

# 2019 IHSAA BASEBALL POST SEASON TOURNAMENT MANUAL

## PART I-DISTRICT SEEDING PROCEDURE

### ASSIGNMENT OF TEAMS

The official assignments and time schedules of tournament games in which schools could participate has been posted on the IHSAA web site and released to radio, television, and newspaper media.

Host school should respect their opponents and **no fireworks** are to be lit off, prior to, during or after the tournament contest(s).

### CLASS 1A

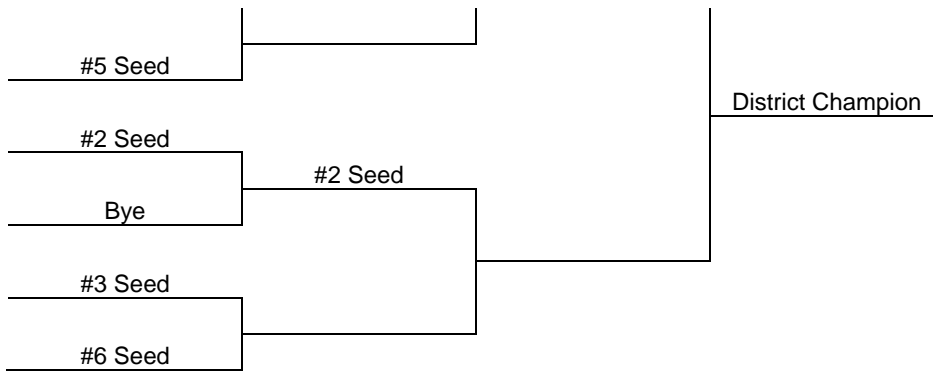
- There will be sixteen (16) districts with eight or nine teams in each district.
- The sixteen district champions will play in eight substates with the substate winner qualifying for the State Baseball Tournament.
- District assignments will be posted the week of Monday, June 10, 2019.
- District pairings will be posted the week of Monday, June 24, 2019. Seedings will be based on the results of the coaches seeding meetings which are held on either Sunday, June 23 or Monday, June 24. All games played to that date will be considered in the seeding meeting.



### CLASS 2A

- There will be sixteen (16) districts with six teams in each district.
- The sixteen district champions will play in eight substates with the substate winner qualifying for the State Baseball Tournament.
- District assignments will be posted the week of June 10, 2019.
- District pairings will be posted the week of Monday, June 24, 2019.
- Seedings will be based on the results of the coaches seeding meetings which are held on either Sunday, June 23 or Monday, June 24. All games played to that date will be considered in the seeding meeting.

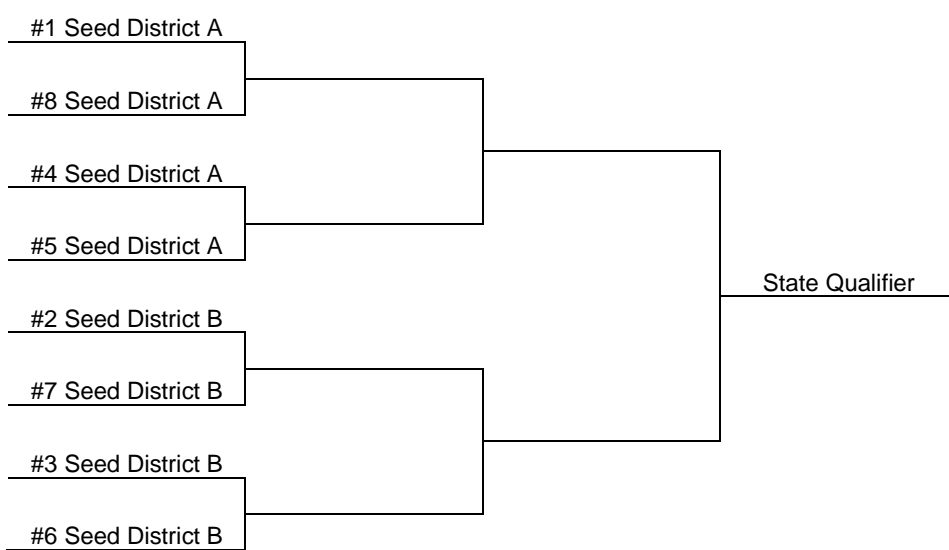




**CLASS 3A**

- There will be eight (8) substates of 8 teams split into 16 districts of four teams.
- The sixteen district champions will play in eight substates with the substate winner qualifying for the State Baseball Tournament.
- Substate assignments will be posted the week of June 17, 2019.
- District pairings will be posted the week of Monday, July 1, 2019.
- Seedings will be based on the results of the coaches seeding meetings which are held on either Sunday, June 30 or Monday, July 1. All games played to that date will be considered in the seeding meeting.

**July 19                      July 22                      July 24**



**CLASS 4A**

- There will be eight (8) substates with six (6) teams each.
- The eight substate winners will qualify for the State Baseball Tournament.
- Substate assignments will be posted the week of June 17, 2019.
- Substate pairings will be posted the week of Monday, July 1, 2019. Seeding will be used to determine all pairings in the substate.
- Seedings will be based on the results of the coaches seeding meetings which are held on either Sunday, June 30 or Monday, July 1. All games played to that date will be considered in the seeding meeting.
- In all substates, the #1 seed will play the #6 seed in the first round, the #2 seed will play the #5 seed in the first round and the #3 seed will play the #4 seed in the first round. The highest seeded team remaining after the first round will receive a bye in the semifinals, and the two remaining schools will play each other in the substate semifinal. The highest seeded team meeting the criteria will have the opportunity to host.

**PART II – HOST SCHOOL INFORMATION**

**CRITERIA FOR FACILITIES HOSTING**

Starting time for district/sub-state tournament games:

The following time schedule will be followed: Doubleheaders at 5:00 PM and 7:00 PM; single games at 7:00 PM.

In the event of tripleheaders on Saturday afternoon, a 1:00 PM start for the first game will be observed. A mandatory 20 minute break will be taken between games with a ten-minute infield for each team. The next game will start after the 20-minute break. If infield is not completed in ten minutes, that team will be requested to leave the diamond. The next team can take their infield or begin the game, whichever is the case.

#### **FORMAT FOR 2019 CLASS 4A HOSTING:**

The highest seeded teams will have the opportunity to host Class 4A substate contests. All substate contests are scheduled to be played at 7:00 pm. If a higher seeded school cannot host a game at 7:00 pm due to not having a lighted facility, the following protocol will be used:

1. If the higher seeded team does not have lights, the higher seeded team would need to find a facility that does have lights and would not increase travel distance between the two participating schools. In the event the higher seeded team cannot locate a lighted facility, the game would be played at the lower seeded school's facility that does have lights.
2. If two teams from the same metropolitan area are playing each other in the substate first and semifinal rounds, the game will be played at 5:00 pm at the higher seeded school's facility.
3. If two teams from the same metropolitan area are playing each other in the substate final and neither team has lights, the game will be played at 5:00 pm at the higher seeded school's facility

#### **OFFICIAL 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 use of official programs.

#### **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. If they attend the game, they must pay admission.

#### **IHSAA PREGAME POLICIES/PROCEDURES 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).

#### **CHECKING BLEACHERS AND OVER CROWDING**

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.

#### **BASEBALLS**

**The IHSAA will provide each host with a number of baseballs for each game. If the stock given to a host is not sufficient to get through a particular contest, the host school may provide their own baseballs for the contest. We prefer to not mix and match baseballs once a contest begins (IHSAA's Spalding baseball mixed with another brand and style of ball).**

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

**There will be no practice on the field of a tournament site. Teams participating in a district or substate tournament game will not be allowed to warm up on the field until 60 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 20 MINUTES after the field is cleared following the first game. If not playing the first contest of the evening, the host school shall be off the field 60 minutes prior to the first game.**

#### **PHOTOGRAPHY**

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 behind home plate or in center field. 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., 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 where the people may deposit their contributions, provided this arrangement meets with the approval of the local tournament manager.

#### **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.

#### **ATTENTION: SPORTSCASTERS AND ALL TOURNAMENT MANAGERS**

For approval to broadcast any portion or an entire district or substate baseball 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.

#### **TELEVISION DISTRICT AND SUBSTATE ASSOCIATION-SPONSORED TOURNAMENT GAMES**

The Board of Control policy for television coverage of IHSAA-sponsored tournament games **prior** to the state baseball tournament is: *An access fee will be assessed to television stations wanting to carry district or substate baseball tournament games on a 24-hour delayed basis.* This simply means IHSAA-sponsored tournament games cannot be telecast until 24 hours after the completion of the game being played. A fee of \$250 will be charged for each game with a maximum of two (2) cameras allowed unless otherwise approved by the IHSAA. The IHSAA has forms that must be completed and filed with the IHSAA who will then inform the tournament manager. These forms may be found at [www.iahsaa.org](http://www.iahsaa.org).

**EXAMPLE:** A television station desires to carry an IHSAA-sponsored tournament game.

- (a) Print the form from the website, <http://www.iahsaa.org/wp-content/uploads/2013/02/Broadcast-Permission-Form.pdf>.  
Contact the tournament manager of the host school for possible space;
- (c) **E-mail one copy of the completed form to [jmorgan@iahsaa.org](mailto:jmorgan@iahsaa.org)**
- (d) Fee: \$250 per game
- (e) They may not telecast the game until 24 hours after the completion of the game.

\*\*IHSN state tournament events include: baseball, football, wrestling, basketball, track and field, and soccer.

\*\*The NFHS Network owns the rights to all post-season lead-up events prior to the state tournaments; and the following state tournaments: cross country and swimming.

For permission to record and/or broadcast post-season and state tournament events, contact the IHSSN at [www.ihssn.com](http://www.ihssn.com) or the NFHS Network at 404-931-1394.

#### **RADIO ACCOMMODATIONS FOR THE BROADCASTING OF YOUR TOURNAMENT**

You, as the tournament manager, will provide space to accommodate the radio broadcasting of games. Suppose you have broadcasting space available for five radio stations, but you have only two telephone lines or loops permanently installed. It is the responsibility of the requesting radio station to arrange for installation of additional telephone loops.

The IHSSN provides online "Permission To Broadcast" forms for the state tournament only. Make certain that you prepare the forms **in duplicate** and retain a copy for your files. Promptness in mailing the original to the requesting radio station will be appreciated. By your negotiating directly with the requesting radio station, you will be in a better position to answer any questions pertaining to the broadcasting space available and other related needs. The Board of Control requests that you retain all duplicate copies of "Permission To Broadcast" for a period of one year in the event it becomes necessary to review any of them.

Your attention is also directed wherein the procedures for requesting permission to broadcast are described for the benefit of radio program directors and sportscasters.

### **PART III- DISTRICT AND SUBSTATE GAME PROCEDURES**

### 2019 TOURNAMENT PLAY

July	11, 13, 16, 20	Boys District Baseball Tournament Class 1A
	13, 16, 20	Boys District Baseball Tournament Class 2A
	19, 22	Boys District Baseball Tournament Class 3A
	19, 22	Boys SubState Baseball Tournament Class 4A
	23	Boys SubState Final Baseball Tournament Class 1A & 2A
	24	Boys SubState Final Baseball Tournament Class 3A & 4A

**NOTE:** Doubleheaders scheduled will be 5:00 p.m. & 7:00 p.m. Single games at 7:00 p.m.  
Twenty Minutes Between Games For Infield, Ten Minutes Each.

### HOME AND VISITING TEAMS

In tournaments, the higher seeded team will have the choice to be either the home or visiting team. For the Class 1A and 2A Substate Finals: the team with the highest district seed will have the choice to be either the home or visiting team. If both teams have the same district seed, head to head competition will be used to determine the team who has the choice of home or away. If the two teams remain tied, a coin flip will determine the home team. For the 2019 substate final, the FIRST alphabetical team will call the flip.

The team on the top of the bracket will be in the first base dugout and the team on the bottom side of the bracket will be in the third base dugout when the home team is not participating.

**Exception:** When the home team is competing, they will occupy the same dugout they occupied throughout the season.

### PITCHING LIMITATION RULE (REVISED FOR 2019)

Each individual is limited on the number of pitches thrown on a given day. The chart below shows how many pitches an individual can throw on a particular day and the number of days of rest required after throwing a specific number of pitches.

	10th-12th Graders	8th-9th Graders
No Rest	1-25	1-25
1 Day	26-40	26-40
2 Days	41-65	41-65
3 Days	66-90	66-90
4 Days	91-110	*More than 90 pitches allowed only if finishing pitching to a batter

When the pitcher reaches his daily maximum, he may not pitch to another batter. He may only finish pitching to the current batter.

If an individual were to pitch on consecutive days, the two or more-day total would determine how many days of rest would be required before the individual could return to pitch. The consecutive day total cannot exceed 110 pitches for 10<sup>th</sup>-12 graders and 90 pitches for 8<sup>th</sup> and 9<sup>th</sup> graders (soft-cap).

10<sup>th</sup>-12<sup>th</sup> graders may only throw 180 pitches in a week through Saturday, June 9th. Starting with the week of June 10, 10<sup>th</sup>-12<sup>th</sup> graders are only restricted with the daily limitation. 8<sup>th</sup>-9<sup>th</sup> graders may only throw 150 pitches in a week for the entire season. A week is defined as Sunday-Saturday. An 8<sup>th</sup> or 9<sup>th</sup> grader playing varsity baseball is still limited to 90 pitches on a day and 150 pitches in the week. The weekly limit is a soft-cap number similar to that off the 110 pitch daily limit for upperclassmen.

If an individual were to throw 40 or fewer pitches in game one of a doubleheader, he may return to pitch in game two, up to 110 pitches for the day. If an individual were to throw more than 40 pitches in game one of a doubleheader, he would be ineligible to pitch in game two. An individual can return to pitch in the same game if he had pitched earlier in the contests.

An adult designee from each team approved by the school will confirm the pitch count of each pitcher at the completion of each inning. If there is a discrepancy that cannot be worked out, the home scorebook/count will be considered the official count.

All varsity pitch counts are required to be entered into QuikStats within 24 hours of the completion of the game. All levels of baseball (freshman, JV, varsity, etc.) are required to complete the IHSA Pitch Count Chart and both schools' recorders are required to verify and sign said chart at the conclusion of the contest.

See online Baseball Manual for pitching limitation rule examples.

### SUSPENDED GAMES

If a game is called prior to the completion of a full inning after the fifth inning; the game becomes a suspended game in the following situation. "The visiting team has scored one or more runs to tie the score or take the lead, and the home team has not retaken the lead."

If a game is called for weather/darkness, where a winner cannot be determined, the game will be treated as a suspended game. All mechanical failures, regardless of which inning it occurs, will be treated as a suspended game. If the game is to be completed, it will be continued from the point of suspension with:

\*Lineup and batting order the same as at the moment of suspension subject to rules of game.

\*If a team, while on defense, has been charged two conferences, it is allowed only one more charged conference when the suspended game is continued.

\*If a player entered as a substitute and has been removed from the game, he cannot re-enter when the game is continued -- even though played on two different days.

\*All playing regulations apply as if the game was continuous and being played during one day.

#### **EXAMPLES:**

1. End of the 6th inning, Home - 6, Visitors - 4. Visitor scores three runs in the top of the 7th inning, to take the lead 7-6, when rain comes.  
**RULING:** Suspended game rather than reverting back to the last completed inning.
2. End of the 5th inning, Home - 7, Visitors - 2. Visitor score four runs in the top of the 6th inning to make the score 7-6, bases loaded, when rain come and game cannot be completed.  
**RULING:** Score reverts back to the 5th inning, Home - 7, Visitors - 2.
3. Game is called (ended) in the 3rd inning due to rain, darkness, lightning, or a combination of any.  
**RULING:** It shall be considered a suspended game and continued from that point to a later time agreed upon by both schools involved.
4. Game is called (ended) in the top of the 7th inning due to a malfunction of lights or watering system with the score Home - 5, Visitors - 2. The visitors score two runs in the top of the 7th inning to make the score, Home - 5, Visitors - 4, prior to calling the game.  
**RULING:** Suspended contest due to the mechanical failure.
5. In the middle of the 5th inning, Home - 6, Visitors - 4, when rain causes for a called game.  
**RULING:** Completed game. Home team wins. The required numbers of innings have been played to meet the completed game requirement.

#### **MERCY RULE**

All games are scheduled for seven innings. In all IHSAA-sponsored tournament games, **(the 15 run rule after 3 ½ or 4 innings)**, or the **"Ten-Run Margin"** rule is in effect. If after five innings of play (or four and one-half innings if the home team is ahead), or at any time thereafter, whenever the "Ten Run Margin" goes into effect, the game shall be terminated and the score at that time shall be the final score; except that the home team, if necessary, shall be given its turn at bat in each inning. By definition, the home team is that team which bats last in each inning.

#### **LIGHTNING, DELAY/SUSPENSION**

The primary concern when signs of hazardous weather are present is to remove the players, coaches and fans from the field and the stands to a safer area. When lightning is seen in the vicinity, players, coaches and spectators should be directed to shelter. The time immediately preceding and following a thunderstorm may be the most dangerous in terms of lightning strikes.

Every school needs to develop an emergency action plan if severe weather should arise.

Anytime a game is delayed due to lightning or rain, umpires and coaches should wait a minimum of 30 minutes before suspending or calling a game. Schools may purchase lightning detectors from the IHSAA.

#### **TOURNAMENT MANAGER INFORMATION**

The IHSAA is pleased to receive invitations from member schools to entertain the baseball tournament series. The pairings and time schedule, along with the tournament report forms, baseballs and other information will arrive in due time for your tournament. **Please return one of the report forms along with a check to the IHSAA Office with the information requested along with any unsold tickets immediately following the completion of your tournament and retain the other copy of this form for your files.** Make sure you tear tickets in half; **this is the customers receipt** and covers you in case of rain.

The following arrangements have been approved by the Board of Control:

1. The IHSAA will supply the host school with a limited number of baseballs for the tournament.
2. It is permissible to permit both visiting and home team pitchers a new ball for warm-up prior to the game.
3. The IHSAA will contract two or more umpires for your tournament. Umpires for your game may be found on the web-site (per your tournament instructions), three days prior to the scheduled tournament playing date.
4. The IHSAA will provide the tickets of admission.
5. **After each game, please call the Iowa High School Athletic Association IMMEDIATELY with the results of the games.**

**If you are the tournament manager and are unable do so, please designate an individual to be certain this is accomplished as it is imperative we have the results so they may be posted on our website. We will be in the office each tournament evening, waiting for your call. 515-432-2011.**

6. Be sure to immediately notify all of the schools assigned to your tournament and inform them of the time they are scheduled to play.

7. When necessary to postpone district, sub-state, and state tournament games, it shall be the responsibility of the tournament manager to re-schedule games on consecutive days, except Sundays, until said tournament regains its original schedule.
8. The host school, as well as all participating schools, should be cognizant that there are subsequent series of tournaments scheduled to commence on a definite date and postponements in your tournament might later cause a team to play on consecutive days.

**NUMBER OF PLAYER: TOURNAMENT CHECKLIST**

No more than **24 contestants** from any school may participate in each district, substate, or state tournament game. This simply means a team may have 24 players in uniform for any district, substate, or state tournament game. The team may use different players to make up the 24-member team for each game. A team may have additional players in street clothes in the dugout, but these individuals must pay admission and are the coach's responsibility. Coaches should make team personnel aware of the risks of foul balls, errant throws, bats flying out of batters' hands, etc. while they are in the dugout, in the on-deck circle, bull pen, etc.

The coach and four other team personnel (assistant coaches, managers, trainers, bat boy), 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 only, your team personnel (when properly accompanied by coach, etc.) may attend subsequent sessions of the district tournament only 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 tournament checklist will be available on the IHSAA website under "Baseball". You are to complete the tournament checklist in its entirety including names of your **24 players** and their respective numbers, coaches and managers.

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.

**BOARD POLICY REGARDING SQUAD LIMITATION IN TOURNAMENT PLAY: 24-PLAYER SQUAD LIMITATION RULE**

The policy adopted by the Board of Control is as follows: The maximum of 24-player squad limitation be enforced and any school in violation of same will lose by forfeiture. The Baseball Advisory Committee is in agreement to the squad limitation rule and in full support of the 24-player squad limitation rule. They appreciate the Board's position regarding the policy on the matter and reemphasized the importance of informing all member schools, etc.

All interscholastic baseball games, including tournament games, must start with nine players on each team. After the game is in progress, should any player become incapacitated or disqualified and no substitute is available, a team will be allowed to complete a game with eight players. An out will be called each time that spot in the order would come up to bat. (Rule 4-4-1f) (Note 1 and 2)

Any adult coach must have a coaching authorization or coaching certificate to be allowed to be a base coach and/or coach any 9-12 IHSAA high school sanctioned baseball program. This certified coach shall be in the uniform of his team. (Rule 3-2-1) The host manager shall provide an official scorekeeper.

Each participating school should fax or email a check-in roster to the tournament manager several days before the tournament.

**CHECKLIST SUMMARY**

1. One team bus driver.
2. Twenty-four players.
3. Five other personnel (head coach, assistant coaches, trainers, managers)
4. **College coaches and baseball scouts must pay admission**

**VIDEOTAPING**

Videotaping or filming is permissible in scouting your opponent. Space for videotaping or filming for scouting is not required of host school. Videotaping is NOT permissible from beyond first or third base. Hand held cameras are recommended.

**TICKET PRICES -- PLAYOFF SERIES**

**DISTRICT AND SUBSTATE OPENING ROUND TOURNAMENT TICKET PRICES**

*General admission* .....\$6.00

**SUBSTATE FINAL TOURNAMENT TICKET PRICES**

*General admission* .....\$8.00

**STATE TOURNAMENT TICKET PRICES**

*General admission* .....\$10.00

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.

## RAIN TICKETS

Tournament managers must instruct ticket takers to **tear tickets in half** for each contest this torn ticket will serve as their receipt. If the game is postponed/suspended, the torn ticket will serve as their ticket for the re-scheduled date. No refunds will be provided. Anyone attending the suspended game must have a torn ticket or pay regular admission to watch the balance of the suspended contest.

### **\*VERY IMPORTANT\***

Please emphasize and explain to your ticket takers the importance and **necessity of tearing all tickets in half** and issuing a portion back to the purchaser as their receipt and this half ticket will allow them to attend any rescheduled game in case of a rain out.

## 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 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.

**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.

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.

## 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 in one of the three following ways:

- 1) by your tournament checklist;
- 2) by the purchase of admission ticket(s);
- 3) superintendent, principal, assistant or vice-principal, athletic director and their respective spouses as indicated below.
- 4) participate in the respective district tournament

It is imperative that a competent adult supervise checking off those admitted by use of the tournament checklist.

**Use your tournament checklist** to admit the following:

- a) the 24 listed players;
- b) five team personnel (head coach, assistant coaches, managers, trainers)
- c) one team bus driver

Superintendent, principal, assistant or vice-principal, athletic director who present their current IHSAA ID Card are to be admitted to all district and substate games along with one guest and **do not have to sign in.** It shall be understood that no members of the families of an administrator or coach shall be admitted free unless they qualify in one of the above categories.

## WHO MUST PURCHASE ADMISSION TICKETS?

All personnel not listed above must purchase tickets of admission. **College coaches and scouts must purchase a ticket.** This means the pep bus drivers, wives of coaches and administrators who do not have passes, together with all other spectators, must purchase tickets. Children of pre-kindergarten age will be admitted free.



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.

### **MUSICAL ENTERTAINMENT AT TOURNAMENTS**

Appropriate music, if played, may be played before the game, between games, between innings up until the last pitch is thrown (5 or 8 warm-up pitches) and includes change of pitchers. **Music is not to be played between batters as they approach the plate in the same half inning.**

### **SPORTSMANSHIP AND CONDUCT IN TOURNAMENTS**

Every administrator and coach whose school participates in a tournament is charged with the important role of teaching the highest principles and standards of general behavior. The school administration should never overlook an opportunity to remind and emphasize, tactfully, the need and value of proper respect of the opponents regarding their organized cheering activities, the decisions of the game officials, and the importance of desirable and proper conduct, both at home and away. Your influence and prompting will be reflected by the actions of your followers.

The "Spectator Conduct Policy" has been adopted by the Board of Control.

We are sure that you concur with the Board of Control in its belief that considerable effort should be exerted by tournament managers to promote the highest principles of sportsmanship in tournament games. You are urged to give the officials your utmost cooperation in helping them to keep unsportsmanlike conduct entirely absent from the tournament. If there should be any patrons unwilling to accept the principles of good sportsmanship, or if there are some who wish to view the games while under the influence of intoxicating beverages, you should see that those individuals are evicted from the premises.

In addition to this negative approach at good sportsmanship, it might be possible to take a positive approach and use your own good judgment in trying to do all that you can to impress upon the patrons the need for good sportsmanship. Experience has demonstrated that good sportsmanship is not an inherent characteristic of all people attending high school baseball contests. Because of this fact, it is impossible to acquire the optimum in good sportsmanship at your tournament without considerable effort and planning in advance on the part of the tournament manager in organizing the tournament so that the principles of good sportsmanship are made clear to those attending the tournament games. How can this be done?

Through the medium of the public address system, certain announcements can be made concerning this matter; your cheerleaders can be schooled so that they will be on the alert to stamp out any demonstration. Your art department at school can be enlisted in the campaign and print posters which can be displayed in prominent places. Your English or journalism department can prepare local news releases to be forwarded to the newspapers in the towns represented in your tournament emphasizing the importance of good sportsmanship on the part of the patrons who plan to attend your tournament; urging those who cannot comply with the accepted principles of good sportsmanship to refrain from embarrassing your school or their own school; pointing out that one of the justifications for an interscholastic athletic program is because it serves as a means of teaching proper attitudes and ideals to the students of the school.

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

The IHSAA Board of Control concurs with the suggestions made by many school administrators and has therefore 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 diamond 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.

The prohibition against artificial noisemakers, including but not limited to megaphones, 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.

### **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.

## PART IV- INFORMATION FOR HOST MANAGERS

### THE OFFICIALS FOR YOUR TOURNAMENT

Prior to the opening of your tournament, the IHSAA will inform you the names of the umpires contracted to officiate through your member school link.

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

### REPORTING RESULTS OF YOUR TOURNAMENT GAMES

The IHSAA will post tournament game results on the IHSAA web site ([www.iahsaa.org](http://www.iahsaa.org)) immediately following each night's tournament games. The IHSAA requests that you assign an individual to report the scores to the following phone number:

**IHSAA 1-515-432-2011**

**It will be appreciated if you, as manager, will check to see that this duty of reporting the results of your games is being fulfilled.**

We would also appreciate it if you would remember the area media. Many of you have a 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 share 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 24 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 in the privacy of the dressing room or in a school assembly, whichever the school desires. There shall be no formal presentation of medals at the site of the tournament. 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 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.

## **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 Association agrees to pay twenty-three percent (23%) of the aggregate total gross receipts from all district games up to \$2,000 of receipts, plus 10% of receipts beyond \$2,000 with a minimum payment of \$200. The Association agrees to pay twenty-three percent (23%) of the aggregate total gross receipts from all substate games up to \$2,000 of receipts, plus 10% of receipts beyond \$2,000 with a minimum payment of \$200.
3. The local manager will forward all receipts to the IHSAA Office immediately following the tournament.
4. 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 \$0.48 per mile one way most direct route for each trip the school makes to the tournament center.
5. The tournament manager will admit 24 players, 5 team personnel (a coach, assistant coaches, student manager, scorer) and the team bus driver, free to the tournament providing they have been certified by a school administration the tournament checklist as being the authorized representatives of their school.

## **PART VII- STATE TOURNAMENT INFORMATION**

### **2019 STATE TOURNAMENT CHAMPIONSHIPS SITE: PRINCIPAL PARK, DES MOINES, IOWA**

<b><u>JULY</u></b>	26 Class 1A First Round—11:00 a.m. & 1:30 p.m.
	27 Class 1A First Round—11:00 a.m. & 1:30 p.m.
	29 Class 2A First Round—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.
	30 Class 3A First Round—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.

- AUG** 31 Class 4A First Round—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.  
1 Class 1A & 2A Semifinal Round—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.  
2 Class 3A & 4A Semifinal Round—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.  
3 Class All Championship Games—11:00 a.m., 1:30 p.m., 4:30 p.m. & 7:00 p.m.

### **SCHOOLS QUALIFYING FOR STATE BASEBALL TOURNAMENT**

The **team on the top side of the bracket** will sit on the 1<sup>st</sup> base side. The **team on the bottom side of the bracket** will sit on the 3<sup>rd</sup> base side. **The higher seeded team will have the choice to be either the home or visiting team.**

### **STATE TOURNAMENT ADMITTANCE FOR PARTICIPATING PLAYERS, COACHES**

Each school is allowed admission for 24 players, one head coach, four other team personnel (assistant coach, trainer, manager, bat boy), and one bus driver. These members are required to enter at the team entrance.

### **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. 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. **Towels will NOT be furnished** for your sessions and games; therefore, bring your own supply. Water coolers and sanitary cups will be in the dugouts 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. Coaches should make team personnel aware of the risks of foul balls, errant throws, bats flying out of batters' hands, etc. while they are in the dugout, in the on-deck circle, bull pen, etc.

### **TEAM TRAINER AND PHYSICIAN**

The IHSAA will provide a trainer. During games they will be in each dugout. First-aid rooms and equipment are likewise available.

### **AWARDS TO STATE TOURNAMENT TEAMS**

All participating schools will receive a trophy and 24 medals for participants. Teams eliminated in the quarterfinal and semifinal rounds will receive their awards following the contests. The teams participating in the championship game will receive their awards following the championship game. Teams advancing from quarterfinal and semifinal games are to line up on dugout base paths going toward home plate and give recognition to their opponents when they receive their awards.

### **STATE TOURNAMENT PLAQUES**

Each team that qualifies for the state baseball 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. Each team member up to 24, and the designated head coach will receive a plaque compliments of the IHSAA.

### **AUTOGRAPH BASEBALLS**

Autograph Baseball: Each team that qualifies for the state baseball tournament will receive up to 26 autograph baseballs on behalf of the Iowa High School Athletic Association and Iowa Farm Bureau, as part of the corporate sponsorship agreement between the organizations.

Each baseball player and head coach who qualifies for the state tournament will receive an autograph baseball 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 2019 Boys State Baseball Tournament.

Each school will also receive one baseball that may be placed in their trophy case. If schools have more than 24 players, they may purchase additional autographed baseballs for \$6 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, baseball. 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.

This autographed ball will serve as a lifetime memory for your athletes who participated in the 2019 Boys State Baseball Tournament from their school, the Iowa High School Athletic Association and Iowa Farm Bureau.

### **BASEBALL FANS ARE OBSERVING**

All of Iowa will have eyes on every high school student while attending the state tournament, whether a high school student is one who is fortunate enough to represent his school and community as a player, or whether he is sitting in the bleachers cheering for his favorites. The conduct, disposition, personality and poise of every high school student will be reflected at the tournament and on the streets as well as in the stores and hotels. There may be some people who contend that many high school students do not properly represent the principles and ideals of their school and community. Let us hope that administrators and coaches will grasp the opportunity to prompt their players and students with reference to the proper conduct and behavior so that due respect and consideration are given to people and property on this away-from-home activity.

*The Board of Control of the IHSAA has adopted a policy whereas shirts and shoes will be the required attire for all in attendance at any indoor IHSAA-sponsored athletic events. The Board of Control has also adopted "Spectator Conduct Policy".*

**Administrators and Coaches--Very Important!** If any of your players and/or students plan to attend the state baseball tournament, the Board of Control requests that you take this opportunity to prompt all representatives from your school relative to the importance of proper behavior and conduct, respect for other people and property, and good sportsmanship. The Board of Control has instructed all safety officers to remove, **immediately and without warning**, any spectator guilty of throwing paper gliders or any other objects from the stands. Therefore, please make such warning clear to the fans from your community. A positive approach on this matter prior to the tournament, with hopes of preventing any undesirable demonstrations rather than the necessity for penalty after adverse situations have occurred, will result in a more pleasant atmosphere. The Board of Control feels that with proper guidance, the conduct of our Iowa high school boys and girls can be a tribute to the overall educational and activities programs throughout Iowa.

### **FINANCIAL ARRANGEMENTS FOR TEAMS ADVANCING TO THE STATE BASEBALL TOURNAMENT, DES MOINES, PRINCIPAL PARK**

We want you to know that the IHSAA wants to treat all 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, we feel the following financial arrangement works out very satisfactorily for everyone.

1. The schools will be paid \$1.20 per mile one way most direct route for each allowable trip to Des Moines.
2. Schools traveling less than 100 miles will receive \$10 per traveler up to 26 travelers. Schools traveling over 99 miles and not using lodging will receive \$20 per traveler up to 26 travelers. Schools traveling over 99 miles and using lodging will receive \$40 per traveler up to 26 travelers.

### **INFORMATION REGARDING TICKETS FOR ALL SESSIONS OF THE STATE BASEBALL TOURNAMENT**

There will be a total of 28 games, 14 sessions in the state tournament played at Principal Park, Des Moines, Iowa.

Tickets are general admission for all games. The general admission tickets are \$10.00 for each session. Children school age and up are required to purchase a ticket.

### **SEEDING FOR STATE TOURNAMENT PLAY**

The IHSAA will use a seeding system for the 2019 state tournament pairings. The eight participating head coaches in each class will seed the tournament field for the 2019 state tournament.

### **SCHOOLS PLAYING UP IN CLASSIFICATION**

If a school decides to play "up" a classification in the tournament, the point value will be the same number of points as their tournament opponent when playing opponents in the "up" class. When the school playing "up" plays schools in classes other than where it will be participating in the tournament, the point value will be placed on the actual enrollment figures used for classification.

### **STATE TOURNAMENT BRACKET ASSIGNMENTS AND PAIRINGS**

While continuing to keep the traditional seeding; #1 seed vs. #8 seed; #2 seed vs. #7 seed, etc., geography will be used to determine the time of the quarterfinal and semifinal round contests in Classes 1A, 2A, 3A, and 4A. The higher seeded team will have the choice to be either the home or visiting team.

## **PART VIII—RADIO BROADCASTING REGULATIONS AND FACILITIES**

### **HOW TO OBTAIN BROADCASTING APPROVAL**

**District Tournaments:** July 11, 13, 16, 19, 20, 22, 2019

**Substate Tournaments:** July 19, 22, 23, 24, 2019

**State Tournament:** July 26-27, 29-31, August 1-3 2019

### **ATTENTION: SPORTSCASTERS AND ALL TOURNAMENT MANAGERS**

For approval to broadcast any portion or an entire district or substate baseball 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.

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.

**For broadcasting a part or all of the 2019 state baseball tournament in Des Moines on July 26-27, 29-31, August 1-3 2019, please direct your requests to:**

*Iowa High School Sports Network  
650 S. Prairie View Drive, Suite 125  
West Des Moines, IA 50266  
Phone # 515-419-2514  
E-Mail: ken@ihssn.com*

#### **RADIO ACCOMMODATIONS FOR THE BROADCASTING OF YOUR TOURNAMENT**

You, as tournament manager, will provide space to accommodate the radio broadcasting of games. Suppose you have broadcasting space available for five radio stations, but you have only two telephone lines or loops permanently installed. It is the responsibility of the requesting radio station to arrange for installation of additional telephone loops.

The IHSSN provides online "Permission To Broadcast" forms for the state tournament only. Make certain that you prepare the forms ***in duplicate*** and retain a copy for your files. Promptness in mailing the original to the requesting radio station will be appreciated. By your negotiating directly with the requesting radio station, you will be in a better position to answer any questions pertaining to the broadcasting space available and other related needs. The Board of Control requests that you retain all duplicate copies of "Permission To Broadcast" for a period of one year in the event it becomes necessary to review any of them.

Your attention is also directed wherein the procedures for requesting permission to broadcast are described for the benefit of radio program directors and sportscasters.

Radio program directors have been informed to contact district and substate managers for approval to broadcast, and the **IHSSN when approval is desired for state tournament games.**