

HOSTING IHSAA POST-SEASON TOURNAMENTS

Published by the

IOWA HIGH SCHOOL
ATHLETIC ASSOCIATION



**IOWA HIGH SCHOOL
ATHLETIC ASSOCIATION**

2018-2019

(Updated July 2018)

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

- I. IHSAA TICKET POLICY
- II. FALL SPORTS
 - A. Cross Country
 - B. Golf (4-A schools only)
 - C. Football
- III. WINTER SPORTS
 - a. Basketball
 - b. Bowling
 - c. Swimming
 - d. Wrestling-Sectional & District
 - e. Wrestling-Regional Dual Team
- IV. SPRING SPORTS
 - a. Golf
 - b. Soccer
 - c. District Tennis (Individual)
 - d. Substate Tennis (Team)
 - e. Track
- V. SUMMER SPORT
 - a. Baseball
- VI. APPENDIX
 - a. Hosting Officials

IHSAA-IGHSAU Sponsored Event Ticket Policy

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 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.

CO-ED STATE QUALIFYING 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 (1st Place through 15th Place)
 - b. Team Medals (7 each of 1st Place, 2nd Place, 3rd 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
- d. Drone Policy

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 email complete results at the conclusion
 - b. Please email District report form at the conclusion
5. Optional-Wall chart to keep track of individual scores
6. Optional-Sound System

IHSAA Responsibilities

1. Provide medals to the host school (22 for districts) for the following:
 - a. Individual Medals (Medalist, Runner-Up, 3rd Place, & 4th Place)
 - b. Team Medals (6 each of 1st Place, 2nd Place, 3rd 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 POST SEASON

Host School Responsibilities

1. National Anthem-Not Required
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 if possible)
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. Call or Text Todd Tharp: 1-515-230-5175
13. Report Game Statistics to IHSAA:
 - a. IHSAA Fax Number: 1-515-432-2961
14. Post Game Award Presentation:
 - c. Trophy presentation to losing team-
 - d. Medals to losing team-

IHSAA Responsibilities

1. Assign officials to the contest (5)
2. Provide footballs for the contest (3 for first game hosting, 2 additional per round hosting)
3. Provide athletic trainers including medical coverage for those schools requesting
4. Provide sportsmanship statements to be read
5. Provide guidelines for public address announcers
6. Provide tickets for the contest
7. Provide IHSAA Sponsored Ticketed Event Policy

8. Provide complimentary admission information
9. Provide complimentary admission sheet
10. Provide Game Statistics Summary Sheet to Host School
11. Provide medals to the host school for team not advancing-
12. Provide trophy to the host school for team not advancing-
13. 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-Recommended but Not Required
2. Public Address 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 1st game
10. Post Game Award Presentation-District Final Only 1A and 2A
 - a. Medals to District Champion
11. Post Game Award Presentation-Substate Final Only 1A, 2A, 3A, and 4A
 - a. Medals to Substate Champion
 - b. Banner to state qualifier
12. Report Final Results to IHSAA:
 - a. Enter Score on IHSAA Member School Link
 - b. Twitter- @ih saa_iowa

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 10 basketball scoresheets
5. Provide tickets for the contest
6. Provide IHSAA Ticketed Event Policy
7. Provide complimentary admission information
8. Provide complimentary admission sheet
9. Provide medals to the host school (district final and substate host school) for teams advancing

10. Provide banners to the host school (substate host school) for team advancing to state tournament 1A, 2A, 3A, and 4A
11. 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-If Possible
2. Announcer
3. Ticket Takers
4. Ticket Sellers
5. Pass Gate Supervisor
6. Timing and Scoring System
 - a. Official Scorer/Timer
 - b. Hy-Tek Software
7. Back-up timers
8. Provide Pre-Meet Information to Schools
 - a. Directions to Facility
 - b. Warm-Up Procedure
9. Report Final Results to IHSAA:
 - a. IHSAA Phone Number: 1-515-432-2011
 - b. E-mail final results to IHSAA Swim Administrator

IHSAA Responsibilities

1. Assign officials for the meet (3)
 - a. Starter/Referee
 - b. 2 Stroke and Turn Judges
2. Provide medals to the host school for top 6 finishers
3. Provide Pre-Meet Information to Schools:
 - a. Entry Sheet Information
 - b. 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-Not Required
2. Announcer
3. Ticket Takers
4. Ticket Sellers
5. Pass Gate Supervisor
6. Concessions
7. Medical Personnel if possible
8. Security/Supervision
9. Scoring Table Personnel (2-3 per table)
10. TrackWrestling Personnel
11. Wrestling Mats-
 - a. 2 mats for Class 1A and 2A
 - b. 3 mats for Class 3A
12. 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 finisher
15. Report Final Results to IHSAA:
 - a. IHSAA Phone Number: 1-515-432-2011
 - b. IHSAA Fax Number: 1-515-432-2961
16. Optional- Program & T-shirt sales

IHSAA Responsibilities

1. Assign officials for the meet
2. Provide wall charts (Both sectional and district sites)
3. Provide medals for 1st, 2nd, 3rd place in each weight class
4. Provide district team champion banner
5. Provide tickets for the meet
6. 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-Not Required
2. Announcer
3. Ticket Takers
4. Ticket Sellers
5. Pass Gate Supervisor
6. Concessions
7. Security/Supervision
8. Medical Personnel- if possible
9. Scoring Table Personnel (2-3 per table)
10. TrackWrestling Personnel
11. Wrestling Mats-
 - a. Class 1A/2A -2 Mats
 - b. Class 3A - 1 Mat
12. Provide Pre-Meet Information to Schools:
 - a. Directions to Facility
 - b. Weigh-In Protocol
13. Awards Presentation
 - a. Medals to team champion
 - b. Banner to state qualifying team
14. Report Final Results to IHSAA:
 - a. IHSAA Phone Number: 1-515-432-2011
 - b. IHSAA Fax Number: 1-515-432-2961
15. Optional-Program

IHSAA Responsibilities

1. Assign officials for the meet
2. Provide medals for regional dual team champions
3. Provide banner to 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 (team & individual)
 - b. Banner to state qualifying teams (districts only)
4. E-Mail and Fax Final Results to IHSAA:
 - a. IHSAA Phone Number: 1-515-432-2011
 - b. IHSAA Fax Number: 1-515-432-2961
5. District host- At the conclusion of the meet, give each state qualifying school (individual or team) the form to be faxed to the state host school.
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, 3rd & 4th Place)
 - 2) Team Medals (6 each of 1st Place & 2nd Place)
 - b. District Host (16 medals)
 - 1) Individual Medals (Medalist, Runner-Up, 3rd & 4th Place)
 - 2) Team Medals (6 each of 1st Place & 2nd 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. Drone Policy
- d. Alcohol and Tobacco
- e. No Pets
- f. Alcohol and Tobacco

SOCCKER

Host School Responsibilities

1. National Anthem-Not Required
2. Ticket Takers
3. Ticket Sellers
4. Scoreboard Operator
5. Official Scorer
6. Pass Gate Supervisor
7. Announcer (Optional)
8. Provide Pre-Game Information to Schools:
 - a. Directions to Facility
 - b. Locker Room Access
 - c. Time allowed on field for pre-game if playing 1st game
9. Awards Presentation after the game:
 - a. Medals to the winning team (substate final)
 - b. Banner to state qualifying teams (substate final)
10. Report Final Results to IHSAA:
 - a. Call or Text Todd Tharp: 1-515-230-5175

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 IHSAA Ticketed Event Policy
7. Provide posters to the host school
 - a. Conduct Counts
 - b. No Pets
 - c. Drone Policy
 - d. Alcohol and Tobacco
 - e. 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 for 1st through 3rd place singles and doubles
2. Provide banner for district team champion
3. Provide tennis balls for the matches
4. Provide brackets and draw sheets to host school
5. Provide tennis balls and pertinent information to pass on to preliminary substate team tennis participants.
6. Provide posters to the host school
 - a. Conduct Counts
 - b. No Pets
 - c. Drone Policy
 - d. Alcohol and Tobacco
 - e. 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
3. Restroom Facilities
4. Awards Presentation after the tournament (Team Tennis)
 - b. Medals to state qualifying team
 - c. Banner to state qualifying team
5. Report Final Results to IHSAA:
 - a. IHSAA Phone Number: 1-515-432-2011
 - c. IHSAA Fax Number: 1-515-432-2961
6. Optional- Concessions
 - c. Optional- Sound System
 - d. Optional- Program & T-shirt sales

IHSAA Responsibilities

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

TRACK & FIELD-CO-ED STATE QUALIFYING MEET

Host School Responsibilities

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

IHSAA/IGHSAU Responsibilities

1. Assign starter/referee for the meet
2. Provide entry information to participating schools
3. Provide seeded Hy-Tek meet after entries
4. Provide tickets to for the meet
5. Provide medals to the host school
6. Provide a banner to the host school for State Qualifying Team(s)
7. Provide posters
 - a. Conduct Counts
 - b. No Pets
 - c. Alcohol and Tobacco

- d. Admission Prices
- e. Drone Policy

DISTRICT/SUBSTATE BASEBALL

Host School Responsibilities

1. National Anthem-If Possible
2. Announcer
3. Ticket Takers-Tear Tickets-Give Spectator half for rain date
4. Ticket Sellers
5. Scoreboard Operator
6. Official Scorer
7. Pass Gate Supervisor
8. Provide Pre-Meet Information to Schools:
 - a. Highest Seed has choice of home or visitor
 - b. Team on Top side of bracket occupies 1st 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 immediately following the contest (include both teams' win/loss records:
 - a. Call or Text Todd Tharp: 1-515-230-5175
 - b. IHSAA Fax Number: 1-515-432-2961
11. Coaches need to update statistical information on QUIKStats by 9 AM the next morning.

IHSAA Responsibilities

1. Assign officials for the game (2 for districts, 3 for substate final)
2. Provide tickets for admission
3. Provide baseball to host school (4 baseballs per game)
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. Drone Policy

- d. Alcohol and Tobacco
- e. Admission Prices
- f. IHSAA Tournament Officials Only

HOSTING OFFICIALS- INTRODUCTION

Competent officiating is a positive factor in contributing to the overall success of a high school athletic program. If responsible and respected individuals are to be kept in the field, they should be shown and given courteous and businesslike treatment. Generally speaking, each official wants to be respected for the task that they have been asked to perform and they want to know that their efforts are appreciated. The key person in making sure these things happen is the high school athletic administrator.

A positive relationship can occur between the sports official and the athletic director when they realize that:

- 1) both are working for the betterment of high school athletics;
- 2) both are attempting to be fair and unbiased in their decisions;
- 3) both are responsible for the actions of coaches, participants and spectators;
- 4) both must use good judgment, be courteous, friendly, calm and respectful to others; and
- 5) both are human and, as a result, there is a possibility of error.

Hopefully the suggestions that follow for HOSTING OFFICIALS will help show the necessary respect and appreciation for these important people.

HOSTING OFFICIALS

A. Before the Contest

1. Double check the officials contract two weeks prior to the contest.
2. Once week in advance, inform the contest officials of the following:
 - a. Time of Contest
 - b. Location
 - c. Parking situation
 - d. Name of hosts, if known
3. A phone call the day before the contest serves as a reminder of the game and verification of time and place.
4. Call immediately if there are weather delays or postponements.
5. When necessary, inform each official with whom they will be working.
6. Make arrangements for competent and knowledgeable scorers, timers and public address announcers whose poise and impartiality will aid officials during the contest.
7. Provide a fair and competitive wage and mileage fee for the officials.
8. Arrange for police or security protection if anticipating problems or a large crowd.
9. It is recommended that the athletic director arrange for officials' hosts, escorts, ambassadors or whatever name the school chooses. These escorts, usually one or two depending on the activity, can be adults or high school students. They should be provided with written instructions prepared by the athletic director. They should also be provided with appropriate uniforms.

a. Duties of officials' escorts:

- 1) Meet and greet officials and take to their dressing room.
- 2) Ask what refreshments they desire and when.
- 3) Ask if there are any other needs.
- 4) Escort the officials from their dressing room to the contest and from the contest to the dressing rooms at appropriate times.
- 5) Stay outside the officials dressing room door at half-time and after the contest allowing no one in except authorized personnel.
- 6) Escort officials to their car after the contest.

B. Pre-Contest

1. Provide a clean, spacious, private dressing room facility with shower, towels, soap, and toilet.
2. Provide a reserved parking place near the site of the contest.
3. Provide officials with forms that contain:
 - a. Coaches names
 - b. Names of scorers, timers, announcers and other bench personnel
 - c. Time schedule pertinent to the game
 - d. Miscellaneous special instructions
4. The athletic director or contest manager should discuss with officials specific conference procedures or local situations, activities, or events to insure a smooth operation of that contest.
5. Make available programs or rosters for the officials.
6. Provide the officials with the name of an adult supervisor and where he can be found in case a challenging situation should occur.
7. The official's mode of payment should be discussed prior to the contest.

8. Provide appropriate uniforms for your bench/table personnel.

C. During the Contest

1. Insist that your coaches set good examples for your crowd and players by showing respect for officials' decisions. Game officials must have that support from the coach as he, more than any other person, sets the pattern for players and crowd.
2. If you have delegated your duties to a contest manager or supervisor, make sure they understand their duties and responsibilities during the contest.
3. Keep working areas for officials and playing areas for athletes free from unauthorized personnel.
4. Provide someone to maintain proper playing area conditions as directed by the officials.
5. Make sure the playing area is swept/maintained during half-time of each contest. If wrestling, make sure mat is properly washed and cleaned.
6. Continually observe the contest and curb any possible spectator problems that might disrupt the duties of the officials.
7. Cooperate with the officials if he asks assistance in handling a crowd problem.
8. Assign someone to retrieve the game ball at the end of a game so that officials may be escorted immediately to their dressing room.

D. Post Contest

1. The administrator insures that officials get safely back to their dressing room.
2. Do not allow unauthorized persons in the officials' dressing room after the contest.
3. Provide refreshments for the officials after the contest. A sandwich and pop for the trip home is appreciated.

4. Be sure you, the athletic director, show signs of appreciation to the officials after the contest.