

# **HOSTING IHSAA POST-SEASON TOURNAMENTS**

**Published by the**

**IOWA HIGH SCHOOL  
ATHLETIC ASSOCIATION**



**IOWA HIGH SCHOOL  
ATHLETIC ASSOCIATION**

**2008-2009**

**(Updated August 2008)**

## **INTRODUCTION**

**This manual is provided as a guideline for school athletic administrators regarding the responsibilities of both the host school and the Iowa High School Athletic Association in the hosting of post-season tournaments. We hope this manual will prove to be beneficial to both veteran athletic directors and those just beginning.**

## **TABLE OF CONTENTS**

<b>I.</b>	<b>IHSAA TICKET POLICY.....</b>	<b>3</b>
<b>II.</b>	<b>FALL SPORTS</b>	
	<b>A. Cross Country.....</b>	<b>4</b>
	<b>B. Golf (4-A schools only).....</b>	<b>6</b>
	<b>C. Football.....</b>	<b>7</b>
<b>III.</b>	<b>WINTER SPORTS</b>	
	<b>a. Basketball.....</b>	<b>9</b>
	<b>b. Swimming.....</b>	<b>11</b>
	<b>c. Wrestling-Sectional &amp; District.....</b>	<b>12</b>
	<b>d. Wrestling-Regional Dual Team.....</b>	<b>13</b>
<b>IV.</b>	<b>SPRING SPORTS</b>	
	<b>a. Golf.....</b>	<b>14</b>
	<b>b. Soccer.....</b>	<b>16</b>
	<b>c. District Tennis (Individual).....</b>	<b>17</b>
	<b>d. Substate Tennis (Team).....</b>	<b>18</b>
	<b>e. Track.....</b>	<b>19</b>
<b>V.</b>	<b>SUMMER SPORT</b>	
	<b>A. Baseball.....</b>	<b>21</b>

## **IHSAA-IGHSAU Sponsored Event Ticket Policy**

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

**The proper handling of any cash demands a set of check and balances to protect the schools, the volunteers and employees against everything from unintentional errors of addition and subtraction to the potential of fraud.**

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

## **CO-ED DISTRICT/REGIONAL CROSS COUNTRY**

### **Host School Responsibilities**

- 1. National Anthem - If Possible**
- 2. Workers for the Meet:**
  - a. Finish Line Judge(s)**
  - b. Finish Chute Officials**
  - c. Official Timer**
  - d. Official Scorer(s)**
- 3. Timing and Scoring System**
- 4. Appropriate Marking of the Course**
- 5. Restroom Facilities for Patrons**
- 6. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Map of Course**
  - c. Starting Grid**
  - d. Starting Times of Each Race**
- 7. Awards Presentation after the races**
  - a. Medals to top finishers**
  - b. Banner to state qualifying teams**
- 8. Report results to IHSAA**
  - a. Please fax results immediately at the conclusion**
  - b. Phone Number - 1-515-432-2011**
  - c. Fax Number - 1-515-432-2961**
- 9. Optional - Sound System**
- 10. Optional - Medical Services**
- 11. Optional - Concessions**
- 12. Optional - Program and T-Shirt Sales**

### **IHSAA Responsibilities**

- 1. Assign starter for the meet (1)**
- 2. Provide medals to the host school for the following:**
  - a. Individual Medals (1<sup>st</sup> Place through 10<sup>th</sup> Place)**
  - b. Team Medals (7 each of 1<sup>st</sup> Place, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place)**
- 3. Provide banners to the host school for state team qualifiers (3)**

- 4. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**

## **FALL DISTRICT GOLF (4A)**

### **Host School Responsibilities**

- 1. National Anthem - If Possible**
- 2. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Map of Course**
  - c. Hole by Hole rules and regulations**
  - d. Green fee responsibilities of each participating school**
- 3. Awards Presentation after the meet**
  - a. Medals to top finishers**
  - b. Banner to state qualifying teams**
- 4. Report Final Results to IHSAA:**
  - a. Please fax results immediately at the conclusion**
  - b. IHSAA Fax Number: 1-515-432-2961**
- 5. At the conclusion of the district meet, give each state qualifying school (individual or team) the form pre-sent to you to fax to the state host**
- 6. Optional-Wall chart to keep track of individual scores**
- 7. Optional-Sound System**

### **IHSAA Responsibilities**

- 1. Provide medals to the host school (20 for districts) for the following:**
  - a. Individual Medals (Medalist & Runner-Up)**
  - b. Team Medals (6 each of 1<sup>st</sup> Place, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place)**
- 2. Provide banners to the school for state team qualifiers (3)**
- 3. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**

# **FOOTBALL PLAYOFFS**

## **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Timer(s)**
- 4. Chain Crew (3-4)**
- 5. Ball Boys (4) [High School Age Preferred]**
- 6. Ticket Takers**
- 7. Ticket Sellers**
- 8. Pass Gate (Separate Entrance)**
- 9. Security/Supervision**
- 10. Prepare space for radio station(s)**
- 11. Provide Pre-Game Information to Schools:**
  - a. Directions to Facility**
  - b. Visiting Team Locker Room Facilities**
  - c. Access for Filming**
  - d. Pass Gate Information**
- 12. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**
- 13. Report Game Statistics to IHSAA:**
  - a. IHSAA Fax Number: 1-515-432-2961**
- 14. Post Game Award Presentation:**
  - a. Trophy presentation to losing team**
  - b. Medals to losing team**

## **IHSAA Responsibilities**

- 1. Assign officials to the contest (5)**
- 2. Provide footballs for the contest (3)**
- 3. Provide athletic trainers including medical coverage for those schools requesting**
- 4. Provide tickets for the contest**
- 5. Provide complimentary admission information**
- 6. Provide complimentary admission sheet**
- 7. Provide Game Statistics Summary Sheet to Host School**
- 8. Provide medals to the host school for team not advancing**

- 9. Provide trophy to the host school for team not advancing**
- 10. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco Prohibited**
  - d. Admission Prices**
  - e. IHSAA Tournament Officials Only**



## **DISTRICT/SUBSTATE BASKETBALL**

### **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Takers**
- 4. Ticket Sellers**
- 5. Pass Gate Supervisor**
- 6. Official Timer**
- 7. Official Scorer**
- 8. Security/Supervision**
- 9. Provide Pre-Game Information to Schools:**
  - a. Directions to Facility**
  - b. Locker Room Access**
  - c. Time allowed on court for pre-game if playing 1<sup>st</sup> game**
- 10. Post Game Award Presentation-District Final**
  - a. Medals to District Champion**
- 11. Post Game Award Presentation-Substate Final**
  - a. Medals to Substate Champion**
  - b. Banner to state qualifier**
- 12. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**
- 13.If Hosting Substate Final:**
  - a. Responsible for videotaping the contest**

### **IHSAA Responsibilities**

- 1. Assign officials for the game (3)**
- 2. Provide a basketball for hosting district game (1)**
- 3. Provide a basketball for hosting substate game (1)**
- 4. Provide tournament manager basketball tournament manual**
- 5. Provide 10 basketball score sheets**
- 6. Provide tickets for the contest**
- 7. Provide medals to the host school (district final and substate host school) for teams advancing**

- 8. Provide banners to the host school (substate host school) for team advancing to state tournament**
- 9. Provide posters to the host school**
  - a. Conduct Counts**
  - b. Alcohol and Tobacco**
  - c. Admission Prices**
  - d. IHSAA Tournament Officials Only**

## **DISTRICT SWIMMING**

### **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Takers**
- 4. Ticket Sellers**
- 5. Pass Gate Supervisor**
- 6. Timing and Scoring System**
  - a. Official Scorer/Timer**
  - b. Hy-Tek Scoring System Recommended**
- 7. Back-up timers**
- 8. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**
  - c. E-mail final results to IHSAA Swim Administrator**

### **IHSAA Responsibilities**

- 1. Assign officials for the meet (3)**
  - a. Starter**
  - b. Referee**
  - c. Stroke and Turn Judge**
- 2. Provide medals to the host school for top 8 finishers**
- 3. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Entry Sheet Information**
  - c. Warm-up Procedures**
  - d. Awards Presentation Schedule**
- 4. Provide tickets for the meet**
- 5. Provide banners to the host school for team who wins the district meet**
- 6. Provide posters to the host school**
  - a. Conduct Counts**
  - b. Alcohol and Tobacco**
  - c. Admission Prices**

## **SECTIONAL/DISTRICT WRESTLING**

### **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Takers**
- 4. Ticket Sellers**
- 5. Pass Gate Supervisor**
- 6. Concessions**
- 7. Medical Personnel if possible**
- 8. Security/Supervision**
- 9. Optional-Program & T-shirt sales**
- 10. Scoring Table Personnel (2-3 per table)**
- 11. Wrestling Mats**
  - a. 2 mats for Class 1A and 2A**
  - b. 3 mats for Class 3A**
- 12. Scoring System**
- 13. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Weigh-In Protocol**
  - c. Seeding Criteria**
- 14. Awards Presentation**
  - a. Medals to top 6 finishers**
- 15. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**

### **IHSAA Responsibilities**

- 1. Assign officials for the meet**
- 2. Provide wall charts (Both sectional and district sites)**
- 3. Provide medals to the host school (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place)**
- 4. Provide tickets for the meet**
- 5. Provide posters to the host school**
  - a. Conduct Counts**
  - b. Alcohol and Tobacco**
  - c. Admission Prices**

## **REGIONAL DUAL TEAM WRESTLING**

### **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Takers**
- 4. Ticket Sellers**
- 5. Pass Gate Supervisor**
- 6. Concessions**
- 7. Security/Supervision**
- 8. Optional - Medical Personnel**
- 9. Optional - Program**
- 10. Scoring Table Personnel (2-3 per table)**
- 11. Wrestling Mats**
  - a. Class 1A/2A –2 Mats**
  - b. Class 3A – 1 Mat**
- 12. Scoring System-Official Scorer**
- 13. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Weigh-In Protocol**
- 14. Awards Presentation**
  - a. Medals to top finishers**
  - b. Banner to state qualifying team**
- 15. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**

### **IHSAA Responsibilities**

- 1. Assign officials for the meet**
- 2. Provide medals to the host school for team champions**
- 3. Provide banner to regional team champion (1)**
- 4. Provide tickets for the meet**
- 5. Provide posters to the host school**
  - a. Conduct Counts**
  - b. Alcohol and Tobacco**
  - c. Admission Prices**

## **SECTIONAL/DISTRICT GOLF(SPRING)**

### **Host School Responsibilities**

- 1. National Anthem - If Possible**
- 2. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Map of Course**
  - c. Hole-by-Hole rules and regulations**
  - d. Green fee responsibilities of each participating school**
- 3. Awards Presentation after the meet**
  - a. Medals to top finishers**
  - b. Banner to state qualifying teams**
- 4. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**
- 5. If the district host - At the conclusion of the meet, give each state qualifying school (individual or team) the form present to you to have them fax to the state host.**
- 6. Optional- Wall chart to keep track of individual scores**
- 7. Optional- Sound System**

### **IHSAA Responsibilities**

- 1. Provide medals to the host schools for the following:**
  - a. Sectional Host (16 medals)**
    - 1) Individual Medals (Medalist, Runner-Up, 3<sup>rd</sup> & 4<sup>th</sup> Place)**
    - 2) Team Medals (6 each of 1<sup>st</sup> Place & 2<sup>nd</sup> Place)**
  - b. District Host (16 medals)**
    - 1) Individual Medals (Medalist, Runner-Up, 3<sup>rd</sup> & 4<sup>th</sup> Place)**
    - 2) Team Medals (6 each of 1<sup>st</sup> Place & 2<sup>nd</sup> Place)**
- 2. Provide banners to the district host school (3 in case host school qualifies)**
- 3. Provide posters to host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**

# **SOCCER**

## **Host School Responsibilities**

- 1. National Anthem**
- 2. Ticket Takers**
- 3. Ticket Sellers**
- 4. Scoreboard Operator**
- 5. Official Scorer**
- 6. Pass Gate Supervisor**
- 7. Announcer (Optional)**
- 8. Awards Presentation after the game:**
  - a. Medals to top finishers (substate final)**
  - b. Banner to state qualifying teams (substate final)**
- 9. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**

## **IHSAA Responsibilities**

- 1. Assign officials for the meet (3)**
- 2. Provide soccer balls for the match(es) (3)**
- 3. Provide medals to the host school (substate final only)**
- 4. Provide banners to the host school (substate final only)**
- 5. Provide tickets for the match(es)**
- 6. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**
  - d. Admission Prices**

## **DISTRICT TENNIS/INDIVIDUAL**

### **Host School Responsibilities**

- 1. National Anthem - If Possible**
- 2. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Seeding Criteria**
- 3. Provide pertinent information to preliminary substate team tennis participants.**
- 4. Restroom Facilities**
- 5. Awards Presentation after the tournament**
  - a. Medals to top finishers**
- 6. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**
- 7. Optional - Concessions**
- 8. Optional - Sound System**
- 9. Optional - Program & T-shirt sales**

### **IHSAA Responsibilities**

- 1. Provide medals to the host school**
- 2. Provide tennis balls for the matches**
- 3. Provide brackets and draw sheets to host school**
- 4. Provide tennis balls and pertinent information to pass on to preliminary substate team tennis participants.**
- 5. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**
  - d. Tennis Spectator Behavior Expectations**



## **SUBSTATE TENNIS/TEAM**

### **Host School Responsibilities**

- 1. National Anthem - If Possible**
- 2. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Seeding Criteria**
- 3. Provide pertinent information to preliminary substate team tennis participants.**
- 4. Restroom Facilities**
- 5. Awards Presentation after the tournament (Team Tennis)**
  - b. Medals to top finishers**
  - c. Banner to state qualifying teams**
- 6. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - c. IHSAA Fax Number: 1-515-432-2961**
- 7. Optional- Concessions**
  - c. Optional- Sound System**
  - d. Optional- Program & T-shirt sales**

### **IHSAA Responsibilities**

- 1. Provide medals to the host school for substate champion**
- 2. Provide a banner to the host school to give to substate champion**
- 3. Provide tennis balls for the matches**
- 4. Provide official score sheets**
- 5. Provide posters to the host school**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**
  - d. Tennis Spectator Behavior Expectations**

**TRACK  
CO-ED DISTRICT/REGIONAL**

**Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Sellers**
- 4. Ticket Takers**
- 5. Concessions**
- 6. Timing System**
- 7. Timers (1 per lane)**
- 8. Pickers (1 per lane)**
- 9. Clerk of Course (1 for boys; 1 for girls)**
- 10. Field Event Judges (3-4 per event)**
- 11. Exchange Zone Judges**
- 12. Hurdle Movers (Use JH track members)**
- 13. Provide Pre-Meet Information to Schools:**
  - a. Directions to Facility**
  - b. Meet Order of Events**
- 14. Awards Presentation after the meet**
  - a. Banner to district champion**
- 15. Report Final Results to IHSAA:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**

**IHSAA/IGHSAU Responsibilities**

- 1. Assign starter for the meet (1 for boys; 1 for girls)**
- 2. Provide Hy-Tek scoring software**
- 3. Provide tickets to for the meet**
- 4. Provide medals to the host school**
- 5. Provide a banner to the host school for district champion**
- 6. Provide posters**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**
  - d. Admission Prices**

## **DISTRICT/SUBSTATE BASEBALL**

### **Host School Responsibilities**

- 1. National Anthem**
- 2. Announcer**
- 3. Ticket Takers**
- 4. Ticket Sellers**
- 5. Scoreboard Operator**
- 6. Official Scorer**
- 7. Pass Gate Supervisor**
- 8. Provide Pre-Meet Information to Schools:**
  - a. Coin Flip (Determine Home & Visitor)**
  - b. Team on Top side of bracket occupies 1<sup>st</sup> base dugout (Exception: When home team is competing, they will occupy the dugout they normally use.)**
- 9. Awards Presentation after the game**
  - a. Medals to team (district & substate final)**
  - b. Banner to state qualifying team (substate final)**
- 10. Report Final Results to IHSAA (include both teams' win/loss records:**
  - a. IHSAA Phone Number: 1-515-432-2011**
  - b. IHSAA Fax Number: 1-515-432-2961**

### **IHSAA Responsibilities**

- 1. Assign officials for the game (2 for districts, 3 for substate)**
- 2. Provide tickets for admission**
- 3. Provide baseball to host school (4 baseballs per game, plus 1 additional baseball)**
- 4. Provide medals to the school (district & substate final)**
- 5. Provide banner to the school (substate final) for team advancing to state tournament.**
- 6. Provide posters**
  - a. Conduct Counts**
  - b. No Pets**
  - c. Alcohol and Tobacco**
  - d. Admission Prices**
  - e. IHSAA Tournament Officials Only**