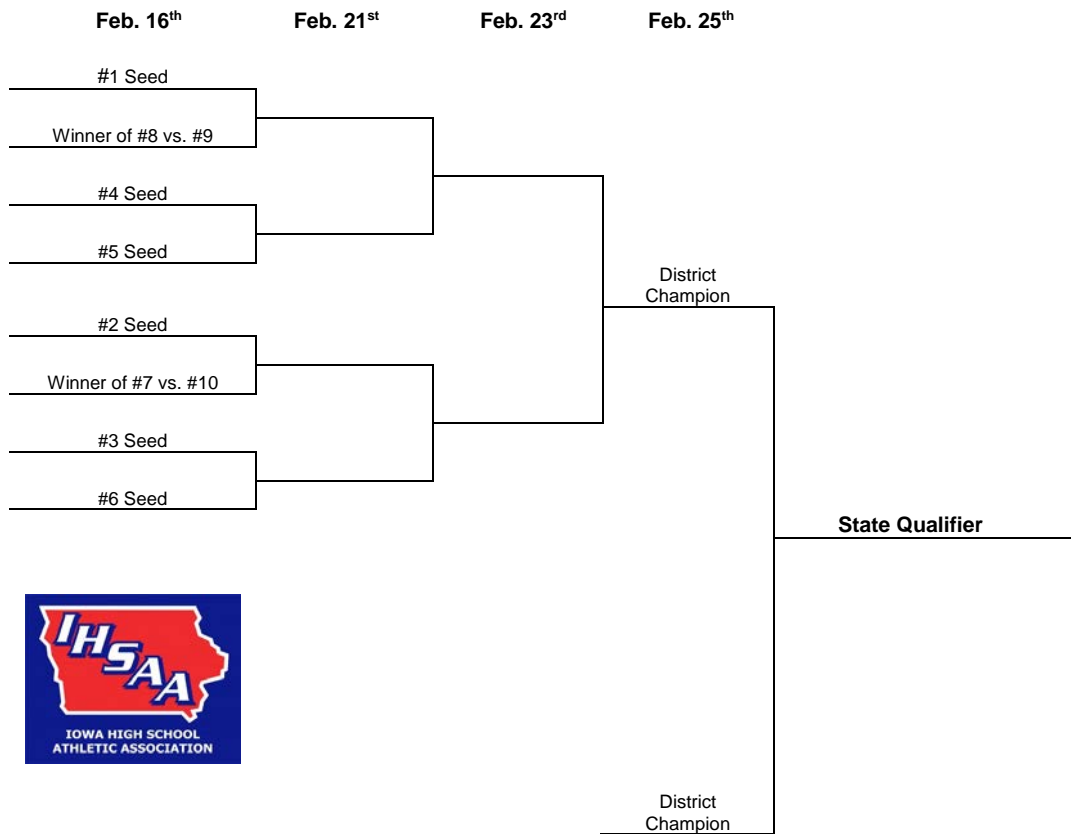


2017 IHSAA BASKETBALL POST SEASON TOURNAMENT MANUAL

PART I – DISTRICT and SUBSTATE SEEDING PROCEDURE

CLASS 1A

- There will be sixteen (16) districts with nine or ten teams in each district.
- The sixteen district champions will play in eight substates with the substate winner qualifying for the Boys' State Basketball Tournament. (No seeding will be used for substate tournament games.)
- District and Substate assignments will be posted on the third Friday in January.
- District and Substate pairings will be posted the first week of February.
- Seedings will be based on the results of the coaches seeding meetings which are held on the first Wednesday of February. All games played to that date will be considered in the seeding meeting.
- While the IHSAA will grant permission for schools to play a 22nd game if it meets the appropriate criteria, those 22nd games WILL NOT be used toward seeding for the district tournaments in Classes 1A, 2A, and 3A, and the substate tournament in Class 4A. In addition, that 22nd game will not be used in determining seeding for the state tournament.
- The top two (2) seeds in each district will be placed in opposite brackets. The IHSAA will make every effort to use "true seeding" to create the brackets. See the bracket below:



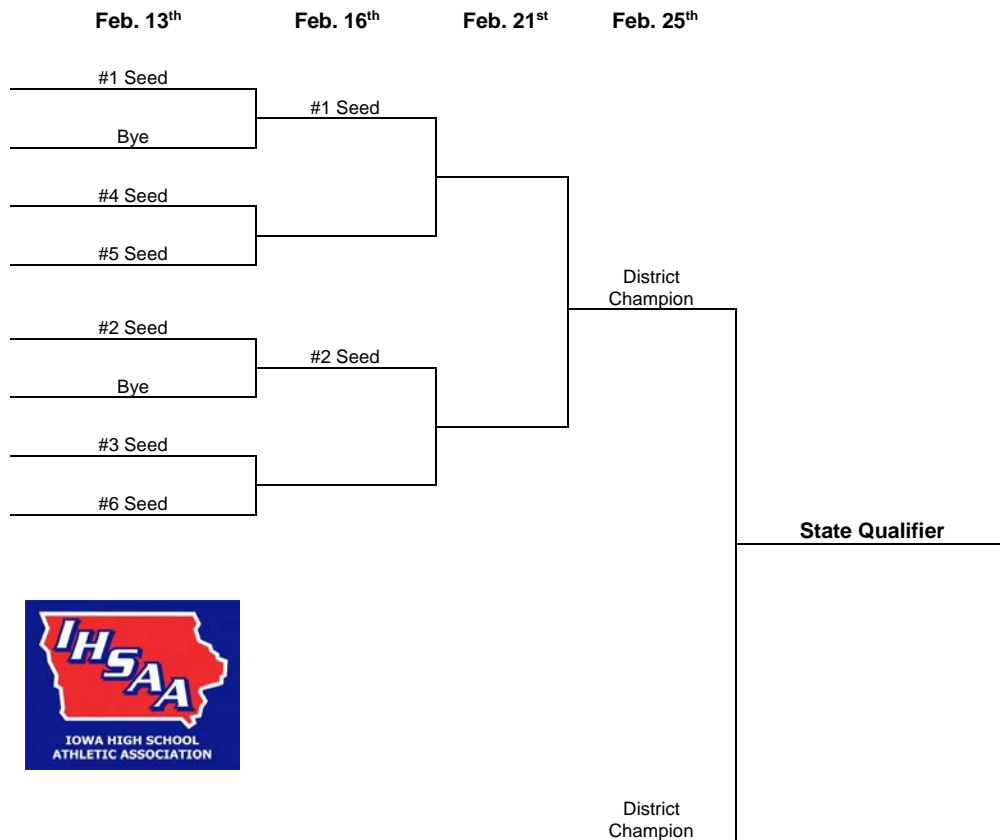
Each district will have a #8 vs. #9 game that will be played on **Monday, February 13th**. The winner of that contest will play the #1 seed on Thursday, February 16th. Several districts will also have a #7 vs. #10 game that will be played on Monday, February 13th. The winner of that contest, will play with #2 seed on Thursday, February 16th.

As stated above, the Iowa High School Athletic Association will make every attempt to place schools on the bracket based on this seeding system. However, Board of Control policy allows the administrative staff to use geography to limit unnecessary travel on member schools.

SITES: Per the Iowa Basketball Advisory recommendation and approval of the IHSAA Board of Control, higher seeded teams are no longer guaranteed to host contests. Doubleheader contests will be played at sites as consistently as possible. **Doubleheader contests will be played at 6:30 PM and 8:00 PM, with the host school playing the 8:00 PM contest— unless they defer. Single contests will be played at 7:00 PM.**

CLASS 2A

- There will be sixteen (16) districts with six teams in the district.
- The sixteen district champions will play in eight substates with the substate winner qualifying for the Boys' State Basketball Tournament. (No seeding will be used for substate tournament games.)
- District and Substate assignments will be posted on the third Friday in January.
- District and Substate pairings will be posted the first week of February.
- Seedings will be based on the results of the coaches seeding meetings which are held on the first Wednesday of February. All games played to that date will be considered in the seeding meeting.
- While the IHSAA will grant permission for schools to play a 22nd game if it meets the appropriate criteria, those 22nd games WILL NOT be used toward seeding for the district tournaments in Classes 1A, 2A, and 3A, and the substate tournament in Class 4A. In addition, that 22nd game will not be used in determining seeding for the state tournament.
- The top two (2) seeds will receive a bye for the first round of the tournament and advance to the second round of the tournament.
- The top two (2) seeds in each district will be placed in opposite brackets. The IHSAA will make every effort to use "true seeding" to create the brackets. See the bracket below:

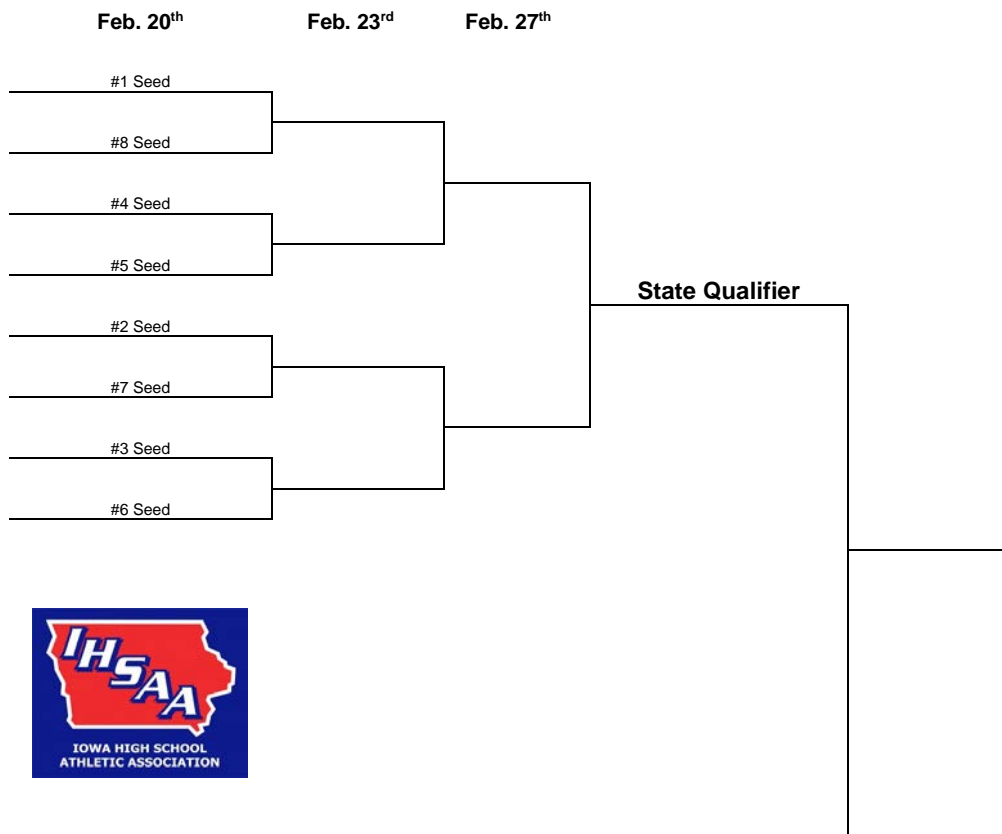


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CLASS 3A

- There will be eight (8) substates with eight (8) teams each.
- The substate winners will qualify for the Boys' State Basketball Tournament.
- Substate assignments will be posted the fourth Friday in January.
- Substate pairings will be posted the second week of February.
- Seedings will be based on the results of the coaches seeding meetings which are held on the second Wednesday of February. All games played to that date will be considered in the seeding meeting.
- While the IHSAA will grant permission for schools to play a 22nd game if it meets the appropriate criteria, those 22nd games WILL NOT be used toward seeding for the district tournaments in Classes 1A, 2A, and 3A, and the substate tournament in Class 4A. In addition, that 22nd game will not be used in determining seeding for the state tournament.
- The top two (2) seeds in each district will be placed in opposite brackets. The IHSAA will make every effort to use "true seeding" to create the brackets. See the bracket below:

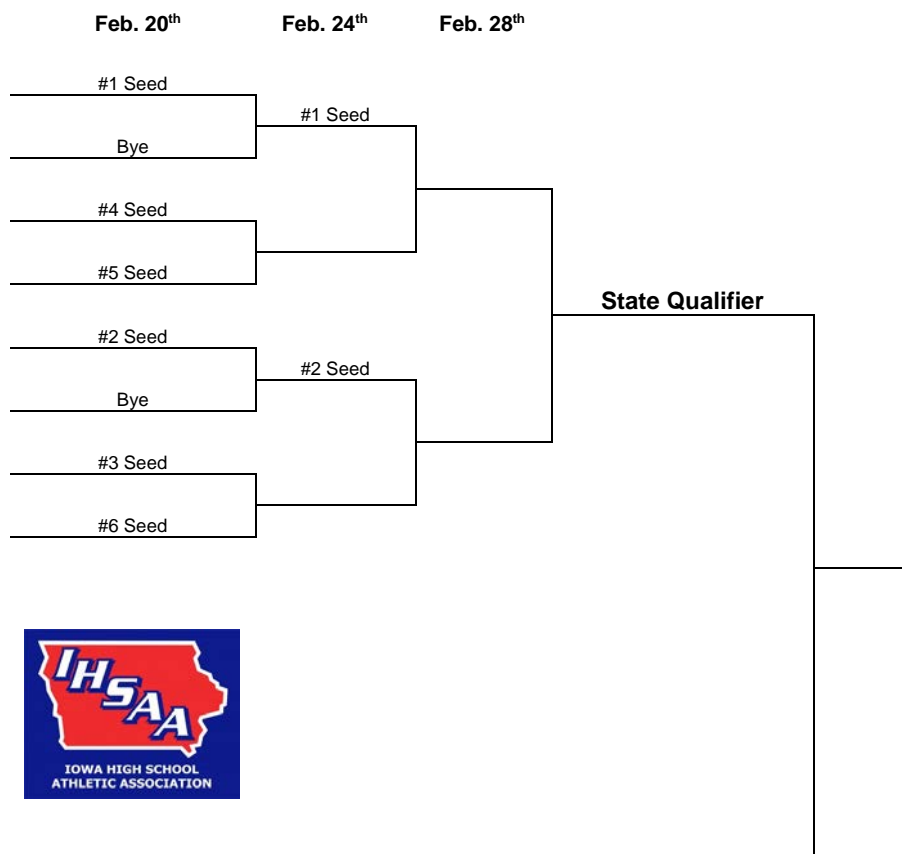


As stated above, the Iowa High School Athletic Association will make every attempt to place schools on the bracket based on this seeding system. However, Board of Control policy allows the administrative staff to use geography to limit unnecessary travel on member schools.

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CLASS 4A

- There will be eight (8) substates with six (6) teams each.
- The eight substate winners will qualify for the Boys' State Basketball Tournament.
- Substate assignments will be posted on the fourth Friday of January.
- Substate pairings will be posted the second week of February.
- Seedings will be based on the results of the coaches seeding meetings which are held on the second Wednesday of February. All games played to that date will be considered in the seeding meeting.
- While the IHSAA will grant permission for schools to play a 22nd game if it meets the appropriate criteria, those 22nd games WILL NOT be used toward seeding for the district tournaments in Classes 1A, 2A, and 3A, and the substate tournament in Class 4A. In addition, that 22nd game will not be used in determining seeding for the state tournament.
- The top two (2) seeds in each district will be placed in opposite brackets. The IHSAA will make every effort to use "true seeding" to create the brackets. See the bracket below:



As stated above, the Iowa High School Athletic Association will make every attempt to place schools on the bracket based on this seeding system. However, Board of Control policy allows the administrative staff to use geography to limit unnecessary travel on member schools.

SITES: Per the Iowa Basketball Advisory recommendation and approval of the IHSAA Board of Control, higher seeded teams are no longer guaranteed to host contests. Doubleheader contests will be played at sites as consistently as possible. **Doubleheader contests will be played at 6:30 PM and 8:00 PM, with the host school playing the 8:00 PM contest— unless they defer. Single contests will be played at 7:00 PM.**

PART II – HOST SCHOOL INFORMATION

CRITERIA FOR FACILITIES HOSTING IHSAA GAMES

- A. Appropriate Seating Capacity:
 - Class 1A- Must provide seating for 800 people;
 - Class 2A- Must provide seating for 1000 people;
 - Class 3A- Must provide seating for 1200 people;
 - Class 4A- Must provide seating for 1400 people.
- B. A regulation court, minimum 84 feet, no restraining line
- C. Approximately 3 feet of clearance on each end under the basket.
- D. Adequate restroom facilities/lobby/and concession areas.
- E. A minimum of two locker rooms for single games and four locker rooms for doubleheaders and a room for officials.

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

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

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

Violators of the practice rule will be automatically eliminated from the tournament series. If the violation occurs during the tournament series, the team they last defeated in the tournament will advance.

IHSAA PREGAME POLICIES/PROCEDURES NATIONAL ANTHEM

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

PRAYER

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

PRE-GAME STARTING LINE-UP INTRODUCTIONS

It is the expectation of the IHSAA that the starting five (5) players for each team are introduced prior to the game along with the two head coaches and the three officials assigned by the Iowa High School Athletic Association. The following protocol should be followed when starting line-ups are introduced:

1. There is to be no music played during the introduction of either starting line-up.
2. The lights in the gymnasium are not to be dimmed or shut off during the introduction of either starting line-up.
3. There should be no photos of the starting line-up presented on the host school's video board, nor other information about the starting line-up.
4. The starting line-up should be introduced beginning with the lowest numbered member on the visiting team until all five visiting starters are introduced, then the lowest numbered player on the home team, continuing until all players are introduced. Non-starters are not to be introduced.
5. This protocol may be altered to include dimming of the lights **at substate neutral sites only.**

MAIN or AUXILIARY GYM USE PRIOR TO DISTRICT AND SUBSTATE GAMES

During the post season, the main basketball court and all secondary/auxiliary gyms are closed and off limits to all schools 90 minutes prior to game time.

FILM AND VIDEOTAPE RESTRICTIONS

Videotaping or filming is permissible in scouting your opponent. Space for taping or filming for scouting is not required of the host school. Hand-held cameras are recommended. Tripods should not be used from a paid seat.

PLAYER-BENCH OCCUPANTS AND BENCH ASSIGNMENTS

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

USE OF FLOORS BETWEEN HALVES OF TOURNAMENT GAMES

The Board of Control has established the rule that tournament managers shall see to it that no basket shooting shall be permitted between halves of tournament games except for the few minutes required by each team to warm up prior to the start of the second half. There are several reasons for this ruling, but one important reason is to clear the floor during the half so it can be cleaned by your attendants in preparation for the start of the second half.

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

ASSIGNMENT OF BASKETS FOR ALL TOURNAMENT GAMES

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

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

WHITE AND DARK JERSEYS

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

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

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

Team "A" (white)	Team "B" (white)
Team "B" (dark)	
Team "C" (white)	Team "C" (dark)
Team "D" (dark)	

DAMAGE TO BASKETS, NETS AND/OR RIMS

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

PROGRAMS FOR DISTRICT AND SUBSTATE

Any host school may furnish official programs for its tournaments either on a gratuity or sales basis and may retain any profits derived from the sale of advertising. No advertising concerning tobacco, drugs, alcoholic beverages, or any other product which would not be in the best interest of good training habits by high school athletes will be permitted. Spectators appreciate the availability of official programs. ****Programs should include at a minimum: Player Name, Grade, Height, Number, Cheerleaders, Coaches, and Athletic Director.**

CHECKING BLEACHERS AND OVERCROWDING OF GYMNASIUMS

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

MEDIA PHOTOGRAPHERS

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

CHARITABLE CONTRIBUTIONS AND SOLICITATIONS

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

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

CONSOLATION OR OTHER GAMES

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

HOSPITALITY ROOM FOR ADMINISTRATORS AND COACHES

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

PROCEDURES FOR BAD WEATHER

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

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

ATTENTION: SPORTSCASTERS AND ALL TOURNAMENT MANAGERS

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

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

PART III- DISTRICT AND SUBSTATE GAME PROCEDURES

MERCY RULE

The Mercy Rule is in effect for all contests played during the post season. If there is a 35-point differential at the end of the first half or anytime after, the game will be continued with a running clock. Please keep in mind that the first half will be played to completion with regular timing. If during the running clock in the second half the score margin drops below 25 points, then normal timing procedures will resume for the remainder of the game, or until the 35 point difference is again reached. If the 35 point differential is reached, the clock will run continuously throughout the second half except for the following situations:

- 1) Anytime a time-out is charged to a team.
- 2) Stoppage to administer free-throws.
- 3) Intermission between the third and fourth quarter.
- 4) Extended injury time-out.
- 5) Anytime officials determine it is necessary for safety or other reasons.

NUMBER OF PLAYERS AND CHEERLEADERS TOURNAMENT CHECKLIST

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

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

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

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

POST-SEASON CHECKLIST SUMMARY

1. Six cheerleaders in uniform, plus one mascot and one coach
2. Faculty chaperones (to be admitted only for the session their team is playing):
 - Three (Class 1A & 2A)
 - Five (Class 3A & 4A)
3. Fifteen players in uniform
4. Ten other personnel (head coach, assistant coaches, players not in uniform, trainers, managers, scorer, bus driver, etc.)

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

The IHSAA will not furnish player tickets for your tournament. The tournament checklist of each participating school will provide the names of all personnel who are eligible for free. No players, managers or cheerleaders may be admitted unless accompanied by the coach, assistant coach, superintendent, principal, cheerleader coach or a faculty chaperone. Although a team assigned to a tournament may not be playing in every session, when not playing the players and team managers may be admitted free when accompanied by a coach. Should there be more than one playing site in such specific tournament, make certain that each tournament manager has a copy of your completed tournament checklist to grant such free admission.

TICKET PRICES – POST-SEASON SERIES

DISTRICT and SUBSTATE TOURNAMENT TICKET PRICES

General Admission per session \$6.00

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

DISTRICT AND SUBSTATE TOURNAMENT TICKETS

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

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

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

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

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

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

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

The procedure to be followed is as follows:

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

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

DISTRICT AND SUBSTATE COMPLIMENTARY ADMISSIONS

The IHSAA must maintain a record of all complimentary admissions. After members of your working crew, including ticket sellers and takers and those who administer and supervise tournament duties are at their stations, all other personnel attending your tournament must be accounted for by the post-season checklist or IHSAA passes.

WHO MUST PURCHASE ADMISSION TICKETS?

All personnel not listed on the Post-Season Tournament Checklist must purchase a ticket of admission. This means the pep bus drivers, wives of coaches and administrators who do not have passes, together with all other spectators, must purchase tickets.

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

The IHSAA has mailed each member school participating in the basketball tournament series two Basketball Tournament Passes, for the post-season of the current year bearing the name of the member school. Upon proper presentation, a school's two identification cards will be honored for that session during which the same have been presented, and they may be presented at any or all sessions of the post-season tournaments.

COMPLIMENTARY ADMISSIONS SUMMARY

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

FREE ADMISSION FOR FACULTY CHAPERONES OR SUPERVISORS

Each administrator will have the responsibility of appointing and assigning their staff of faculty chaperones or supervisors, and also the responsibility of entering the names of their faculty chaperones on the tournament checklist, along with the names of the cheerleaders and cheerleader coach, before mailing or delivering the tournament checklist to the tournament manager. The admission of faculty chaperones to tournaments shall be made from the tournament checklist (except in the state tournament) in the same manner as players and cheerleaders are admitted; that is, their names shall be checked for each session to which they are entitled admission, and no ticket of admission shall be issued nor shall their names appear on the complimentary ticket report.

The IHSAA will provide free admission to faculty chaperones or supervisors at all tournaments during the sessions in which your school plays. Should your school play in the state tournament, wristbands will be provided for chaperones. You are permitted and urged to use three chaperones if your school is participating in the Class 1A or Class 2A post season tournament; and five chaperones if your school is participating in the Class 3A or Class 4A post season tournament. At the State Tournament, chaperones must wear their wristbands and will be admitted at the team entrance.

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

PASS-OUT TICKETS

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

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

TOURNAMENT RECEIPT & TICKET REPORT FORMS

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

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

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

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

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

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

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

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

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

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

Your Board of Control is cognizant of the need and use of uniformed police during tournament activities. Every tournament manager is aware of the authoritative impression reflected when police are attired in official uniforms. The IHSAA will reimburse each host school for services rendered by police while in uniform and on duty inside your gymnasium at the rate of \$35 per policeman, up to 3 per night.

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

MUSICAL ENTERTAINMENT AT TOURNAMENTS

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

SPORTSMANSHIP AND CONDUCT IN TOURNAMENTS

Every administrator and coach whose school participates in a tournament is charged with the responsibility of expecting and maintaining the highest standards of general behavior for students and fans. The school administration should embrace the opportunity to emphasize the need and value of demonstrating proper respect toward both teams, coaches, cheerleaders, and officials.

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

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

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

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

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

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

CHEERLEADERS' RULES

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

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

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

RULE 2 GENERAL RISK MANAGEMENT (from 2015-2016 NFHS Spirit Rules)
SECTION 1 GENERAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2 PARTICIPANT APPAREL/ACCESSORIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONDUCT COUNTS

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

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

(Penalty - EJECTION)

-Throwing articles onto the contest area.

(Penalty - EJECTION)

-Entering the contest area in protest or celebration.

(Penalty - EJECTION)

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

(Penalty - EJECTION)

-Spectator interference with the event.

(Penalty - EJECTION)

-Jumping up and down on the bleachers.

(Penalty - Warning/EJECTION)

-Use of artificial noisemakers, signs or banners.

(Penalty - Warning / EJECTION)

-Chants or cheers directed at opponents.

(Penalty - Warning/EJECTION)

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

YOUR TOURNAMENT CHECKLISTS FOR ALL TOURNAMENTS

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

- a) as a data sheet to prepare program copy prior to the tournament
- b) as a checklist for admission of your 15 players, 5 team personnel, and for the admission of one team bus driver, faculty chaperones, cheerleaders (not to exceed six), one mascot in uniform, and one cheerleader coach to the sessions in which your team plays.
- c) superintendent, principal, athletic director, assistant or vice principal and respective spouse who presents their current administrator ID card are to be given free admission into their respective district or substate game that their team is playing in.

Delivery of Your Tournament Checklist. If your tournament manager has not requested your tournament checklist in advance, you may mail it or e-mail it to him if there is adequate time for it to arrive, *OR* your coach may deliver it in person the first time he seeks admission for himself and his playing squad. (A supply of checklists has been mailed to your school.) However, should the faculty chaperones, six cheerleaders, one mascot and one cheerleader coach appear for admission before the coach, and the checklist has not been mailed, one of the faculty chaperones or cheerleader coach should deliver it. It shall be the responsibility of each participating school (and not the responsibility of the host school) to make certain that your checklist is complete in all details and mailed or delivered to your tournament manager. Any incomplete information and/or delay in delivery of your checklist will merely inconvenience your school's personnel who might be eligible for free admission. When your team is playing on a tight tournament schedule, or when you must play at different sites, it might be best for the coach (or a faculty chaperone) to deliver the

checklist in person. Also, should your team be defeated, your coaches and playing squad are eligible for free admission to all subsequent sessions of that specific tournament series, even if the remainder of the tournament sessions are played at other sites. For Classes 1A, 2A & 3A, district teams to district tournament games; NOT district teams to substate tournament games. For Class 4A, substate teams to substate tournament games. In such event, your coach must present another checklist at any other site. It might be a good practice for your coach to carry an extra copy of your school's completed checklist. *Remember: It is each school's responsibility to mail or deliver its tournament checklist, in complete form, to assure its eligible personnel admission.*

STATE BASKETBALL VIDEO EXCHANGE

The substate host will no longer be responsible or required to videotape the substate contest and send the video to the opponent. It will be the responsibility of each head coach who has a team participating in the state tournament to make appropriate communication with the opposing head coach regarding exchanging game videos.

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

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

1. The substate final contest.
2. The district final contest.
3. The district semi-final contest.

In Class 4A, these videos will consist of:

1. The substate final contest.
2. The substate semi-final contest.
3. One regular season contests coming from any of the last five regular season games.

The videos need to be sent electronically, shipped overnight/one day mail, or physically delivered to the opposing team if possible. **This is a professional courtesy and needs to be treated as such among all coaches and classes.

PART IV- INFORMATION FOR SCORERS AND TIMERS

PRIORITIES AT OFFICIALS' TABLE

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

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

ASSIGNMENT OF TOURNAMENT SCORER AND TIMER IDENTIFYING APPAREL FOR YOUR SCORER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BASKETBALL SCORESHEETS AND TOURNAMENT BASKETBALL

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

Under separate cover the IHSAA is sending you a Spalding LEGACY wide channel basketball for your tournament. Please open the box immediately to determine whether the ball was damaged in shipping. This ball must be used for your tournament games. The basketball will become the property of the host school upon completion of your tournament games. The IHSAA will deduct \$25 from your host allowance for the purchase of the ball. If it is determined that the Spalding LEGACY wide channel basketball is not used for the tournament games you are hosting, by IHSAA Board of Control Policy, said school will forfeit all of its remuneration expenses for hosting the tournament (Board of Control 9/19/2001). The players sometimes do not like to play with a brand new ball, so take the ball out and allow it to be used in a physical education class or to be shot around in basketball practice for a day or two, and then the ball will be ready for the tournament.

ROOM FOR REFEREES VERY IMPORTANT INSTRUCTIONS

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

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

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

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

THE OFFICIALS FOR YOUR TOURNAMENT

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

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

REPORTING RESULTS OF YOUR TOURNAMENT GAMES

The IHSAA requests that the host notifies/reminds coaches to post (ENTER) tournament game results on the IHSAA website (www.iahhsaa.org) immediately following each night's tournament games.

****Please enter your score on the IHSAA website under the member school link.**

It will be appreciated if you, as the tournament manager, will check to see that this responsibility of entering the results of your games is being fulfilled in a timely manner.

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

PART V- AWARDS PRESENTATION INFORMATION

TOURNAMENT AWARDS

Medals will be awarded to the 15 players of the winning team of each district and substate tournament. The IHSAA will mail the medals to each tournament manager, who in turn will deliver the medals to the coach of the winning team at the conclusion of the tournament. These medals may be presented on the floor following the game, or in the privacy of the dressing room or in a school assembly, whichever the school desires. In cases where final sites have not been determined and time is too short to mail the medals to the host school, the medals will be mailed direct to the winners from the IHSAA Office.

IHSAA AWARDS PRESENTATION POLICY

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

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

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

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

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

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

TEAM PHOTOGRAPH AND STATE TOURNAMENT PROGRAM DATA

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

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

TEAM QUESTIONNAIRE AND OTHER INFORMATION

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



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

Phone: 515-432-2011

FAX: 515-432-2961

PERMISSION FOR DELAYED TELEVISION BROADCAST OR VIDEO INTERNET WEBCAST OF IHSAA/NFHS-SPONSORED EVENT

This form pertains to all requests for delayed video broadcast (television/internet video webcast) of any IHSAA/NFHS sponsored event, such as Sectional, District and Substate events, which lead up to an Iowa High School State Tournament Event.

****Schools who are NFHS School Broadcast Program members are exempt from all of the following except rule number 8.**

THE FOLLOWING RULES, REGULATIONS AND FEES STRUCTURE SHALL APPLY:

1. The delayed broadcast must not originate until 24 hours after the completion of the live event.
2. Replay of the broadcast is for a four week period only beginning 24 hours after the completion of the live event. Showings may be unlimited during this time period.
3. IHSAA policies prohibit tripods of any type in tournament facility seating areas.
4. Requests that are granted a location for filming purposes will be charged the fees (below) per the NFHS Network (maximum of two cameras unless prior approval of the IHSAA) and will be responsible for coordinating a location with the event manager at the host site. No other fees are required. The host school will receive 30% of each fee.
5. Payment shall be made to the IHSAA no later than seven (7) business days after the completion of the live event.
6. Live video streaming of the event is prohibited.
7. Duplication for purposes of video on demand or DVD's is prohibited.
8. Advertising of alcoholic beverages, performance enhancing drugs and tobacco is prohibited.
9. The information shown below shall be completed in its entirety for each event. A copy of this entire form shall be submitted electronically to the IHSAA via (fax) 515-432-2961 or email prior to the event.
10. FOR PERMISSION TO RECORD AND/OR BROADCAST POST-SEASON AND STATE TOURNAMENT EVENTS CONTACT THE **NFHS NETWORK** at 404-931-1394.
 - NFHS Network owns the rights to all post-season lead-up events prior to the state tournaments; and the following state tournament events: cross country and swimming.

11. NFHS Network fee structure:

Basketball	
Internet Stream	School or Neutral Site
Live	\$250
Delayed/On-Demand	\$150
Television Broadcast	School or Neutral Site
Live	\$1,000
Delayed/VOD	\$500

(TO BE COMPLETED BY BROADCAST ENTITY REQUESTING PERMISSION FOR DELAYED BROADCAST, THEN FORWARDED TO THE IHSAA AT THE ADDRESS, EMAIL, OR FAX LISTED BELOW. UPON IHSAA REVIEW AND APPROVAL--HOST SITE MANAGER WILL BE INFORMED BY IHSAA.)

WE HEREBY REQUEST PERMISSION TO RECORD & BROADCAST AT A LATER DATE, AS FOLLOWS:

SPORT ACTIVITY: _____

DATE(S) of RECORDING: _____

SITE of SPORT ACTIVITY: _____

_____	_____	_____
NAME OF STATION	CALL LETTERS	TELEPHONE NUMBER
_____	_____	_____
CONTACT PERSON	Email	FAX NUMBER
_____	_____	_____
STREET ADDRESS	NUMBER OF CAMERAS	AUTHORIZED SIGNATURE
_____	_____	_____
CITY	STATE	ZIP CODE

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION
PO Box 10
BOONE, IA 50036-0010

ATTENTION: Jessica Morgan
EMAIL: jmorgan@iahsaa.org
PHONE: 515-432-2011

PART VI - FINANCIAL ARRANGEMENTS FOR PARTICIPATING SCHOOLS

FINANCIAL PLANS FOR DISTRICT & SUBSTATE TOURNAMENTS

1. The manager of the tournament shall be responsible for the loss of any funds from any cause due to their negligence. It shall be considered negligence for a manager to keep tournament receipts in a school vault on which there is not adequate insurance.
2. The host school will receive 23% of the aggregate gross receipts up to receipts of \$5,000, plus 10% of the receipts beyond \$5,000 to compensate them for the use of their facilities and energy in promoting the district tournament. The minimum amount paid to the host school will be \$200.
3. The Spalding LEGACY wide channel basketball will become the property of the host school upon completion of your tournament games. The IHSAA will deduct \$30 from your host allowance for the purchase of the ball. If it is determined that the Spalding LEGACY wide channel basketball was not used for the tournament games you are hosting, by IHSAA Board of Control Policy, said school will forfeit all of its remuneration expenses for hosting the tournament (Board of Control 9/19/2001).
4. The local manager will forward all receipts to the IHSAA Office immediately following the tournament.
5. For services rendered by police in uniform inside your gymnasium the IHSAA will reimburse you for up to 3 policeman at \$35 per policeman. (This is not per hour).
6. The tournament manager will admit 15 players, a head coach, assistant coaches, student managers, one scorer, one trainer, the team bus driver, cheerleader coach, and cheerleaders, not to exceed six and one mascot if in uniform, free to the tournament providing they have been certified by their school superintendent on the tournament checklist as being the authorized representatives of their school.
7. The payment of all transportation allowances and the payment of the amount due to the host school for conducting the tournament will be paid by check directly to the schools from the IHSAA. Payment of expense allowance to the schools will be figured on the basis of \$1.20 per mile one way most direct route for each trip the school makes to the tournament center.

PART VII- STATE TOURNAMENT INFORMATION

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

A teleconference involving all schools that have qualified for the state tournament will be held on Monday, February 27th, Tuesday, February 28th, and Wednesday, March 1st.

Monday, February 27th – All Class 1A and Class 2A schools (16)
Tuesday, February 28th – All Class 3A schools (8)
Wednesday, March 1st - All Class 4A schools (8)

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

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

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



2017 BOYS STATE HIGH SCHOOL BASKETBALL TOURNAMENT SCHEDULE

Session	Day	# of Games	Time	Class
1	Monday, March 6 <i>First-round Games</i>	4	10:30 AM	1A
			12:15 PM	1A
			2:00 PM	1A
			3:45 PM	1A
2	Monday, March 6 <i>First-round Games</i>	2	6:35 PM	2A
			8:15 PM	2A
3	Tuesday, March 7 <i>First-round Games</i>	4	10:30 AM	2A
			12:15 PM	2A
			2:00 PM	3A
			3:45 PM	3A
4	Tuesday, March 7 <i>First-round Games</i>	2	6:35 PM	3A
			8:15 PM	3A
5	Wednesday, March 8 <i>First-round Games</i>	2	1:05 PM	4A
			2:45 PM	4A
6	Wednesday, March 8 <i>First-round Games</i>	2	6:35 PM	4A
			8:15 PM	4A
7	Thursday, March 9 <i>Semifinals</i>	4	10:30 AM	1A
			12:15 PM	1A
			2:00 PM	2A
			3:45 PM	2A
8	Thursday, March 9 <i>Semifinals</i>	2	6:35 PM	3A
			8:15 PM	3A
9	Friday, March 10 <i>Consolation Finals</i> <i>Semifinals</i>	4	10:00 AM	1A
			11:45 AM	2A
			1:30 PM	4A
			3:15 PM	4A
10	Friday, March 10 <i>Championship Finals</i>	2	6:05 PM	1A
			8:05 PM	2A
11	Saturday, March 11 <i>Consolation Finals</i>	2	12:05 PM	3A
			1:45 PM	4A
12	Saturday, March 11 <i>Championship Finals</i>	2	6:05 PM	3A
			8:05 PM	4A

SCHOOLS QUALIFYING FOR STATE BASKETBALL TOURNAMENT

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

STATE TOURNAMENT WRISTBANDS FOR PARTICIPATING PLAYERS, COACHES, CHEERLEADERS

Each school is provided 25 wristbands for 15 players, two team managers, coaches, assistant coaches, superintendent, principal, assistant or vice-principal, doctors, trainers, statisticians, statskeeper, and bus driver as determined by the school. You will need your wristbands for each session whether your team is playing or not. Your school will have the opportunity to expand the 25 wristbands by communicating with the IHSAA prior to the state tournament. We understand the additional wristbands may be needed to accommodate your squad. If additional wristbands are requested by your school, those wristbands at \$10.00 each per session, will be billed to your school after the tournament series. After your request for additional wristbands has been approved by the IHSAA that number cannot be increased or decreased during the tournament. These additional members are required to enter at the team entrance.

The IHSAA will NOT mail the first-round player wristbands to each school. They will be available at the NE (team entrance) upon arrival at Wells Fargo Arena. The first round cheerleaders' and faculty supervisor wristbands will be given out at the NE (team) entrance also. For the second-round games, consolation games, and championship games, all wristbands for the teams, cheerleaders, cheerleader coach, and faculty supervisors will be distributed at the NE entrance of Wells Fargo Arena.

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

HOTEL ACCOMMODATIONS IN DES MOINES METRO AREA

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

TEAMS ADVANCING TO STATE TOURNAMENT

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

TEAM TRAINER AND PHYSICIAN

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

WHITE AND DARK UNIFORMS

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

AWARDS TO STATE TOURNAMENT TEAMS ELIMINATED IN FIRST-ROUND GAMES

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

STATE TOURNAMENT PLAQUES

Each team that qualifies for the state basketball tournament will have a team picture taken by the IHSAA prior to their first game. After the qualifiers have been determined, a schedule will be made so you will know, prior to coming to the state tournament, the time your team picture will be taken. A color photo of the team will be taken and placed on a plaque designating that your team was a state tournament participant. The school will receive 16 plaques compliments of the IHSAA. Additional plaques can be ordered by contacting the Iowa High School Athletic Association.

AUTOGRAPH BASKETBALLS

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

Each basketball player and head coach who qualifies for the state tournament will receive an autographed basketball the week prior to the tournament. Each player will sign each other's ball so that upon returning from the state tournament, every player will have a ball with the signature of every player on their team to keep in commemoration of the 2016 Boys State Basketball Tournament.

Each school will also receive one basketball that may be placed in their trophy case. If schools have more than 15 players, they may purchase additional autographed basketballs for \$30 each. These may be ordered through the Iowa High School Athletic Association within one week following the tournament.

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

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

PRESENTATION OF STATE TOURNAMENT TROPHIES & MEDALS

The Class 1-A consolation game will be played Friday starting at 10:00 AM and will be followed immediately by the Class 2-A consolation game. The Class 3-A consolation game will be played at 12:05 PM Saturday followed immediately by the Class 4-A consolation game. At the conclusion of each consolation game, medals and trophies will be presented to the two teams involved. Immediately following the championship game, trophies, medals, all-tournament team and sportsmanship awards will be presented. The cheerleaders are welcome to be on the floor to also receive their awards along with the teams at the conclusion of the consolation games and championship games.

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

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

1. The schools will be paid \$1.85 per mile one way most direct route for each allowable trip to Des Moines.
2. Your expense check will include \$50 for miscellaneous expenses.
3. Schools traveling less than 100 miles will receive an allowance of \$10 per traveling party. Schools traveling over 100 miles and don't use lodging will receive \$20 per traveler, or \$45 per traveler when using lodging.
4. Lodging: Please note that any school less than 100 miles from Des Moines will not receive additional allowances for lodging.
5. Schools will assume the responsibility of paying expenses for their cheerleaders and all other people associated with the tournament, with the exception of the 25-person traveling squad. It has never been the policy of the IHSAA to pay expenses for the chaperones, cheerleader coach, cheerleaders or any other people associated with the traveling team.

INFORMATION REGARDING TICKETS FOR ALL SESSIONS OF THE STATE BASKETBALL TOURNAMENT

There will be a total of 32 games, 12 sessions in the state tournament played in the Wells Fargo Arena, Des Moines, Iowa. Tickets are general admission for all games. The general admission tickets are \$10.00 for each session.

PEP BANDS AT STATE BASKETBALL TOURNAMENT

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