set up, the director will use a headset to communicate with the Wells Fargo Arena staff. Through use of the headset, the band director will receive specific instruction of when the band should perform. We anticipate there will be an opportunity to play during pre-game warm-up, between quarters, during time-outs, following half-time entertainment, and briefly following the game.

When the game is completed, the pep band should vacate the area as quickly as possible to allow the pep band for the next game to set up. Please contact Lisa Brinkmeyer with any questions.

Pets

Except as otherwise stated herein, no pets are permitted at IGHSAU-sanctioned events. Any persons found with a pet at an event will be removed from the premises. However, this policy shall comply with the provisions of Iowa Code §216C. As such, a person with a disability or a person training an assistive animal has the right to be accompanied by a service dog or an assistive animal, under control. The person is liable for damage done to any premises or facility by a service dog or assistive animal. A "service dog" means a dog specially trained at a recognized training facility to assist a person with a disability, whether described as a service dog, guide dog, hearing dog, support dog, independence dog, or otherwise. An "assistive animal" means a simian or other animal specially trained or in the process of being trained under the auspices of a recognized training facility to assist a person with a disability.

Alcohol & 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 a 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. This policy will be strictly enforced.

Athletic Trainers

One licensed/certified athletic trainer per participating team will be admitted free of charge on the day(s) on which their team is participating. If the trainer does not enter as a member of the team party of 23, he/she must enter through the VIP Pass Gate located at the northwest corner of Wells Fargo Arena. The trainer must show ID, sign in, and will be given a wristband that will allow floor access.

Two Certified Athletic Trainers will be located in the chairs along the baseline during all games. One hour prior to the start of each session we will have at least one staff Athletic Trainer available to assist you and your athletes with pre-game preparations. The Athletic Training Room is located near the locker rooms in the northwest corner of Wells Fargo Arena. Ice is available for injuries only and the arena staff provides water and cups at the end of the team benches.

Video & Photography

Each team is allowed one person to video the game(s) in which your team participates. Video is permitted above Section 116 in the ADA section, located on the east side of the main concourse. A tripod may be used in this section only. To video from this area, the person must secure a special pass from Jason Eslinger, who will be in the media room. If not part of the travel party of 23, it is the coach's responsibility to secure proper credentials from Mr. Eslinger upon arrival. No one is allowed to video in this location for scouting or personal reasons.

Photography is permitted in the arena. Spectators may video as long as the equipment is hand-held or using a mono-pod (no tripods), the taping is done from a ticketed seat, and no external power is utilized. Photography or video shot for resale or redistribution is strictly prohibited.

School Newspaper/Yearbook Credentials

School/student publications must email their credential requests to Monte Wilson at monte@ighsau.org by 4:30 p.m. on Thursday, Feb. 23. Credentials are to be picked up at the northwest media entrance door to Wells Fargo Arena. Monte Wilson will staff the media entrance and provide a packet that will include your media pass. The media entrance will be open at least 90 minutes before the first session each day. Please be prepared to show photo identification at this entrance point.

Presentation of Awards

Immediately following the completion of each game on Monday through Friday afternoon, a brief awards presentation will be held to present a team trophy, individual plaques, and cheerleader's medals to the losing team and to announce the day and time of the next competition for the winning team. **BOTH TEAMS AND THEIR CHEERLEADERS SHALL REMAIN ON THE FLOOR FOR THIS AWARDS PRESENTATION. Please instruct your team to come forward to receive these awards.**

Immediately following each championship game on Friday and Saturday night, an awards presentation will be made. The championship winner will receive championship t-shirts on the playing court immediately following the game. The All-Tournament Team will then be recognized on the playing court. Trophies and medals will then be awarded to the runner-up team followed by the championship team trophy. The championship team should then gather their belongings from their bench area and proceed to the Winner's Circle at the north end on the arena while the runner-up team photo is being taken on the playing court. The championship team will receive their medals and plaques in this Winner's Circle, will take their team photo there, and will have the opportunity to celebrate and take photos with the 30 individuals selected by the school's athletic director.

Streamed and Televised Matches

CISN.TV will live stream the state quarterfinal and semifinal games. Quarterfinal and semifinal games will not be televised. Iowa Public Television will televise Friday's and Saturday's championship games live statewide. The championship games will also be streamed live on IPTV.org.

Sportsmanship Award

Each school shall select an adult from their community who exemplifies good sportsmanship and proper decorum. Immediately prior to the team introductions at the quarterfinal games for all teams, IGHS AU staff will present each school a \$250 award at center court with the representatives chosen by the two participating teams. Additional information was given to each qualifying team after their regional final game in their state qualifier packet.

Iowa Bankers Association Scholarship

The Iowa Bankers Association is sponsoring a \$1,000 scholarship and Student Achievement Award at the 2017 Iowa Girls State Basketball Tournament. One scholarship will be awarded in each of the five classes. All state tournament qualifying teams are asked to nominate one senior on their basketball team that possesses the scholastic, leadership, and citizenship skills necessary to receive this award. Only one student per qualifying school may be nominated. Nomination forms are included in the regional final packet and must be received by the Iowa Bankers Association by Friday, February 24. This presentation will take place immediately prior to the introduction of starting lineups of each championship game.

Travel & Per Diem Supplements

Participating teams are paid \$1.25 per mile, one way, plus a \$300 supplemental food allowance for participation in a quarterfinal game. Teams less than 125 miles from Des Moines that qualify for the semifinals and/or finals will receive \$1.25 per mile, one way, plus the \$300 food allowance for each additional game in which they participate. Teams more than 125 miles from Des Moines that qualify for the semifinals and/or finals will receive a \$450 lodging supplement instead of the mileage/food allowance if they stay overnight. Lodging reservations and food arrangements are the responsibility of the school.

Any questions not covered in this manual should be directed to Joel Oswald at joel@ighsau.org.

Congratulations to your team for qualifying for the 2017 IGHS AU Girls' State Basketball Tournament, and best of success!

Joel Oswald
IGHS AU Basketball Administrator