

BASKETBALL PROCEDURES MANUAL

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INTRODUCTION

On behalf of the MHSA Executive Board, MHSA Staff and MHSA member schools, thank you for your willingness to manage a post season basketball tournament. This manual has been prepared to provide a better understanding of the administration of MHSA sponsored events. It will serve as a guide to tournament managers and will provide for greater consistency.

I. PREPARING FOR AND MANAGING YOUR EVENT

A. ANNOUNCEMENTS, MEDIA, VIDEO AND WEBCAST

- **Announcer Duties:** The NFHS Basketball Rules Committee recommends that the following information be used in the training of the Basketball Announcer: The announcer shall be prohibited from interrupting the game through the use of the microphone unless there is an emergency. Announcements or comments shall be made during those times when there is a stoppage of the clock and the ball is not live, such as time outs, between quarters, pre-game, half time and post game. The announcer is allowed to announce basic information that does not potentially affect the play in general, the players, the coaches, or the officials. The announcer's role does not include "cheering the home team on" or otherwise inciting the crowd. Doing so is common at other levels of athletic events. But high school athletics is different because sports are educationally based. In a very real sense, the public address announcer at a high school event is a "Champion of Character". He/she can influence the atmosphere of the contest by what is said and how it is said. The announcer who performs professionally promotes good sportsmanship by what he/she says and how he/she acts upon saying it.

Required MHSA Announcements:

By the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. Also, **refer to the Announcers and Media Appendix** of this manual for samples and the list of announcements, all of which are also linked through the MHSA website (www.mhsa.org).

- [NorthWestern Energy](#)
- [MHSA / Stockman Bank Sportsmanship announcement](#)
- [Farmers Union Insurance announcement](#)
- [Montana Army National Guard announcement](#)
- [Blue Cross Blue Shield of Montana announcement](#)

Additional Announcer Responsibilities:

May be announced:

- Player who scored
- Player charged with foul, number of fouls on player and number of team fouls
- Player attempting free throw
- Team granted a time out
- Length of time out: 30 seconds or 60 seconds
- Player entering game
- Team Rosters

Should not be announced:

- Number of points player scored
- Number of team time outs or number remaining
- Time remaining in the quarter/game
- Type of foul or violation
- Emphatic 2 or 3 point goal

➤ **Media:**

Media Coverage: Media coverage is a very important part of any MHSА Tournament. Whatever assistance that can be provided the media with their coverage of your event is always appreciated by those media agencies. Some of the requests media have in regard to their coverage of the tournament are:

- **Passes for the event**
Only bona-fide media representatives are entitled to passes. To receive a pass, one must have Montana Newspaper Association's credentials, must be a television station employee with proper identification or must be a radio station employee with proper identification. Pass arrangements should be made prior to the tournament with the tournament manager. Media should display their press passes at all times.
- **Programs/Rosters for the event**
Providing the media with a packet of team rosters and a bracket or a tournament program is always appreciated by the media.
- **Space for reporting**
The MHSА requires that where space in facilities allows, press tables or areas will be provided. The press should talk to the designated tournament manager if special services are needed. Daily newspapers, local television and local radio shall be given preference when space is inadequate for all.
- **Results**
The MHSА Executive Board requests that each tournament manager assign someone to call in results of the tournament to the local media outlets following each session of the tournament.

Media Box: Where media personnel is located in relation to the playing floor should be a concern for all managers. Tournament managers must have a well-marked designated area (usually a 3'x12' marked box on both sides of the basket and both ends of the playing floor that is located off the main playing floor and in an area where athletes cannot collide with media personnel) only for media photographers, TV cameras, etc (spectators and school publication personnel are not allowed in these media areas). No media staff photographers and no television camera operators will be allowed beyond those designated areas. Also, no equipment can be placed there. **These restrictions are necessary for the safety of the high school athletes and for MHSА insurance coverage.**

Commercial Photography: Please remember that rights and conditions (including fees) of commercial photography and distribution will be specified through written contract. When granting authority for commercial photography, the commercial entity must comply with the conditions set forth, including any safety, contractual, fiscal, or other concerns that apply. The promotion of both male and female activities should be considered when granting authority. Commercial photography rights are authorized as follows:

- a. For regular season events, the event manager has the authority to grant photography rights with the permission of participating schools. (Schools can require a percentage of the profit from the commercial sales)
- b. For district/divisional tournaments and playoffs (excluding post season football and Class A soccer), the tournament/event manager has the authority to grant photography rights with the permission of conference schools. (District/divisional tournaments and playoffs can require a percentage of the profit from the commercial sales)
- c. For all state level competition, all post season football and all Class A post season soccer, the MHSА Executive Director has the authority to grant rights.

Before your tournament starts you should review the MHSА policies for videotaping, cybercasting, telecasting and photography of MHSА events which can be found in Section 32 of the MHSА Handbook.

➤ **Video taping—schools and spectators:**

1. All videotaping shall be conducted from an area designated by the tournament manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSА Executive Director.
3. Videotaping by spectators is allowed only from designated areas (and that cannot be from the media box) and only for private home use (not for distribution, broadcast or cybercast).

4. Videotaping by school/team representatives is allowed only from designated areas and only for use by the individual school program (not for distribution, broadcast or cybercast). Schools or their representatives may videotape only those specific competitions in which their students participate.
5. Videotaping by media and commercial outlets is allowed only from designated areas and is regulated by MHSAA policy.

➤ **Webcast, Commercial Broadcast/Telecast and Tape Delay**

All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of live commercial broadcasts, telecasts, and/or cybercasts of regular and post season events will be specified through written consent of the MHSAA.

All non-media, non-profit filming for any post-season event must be approved by the MHSAA Executive Director. Rights and conditions (including fees) of tape-delayed broadcasts, telecasts, and/or cybercasts of post season events will be specified through written consent of the MHSAA. The MHSAA will consider the promotion of both male and female activities when granting authority.

School Broadcast Program (SBP)

1. All live streaming must be previously approved by the MHSAA Executive Director. All MHSAA media policies are in effect, including equitable coverage of male and female events.
2. Only MHSAA member schools currently registered with the SCHOOL BROADCAST PROGRAM (SBP) provided by NFHS Network / PlayOn! Sports are eligible to receive rights for live streaming of post season contests. Approval by the Executive Director is required.
3. MHSAA member schools registered with the SBP who receive live streaming rights will be allowed to cover only those contests in which their team is participating.
4. After permission is granted by the Executive Director, no rights fee will be charged, but the subscriber fee required by the NFHS Network will be in effect for those who sign up to watch via the NFHS Network. The producing school will receive fifty percent (50%) of the subscriber fees paid to the NFHS Network through the subscriber process. If both schools involved in a contest are members of the NFHS Network SBP, each school may produce the contest and receive fifty percent (50%) of the subscriber fees generated through their school's production only.
5. Subscriber fees will be paid to the NFHS Network and distributed back to the schools by the NFHS Network.
6. If rights are granted, MHSAA will notify the producing schools, and appropriate arrangements for admission, set-up etc. will be coordinated between the host facility and the producing school(s) covering the event through the SBP.
7. No other networks or school will be allowed to live stream any post season events without the written consent of the MHSAA.

If schools are interested in joining the SBP to broadcast their post season contests, contact:

Bob Rittierodt
nfhsnet@yahoo.com
Cell: 406-321-2154
Office: 406-326-2474

B. AWARDS AND RECOGNITION

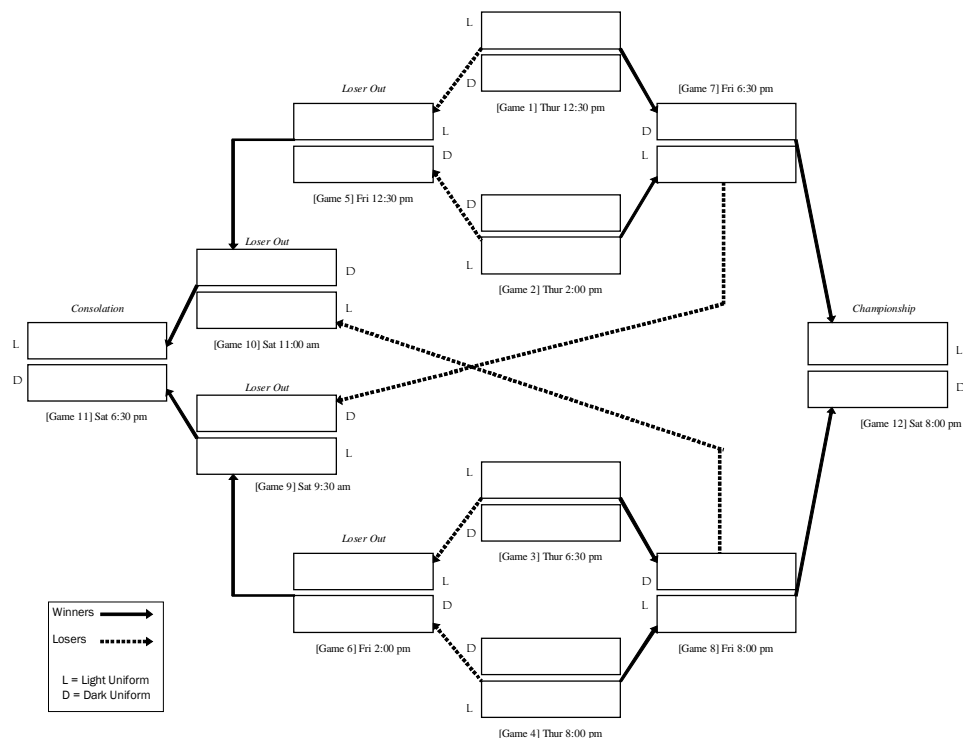
- **Awards—Trophies and individual awards:** The only trophies or individual awards that may be presented at any MHSA tournament site shall be those provided by the MHSA. No school shall be permitted to purchase or present additional trophies or individual awards over and above those authorized by the MHSA. (See rule 2, page 41, and "Athletic Awards - Basketball", page 42, of the MHSA Handbook.) Neither the MHSA Executive Board/Office Staff nor the district/divisional officers has the authority to set aside any of the awards rules established by vote of the MHSA membership. The Executive Board has purchased trophies for all district, divisional and state tournaments from Universal Awards and they will be shipped directly from Billings to tournament managers. The Montana High School Association will pay for these trophies and awards. Awards should be inventoried when they arrive at your site.
- **All Star Teams:** No all-state teams or players shall be picked or announced at the tournament site by either the Executive Board or tournament officials. This applies to district, divisional and state tournaments.

C. BRACKETS & SEEDING

- **Master Plan for Tournaments:** Refer to the Basketball Section of the MHSA Handbook for each classification's regulations for post season play. Tournament structure and seeding as outlined for each classification must be followed, including rules governing possible challenge games. Brackets may be switched only as noted.

Round robin and double elimination tournaments are not approved by the Montana High School Association. **If you have not already done so, please contact the MHSA office if you are requesting less than six officials to work your tournament. To request less than six officials you must have seven or fewer teams participating in your tournament.**

- **Number of games during any tournament day:** No team shall be permitted to play more than two games on any one day of any playoff or tournament.



D. OFFICIALS

- **Assignment of Officials:** Participating schools are responsible for selecting officials for all tournaments by returning their ballots to the MOA office. The procedure to be followed for selecting the officials is outlined on page 122 of the MHSA Handbook. Ballots for district, divisional and state tournaments are mailed from the MOA office, will be tabulated there and officials will be assigned accordingly. The MOA assigns officials to work all levels of post season play. Officials should be notified of the game times, dates, parking arrangements, etc.
- **Standard Plans for Scheduling Officials to Work Tournaments:** Tournament managers will be notified immediately after all officials are secured for your particular tournament. Officials assigned to work Association tournaments will be scheduled for the various tournament games on the basis of the plans listed in the MOA Section of the MHSA Handbook and there will be no deviation from these rotation plans unless approved by the MOA/MHSA. The MOA/MHSA requires that six (6) officials shall be used for all divisional and state tournaments, and that three-person crews will be utilized. Districts with seven (7) or fewer teams shall use four (4) officials unless prior approval to use six (6) or fewer is granted by the MOA/MHSA staff. District tournaments with eight (8) or more teams must use six (6) officials and must follow the official rotation plans listed in the MOA Section of the MHSA Handbook. If your tournament has 5, 6, 7, 9 or more teams you may deviate from the assigned rotation with approval from the MOA/MHSA Office. After the rotation schedule is assigned, no deviation from the rotation is permitted, except when an official assigned to work a semi-final or championship game is from the same town as one of the teams playing in that semi-final or championship contest. If all parties agree, then only the tournament manager may exchange that official with another official assigned to work the other game that same evening. Please remember that officials cannot work back to back games except in cases of emergency. Please note the standard plan for scheduling six (6) officials to work tournaments – (MHSA Handbook, page 123) – a copy is hyperlinked – see item E. Also, your officials' crew MUST assign an alternate from the officiating crew to cover each game in case of injury or illness to an assigned official. A sample blank schedule is enclosed for your use. If a replacement official is needed, please notify Kip Ryan (930-1047) of your needs. Please contact the MHSA/MOA office with any questions or requests.
- **Official Fees:** The tournament manager should randomly draw official rotation numbers so officials' fees and expenses can be determined using the information in the MOA Section of the MHSA Handbook. Officials' fees and expenses must be listed on the "notification of assignment of tournament officials' form" and must be sent, before the tournament starts, to all officials working the tournament along with two copies of the Tournament Officials Contract. Once a tournament official returns one copy of the Tournament Officials Contract to you, the official has agreed to be paid the amount of money that is listed for them in the "notification of assignment of tournament officials' form. Also, remember that you must pay officials' motel expenses associated with the tournament. Officials must receive their check for fees and expenses when they arrive at the tournament.

The basketball postseason fee schedule per official is:

District tournament (3 person crew is required) -----	\$ 60.00
Divisional tournament (6 officials with 6 games per official) -----	\$396.00
Divisional tournament per game fee with fewer than 12 games or for games in addition to a regular 12 game tournament format -----	\$ 66.00
"AA" playoff (three officials) -----	\$ 78.00
"A" playoff (three officials) only if at an alternate time & site from the tournament -----	\$ 72.00
State tournament-----	\$432.00

- **Challenge Game:** The MHSA recommends that district or divisional tournament managers who have the possibility of a challenge game should have the district or division determine, before the tournament begins, the possible sites for the playoff game. In the event of a district or divisional challenge game being necessary, the MHSA Executive Director can select a neutral site for the game that is geographically located so as to require the least amount of travel necessary for both teams involved in the challenge contest. For further information on challenge games, please refer to the MHSA Handbook, page 56, #4 and #6, for Class B schools and pages 56 & 57, #5 & #6, for Class C schools. Regular tournament officials must be used to officiate the challenge game and the tournament manager should have the officials' checks ready to distribute to the officials when they arrive to work the challenge game.

- **Play-in game:** Because basketball districts/divisions are now scheduling play-in games (to pare the tournament down to an eight team bracket) on Monday or Tuesday or having the possibility of a challenge game on Monday, the MOA/MHSA has approved that if one of the tournament officials has a work related conflict and is unable to officiate the play-in or challenge game to which he or she was assigned, the MOA/MHSA office or the tournament manager can assign one of the other tournament officials to work these play-in or challenge games. Please contact Kip Ryan at the MHSA if you have questions regarding this procedure.
- **Alternate Official:** So that an alternate official is always available during post season play, a schedule of alternate officials should be prepared by the tournament officials and coordinated by the tournament manager.
- **Room for Officials:** Please provide a private room that the floor officials may occupy during the course of your tournament. This room should be available to them as a dressing room as well as a lounging room during intermissions. Visitors must be excluded from the officials' room during the entire tournament. Tournament officials must have privacy. Again, NO ONE is allowed in the official's private room.
- **Tickets for Officials:** Officials working the tournament should be provided two passes (one for the official and one for a guest), but each official may receive up to a maximum of four passes ***if requested on-site and if the individual official has family in attendance.***

E. REQUIREMENTS FOR PROGRAMS, ADVERTISING AND FUNDRAISING

➤ **District/Divisional Programs, Concessions and Corporate Sponsors:**

(1) The tournament program rights for all district and divisional programs will be determined by the respective district or division. The tournament program rights for all state tournaments will be the responsibility of the MHSA Executive Board.

(2) The concession rights for any state tournament must be approved by the Executive Director. Concession rights include but are not limited to t-shirts, other apparel, photos, buttons etc.

(3) At district and divisional events, concessions where goods and/or services are received would be at the approval of managers of events.

(4) Corporate sponsorship of any post season event is the responsibility of the MHSA Executive Board and requires Board approval. Exceptions are: a) program advertisements and b) signage or announcements acknowledging the receipt of donated goods including food or beverages for the hospitality room, the use of tents at outdoor events, or the use of other equipment necessary for staging the event. Signage should be placed only in the appropriate areas; i.e. on the tents or in the hospitality room/area. Established facility sponsorships are not affected provided that MHSA corporate sponsorship requirements are met.

➤ **Program Production and Content:**

By the direction of the Executive Board, this office requests that tournament managers use the following content in your tournament programs. Also, refer to the Program Content Appendix of this manual for samples and the list of program contents, all of which are also linked through the MHSA website (www.mhsa.org). Pictures of the MHSA Executive Board and Executive Staff are available on the MHSA website.

MHSA logo

This logo must be used somewhere on your program's cover to show that your tournament is sponsored by the MHSA.



Statement relative to the MHSA

We ask that this statement be used inside the program.

Montana High School Association

Originally founded in 1921 to regulate athletic competition, the Montana High School Association strives to serve all member schools by governing high school interscholastic activities in Montana.

The mission of the MHSA is to assure that the membership is provided with leadership and support in advancing equitable MHSA interscholastic activities for the growth and educational experience for students.

The purpose of the Montana High School Association is to ensure that interscholastic activities in Montana are administered fairly. Policies pertaining to scholastic standing, transfer, awards and other

regulations that guide the Executive Board are adopted by the MHSA member schools. The MHSA is a service-based organization.

High school students throughout the state benefit greatly from interscholastic activities programs. These programs are an integral part of the high school experience, and promotion of good citizenship is essential to the growth and to the development of these valuable activities.

In addition, please include the following statement inside your program: **“Selection of officials for district, divisional and state basketball tournaments will be made by the MOA office by using a combination of the following: coaches’ input (ballots), individual officials’ pool ranking and MHSA/MOA office input.”**

NorthWestern Energy Advertisement

The NorthWestern Energy ad must be used in your program as a full-page ad. Please do not contact NorthWestern Energy offices in your area for advertising.

Other MHSA Corporate Sponsor Advertising

Use of the following ads is voluntary at the district and divisional level and may be utilized at the discretion of the district/divisional, but **please do not contact these companies in your area for advertising opportunities in your programs at those levels.**

- [Farmers Union Insurance](#)
- [Stockman Bank](#)
- [Montana Army National Guard](#)
- [Blue Cross Blue Shield of Montana](#)

Roster Form

This roster form is provided for program information if you so choose.

Other Advertising

The MHSA Executive Board policy restricts allowing advertisements in tournament programs that are related to alcohol or to other controlled substances. The Executive Board strongly recommends that any advertisements that relate to alcohol and/or tobacco products not be used in tournament programs.

Prohibited Content

Only information provided by MHSA or other tournament-specific items can be used. Contact the MHSA office if you have questions about allowable program content.

- **State Worker Apparel:** If state event managers choose to provide merchandise or apparel (hats, shirts, other items) for their MHSA state event workers, the following conditions are required:
 - All worker apparel must be purchased through Universal Athletics.
 - The MHSA-sanctioned event title and logo must appear in any large graphic (t-shirts/sweatshirts).
 - The MHSA logo or acronym must appear in any small graphic (hats).
 - No other sponsorship or advertising may appear on the worker apparel without prior approval by the MHSA Executive Director through a contractual agreement.
 - The above criteria does not apply to district and/or divisional events; however, conferences are encouraged to follow these guidelines.
- **Voluntary Contributions/Fund Raising:** The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSA Executive Board, raffles (or similar fund raising activities) are prohibited at playoffs, championship games, tournaments, meets, and/or festivals that are under the direct supervision of the MHSA Executive Board. Fifty/fifty tickets are considered a form of raffle type fund raising and are therefore prohibited.

F. SPIRIT (CHEER), HALF-TIMES AND FLAG PRESENTATIONS

- **Cheerleaders/Spirit Rules:** At all MHSA post season tournaments all cheer squads shall follow the National Federation Spirit Rules Book and MHSA Handbook Spirit/Dance guidelines (see page 112 of the MHSA Handbook). All cheer squads shall adhere to all guidelines provided by the manager of the tournament where the contest is hosted. For safety and liability reasons, mascots and cheerleaders are not allowed on the playing floor during basketball team warm-ups. That means school songs or floor cheers will need to be planned for a different time (before the teams get on the floor, at halftime or at quarter breaks). Also, it is critical for safety reason that cheerleaders are provided an adequate stunt warm up area that includes appropriate matting. If there are any questions regarding this, please contact Janie Holmes at the MHSA Office (jholmes@mhsa.org)
- **Flag presentations:** The MHSA Executive Board has taken the following action on proper observance of the American Flag before the first game of any session: The designated band (the band chosen to play the "Anthem") is responsible for the opening ceremonies and patriotic observance of the American Flag. The National anthem should be performed by high school students or high school bands before the first game of the session. Only the U.S. and Montana flags can presented before the start of each tournament session. Other groups can have their flag on the endline during the presentation of the U.S. and Montana flags.
- **Halftime Entertainment:** High school performing groups (no independent groups from local communities or school communities) may perform only at the games in which their basketball team is playing. If performance slots are not filled by the schools participating in a particular game, consideration will be given to other schools to fill those spots. Performing groups' priority of appearance will be determined by school administration, i.e. dance/drill team or cheerleading team for those schools who have both groups at the tournament. Each half time period will have the possibility of accommodating two performing groups – one from each school whose teams are playing in that particular game. Half times will each be limited to a maximum of 3.5 minutes for the performing groups unless only one group wishes to perform and then performance time will be no longer than eight (8) minutes which includes entering and exiting the gym floor.
- **Half-Time Awards Prohibited:** The MHSA Executive Board recognizes half time entertainment as a part of our basketball tournaments and program, but the Board discourages such entertainment on a competitive basis. If any awards are presented for half time entertainment, such awards shall not be presented as a part of the tournament program or at a tournament site.
- **Signs, Banners:** The MHSA Executive Board has directed that each school is limited to placing approximately 128 square feet of signage only for basketball tournaments. For example: 4- 4 x 12 signs; 3 – 3 x 16 signs; 4-3 x 10 signs; 3 – 6 x 8 signs (or any combination of the above as long as the approximate total is not over 128 square feet). The Tournament Managers should inspect all signs to be posted by competing schools in or near their cheering section seats. Any signs that carry questionable implications or are degrading should not be allowed. Signs mounted on sticks hinder vision and can cause injury, so they are not acceptable at tournament games.
- **Support Items:** Refer to the Tournament Managers' Resources Appendix of this manual for a list of allowable support items at MHSA events.

G. TICKET PROCEDURES

- **Policy for tournament passes:** The MHSA has established the following policy for the number of tournament passes that can be given to schools, media, and referees which shall be adhered to by all tournament managers:
 - (1) For school administrators - fourteen all-session (reserved seat if used) tickets when one team qualifies per school. When two teams qualify, an additional six (6) passes shall be given for a total of twenty (20). If schools co-op the host school will receive the fourteen or twenty administrative tickets and the other school(s) in the co-op will each receive an additional four (4) administrative tickets. These complimentary tickets are to be distributed by the superintendent to the principal, coaches, band directors, school board chairpersons, bus drivers, cheerleading coaches, sponsors of half-time entertainment etc., and maybe spouses of some. When more administrators and/or coaches attend than passes permitted by the policy, extra tickets must be purchased.
 - (2) For players - twelve passes for players and four for managers (total of sixteen).
 - (3) For cheerleaders - one pass for each cheerleader who actually attends the tournament.
 - (4) For radio - three passes to each station given permission to broadcast the tournament or game. The game (or games) must be broadcast in its (or their) entirety.
 - (5) For media other than radio
 - a. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of those teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.
 - b. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
 - c. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSA.
 - d. Passes will not be issued for spouses or children who attend the event with working members of the media.
 - (6) For referees - one pass to each referee working the tournament.
 - (7) Bands and performing groups will be allowed free admission at state tournaments when accompanied and vouched for by the participating school's director. Band members attending state tournaments will be given wristbands which must be worn the entire tournament and are required for admission throughout the duration of the event.
 - (8) A ticket pass chart is enclosed – these passes must be honored at all MHSA regular season events and MHSA tournaments.
- **Tickets for NorthWestern Energy:** In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament / playoff tickets (all session reserved if your event offers reserved seating) in sets of two tickets per employee per envelope at will call for the use of Northwestern Energy employee. These tickets are to be provided at no charge to Northwestern Energy employees. Please request signatures from the employees' requesting the tickets. Per NWE policy, each employee can only claim two tickets. Refer to the Ticketing and Post-Tournament Finances appendix for the NorthWestern Energy ticket tracking form.
- **Ticket Prices for District, Divisional and State Tournaments:** All district and divisional tournament ticket prices are determined by each respective district or division. The MHSA Executive Board determines the state tournament ticket prices. If a district or division does not determine ticket prices, then the ticket prices outlined on page 54 of the current MHSA Handbook will be used.
- **Ticket Pass Chart:** – MHSA passes must be honored at MHSA regular season events and MHSA tournaments. Refer to the Ticketing and Post-Tournament Finances appendix of this manual for a link to obtain a sample ticket chart.

II. TIP-OFF: CONDUCTING POST SEASON GAMES WITHIN YOUR FACILITY

- **Assignment of benches and baskets:** The tournament manager shall designate the home team and visiting team seating areas (benches). Usually the home team shall sit on the bench to the right of the scorer's bench, as it faces the floor. The visiting team shall sit on the bench to the left of the scorer's bench as it faces the floor. This may be reversed by decision of the host manager only in order to not have a student crowd seated directly behind either team. The pregame practice (warm up) and first half basket for each team is the one furthest from its bench. Each team will have the basket closest to its bench for the second half of play. During a contest, the team bench may be occupied by the eligible substitutes, head coach, assistant coach(s), qualified team managers, team statistician, scorekeeper, and team trainer or physician and any disqualified players. The tournament director has the authority to make bench assignments for each game.
- **Breakage of Rim or Backboard:**

Rim Breakage: If a team breaks a rim while attempting to dunk a basketball during the pregame, that team will be responsible to pay for the replacement of the rim. If the rim is broken during the game, the cost of the replacement of the rim will be drawn from the tournament receipts unless prior arrangements have been made. If the tournament site does not have a replacement rim, the game or games will be rescheduled as soon as possible.

Backboard Breakage: If a team breaks a backboard while attempting to dunk a basketball during the pregame, that team will forfeit the game and be held responsible for the cost of the replacement of the backboard. If the backboard is broken during a game, the cost for the replacement of the backboard will be drawn from the tournament receipts unless prior arrangements have been made. If the tournament site does not have a replacement backboard, that game and any other scheduled to follow will be rescheduled as soon as possible.
- **Certificate of Insurance:** If your tournament venue requires a certificate of insurance, please call the MHSA Office and a form to be completed and sent to Dissinger Insurance (MHSA's Insurance provider) will be sent to you. Events hosted at high school gymnasiums are generally covered by the host school's liability insurance, but other facilities may require these certificates. Email tstanisich@mhsa.org to request a copy.
- **Coaching Box:** For MHSA regular and post-season play, a twelve-foot coaching box will be used. The coaching box shall be outlined outside the side of the court on which the scorer's and timer's table and team benches are located. The area shall be bounded by a line 28 feet from the end line towards the half court line and a line twelve feet from the 28-foot line back towards the end line and team bench. These lines shall be located off the court and be two (2) inches wide.
- **Controlling the Playing Court:** The MHSA Executive Board urges all school administrators, athletic directors and coaches to establish a policy in their school to prohibit students from rushing onto the floor at the conclusion of athletic contests. The request for this policy comes as a result of the dangers to players, officials and fans with the rushing of uncontrolled fans onto the confined area of the gymnasium floor.
- **Crowd Control:** Special attention must be given to the supervision of student cheering sections including having an administrator present near the vicinity of the student cheering section for home and post season contests to assist with crowd control. The use of artificial noisemakers during indoor Association contests shall be prohibited. Artificial noisemakers prohibited at games include but are not limited to: megaphones, cowbells, sirens, clackers, cans or bottles with marbles or rocks inside, popping of paper bags, twisting or popping of balloons, and various other creations (including thundersticks and vuvuzelas). Bands may only play before the start of a contest, during intermissions between games, during a time out and post game. They may not play during "live balls". The formation of "rally lines" by spectators, fans and/or students on or near the playing floor during the introduction of players is prohibited. Exceptions are cheerleaders. During player introductions, players may not leave the playing floor or enter the spectator section; and anyone associated with an Association tournament (players, fans,

cheerleaders, etc.) may not throw objects into the spectator section. Fans, students and adults, must wear shirts at all MHSA contests. Student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time. Host management can be of tremendous assistance in maintaining a positive playing atmosphere and curtailing fan behavior that is taunting, baiting or demeaning by monitoring the game to maintain the right atmosphere that encourages cheering positively for your team. On those rare occasions, there are incidents that occur which must cease immediately and not be repeated. Here the officials will stop play, have host management address the problem and play shall not resume until the situation is resolved. It is very important for officials and host management to set the right atmosphere that encourages cheering positively for their team. Also, balloons are prohibited at state tournaments – district and divisional tournaments will determine whether balloons will be allowed at their tournaments. For more detailed crowd control information refer to Section 34--Crowd Control in the current MHSA Handbook.

- **Lighting Guidelines During Post Season Player Introductions:** For all post season matches (playoffs and tournaments) full facility lighting will remain on throughout introductions and between games (if applicable). Please see page 28 of the current MHSA Handbook.
- **Net Cutting:** No team, coach or individual shall cut down the nets following the championship game at any tournament level or at any MHSA sanctioned basketball game.
- **Official Basketball:** For MHSA post-season play, boys shall use the Baden Perfection Elite BX7E basketball and girls shall use the Baden Perfection Elite BX6E basketball and the basketball shall include the NFHS authenticating mark. At district, divisional and state tournaments, the tournament basketball (only one) is to be presented to the first place team in addition to the first place trophy. (See rule E, page 42 of the MHSA Handbook). A game ball for all divisional basketball tournaments and for all state basketball tournaments will be shipped to the managers of these tournaments from the MHSA office. They are complimentary and furnished by the Baden Company. The Class "B" and "C" districts will secure their own tournament basketballs.
- **Parking for Team Buses:** Most of the teams will travel by bus or van. Parking spaces as near as possible to the gymnasium should be provided for the team bus(es) or van(s) and for fan bus(es).
- **Playing Rules:** All NFHS Basketball playing rules will be followed. By state association adoption, the Mercy Rule is to be used at all tournament levels. In the second half only (the clock must have started for second half to begin), once a team has a forty (40) point or better lead against their opponent, the official scorer and timer will be responsible for running the clock continuously until the end of the game even if the difference in the score drops below the forty point margin. The only time the clock will stop will be:
 1. Once the clock signals the end of a quarter or overtime period, the clock will be stopped until play is started for the next quarter or overtime period.
 2. Once an official signals for a called time-out, the clock will be stopped until play is started following the time-out.
 3. Once an official beckons or bench personnel come onto the floor to attend to an injured player, the clock will be stopped until play is started again.
 4. Once an official informs the Head Coach that a player has been disqualified from further participation in the game, the clock will be stopped until play is started again.The clock will be restarted when:
 1. If a free throw is not successful and the ball is to remain live, the clock shall be started when the ball touches or is touched by a player on the court.
 2. If play is resumed by a throw-in, the clock shall be started when the ball touches, or is legally touched by, a player on the court after it is released by the thrower.Game management must inform the official scorer and timer of this MHSA Basketball Mercy Rule and the provisions of the rule.
- **Pre-tournament Practice Sessions Prohibited:** The tournament floor shall not be made available for practice purposes for any tournament team during the days when the tournament is in progress (other than the regular warm-up period) or at any time during the ten-day period immediately preceding the opening of the tournament, except when a team plays the majority of its home season games on the floor selected as the tournament site. Then that team only would be permitted to practice on the tournament

floor during the ten day period prior to the opening of any Association tournament. Teams which have a bye for the first game will be allowed one open practice period prior to their first game of the tournament if scheduling at the tournament site permits, and teams which receive byes after their first game and/or have a day without a game can practice on the tournament floor with the tournament manager's approval.

- **Safety Precautions:** The 2017-18 MHSA Handbook (page 20, item #5) states: The ignition or the discharge of fireworks, firearms, explosives, incendiary devices, or flammable materials of any kind is strictly prohibited at all MHSA events. Event managers are authorized to restrict the use of any material or device(s) deemed a safety risk to students, fans, officials or personnel.

In addition, the Executive Board strongly recommends that the use of any device with video or photo capability be restricted in student-athletes' locker rooms. Advise the school personnel of your participating teams about imposed restrictions.

- **Security:** Host management must develop plans and ways to insure the safety of basketball officials from their locker rooms to the playing court, during and after the game is completed and back to their locker rooms. It is recommended that police protection be available at the tournament at all times. Officials should be protected from abuse from coaches, players, and fans. Security must also be present to provide safety and handle any crowd control or emergency situations that may occur.
- **Scorer and Timer:** Two competent and experienced adults should serve as your scorer and your timer. It is essential that these two officials thoroughly understand their responsibility. A reminder to have an alternate timing device at the scorer's bench should the primary system fail. An alternate sounding device, such as an airhorn, should also be available. The timer and scorer should sit beside each other. You can assist in making their duties easier, more pleasant and more efficient by providing them adequate table space so that they are not crowded by patrons, team representatives, photographers, reporters, etc. A space should be provided at the scorer's table for the following people in order of priority: (1) The official Timer & Scorer (should sit beside each other); (2) Announcer; (3) Space for media may be provided if available; and (4) Scorers from either or both of the competing schools.
- **Scorer's Location:** The official scorer shall wear a black and white striped garment and an "X" twelve (12) inches long and two (2) inches wide shall be placed on the floor out of bounds directly in front of the official scorer to help substitutes with the proper location of the scorer.
- **Team Escorts:** It is recommended that each host school provide a faculty member or reliable student to be at the service of a competing school to escort it to the dressing quarters and provide other services as needed during the session its game is played.
- **Team Seating:** When possible, avoid placing the team bench in a section of bleachers with the opponent's fans. Teams must be seated at the side of the court where the scoring table is located.
- **Team Uniform Color:** Tournament Managers are reminded to inform competing teams to bring both sets of jerseys. At each District, Divisional or State Tournament, the tournament bracket should indicate which team will wear white jerseys and which team will wear dark jerseys.
- **Tournament Participants:** No more than twelve (12) players can be in uniform for any tournament game and it can be a different 12 players for each game.
- **Trainer/Doctor:** It is recommended that a trainer/doctor be present at all games of each tournament. The trainer/doctor should be available for each team's use.
- **Trainers Beckoned Onto Playing Floor:** If your facility is providing a trainer for the tournament, please advise your trainer not to go onto the playing floor until they are beckoned onto the floor. Once a trainer comes onto the playing floor (beckoned or not), the injured player shall be directed to leave the game.
- **Warm-ups Restrictions:** Teams are to conduct pre-game and half time warm-ups on their half of the floor only. If jogging or running is part of their warm-up drills, then it is to be confined to their half of the court to warm-up. Teams are not to run through or disrupt the opponent's pre-game warm-up and teams cannot run

under the basket of the opposing team when entering the floor or any time during warm-ups. If a team goes to their locker room during the pre-game warm-up or is late coming onto the floor at half time, the other team may not use that team's half of the floor to warm up. The game officials will penalize any violation of this regulation as an unsporting act administering a technical foul to the offending team member(s) or to the offending team.

District and divisional tournament pre-game warm up periods will be twenty (20) minutes in length except Districts 5B, 2C, 3C, 9C, 11C, 12C, 13C, 14C, and Class A, Southern B, Eastern C and Western C divisionals which will have a pre-game warm-up period of fifteen (15) minutes. State tournament pre-game warm up periods will be twenty (20) minutes in length except AA and B Boys' and Girls' State which will have a pre-game warm-up period of twenty (20) minutes for the first game each day and fifteen (15) minutes for all other games each day. The warm-up periods cannot be shortened or extended, for example, giving the teams that play in the first game of a district tournament thirty minutes would not be allowed. Teams can be on the floor (stretching, etc.) but warm up basketballs must not be available until 20 minutes before (district and divisional), 15 minutes before in Districts 5B, 2C, 3C, 9C, 11C, 12C, 13C, 14C, and Class A, , Southern B, Eastern C and Western C, or 25 minutes before Class A and C State.