

A. Tournament Managers' Resources found on MHSA website:

- Great Expectations- How Different People Judge your Basketball Tournament - by Steve Johnson
- Time Lines of Information for a tournament
- Tournament Checklists
- Tournament Duties for different tournament personnel
- Tournament Preparation Checklist for the MHSA Staff
- Copy of State Bulletin/Forms sent to schools
- Instructions to and Duties of the Scorer and Timer
- [Crowd Control Information](#)
- [Allowable Support Items](#)

Once again, thank you for agreeing to manage an MHSA post season event and if you have any questions regarding the information provided in the basketball tournament manager's manual, please contact MHSA Assistant Director Kip Ryan.

- **Keys to Hosting and Running a Successful Tournament:** The first thing to remember is don't get complacent because you have managed a prior tournament. Plan to get things done well in advance of the tournament and try to plan for everything. Prior to hosting and running a tournament you should ask the Administration of your School District for permission to host the tournament. It is extremely important to keep your administration informed of what you will require to host the event--which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the tournament. If you are fortunate enough to have a local group of people that have formed a Tournament Committee to help with bringing tournaments to your town, make sure this group of people is involved in the planning/hosting of the tournament. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a tournament and that it will require some extra work on their part so they can adjust their workload while helping with the tournament. It is important that you meet with the school administrators who will have teams in the tournament to find out if they have any special needs for the tournament—for instance a sold-out policy, ticket prices, security needs, how to handle half time entertainment, brackets, parking, band areas, etc. To get information on what is needed to manage a successful tournament, you should read and follow the guidelines presented in the MHSA Handbook for that activity, the MHSA Tournament Bulletin that is sent to each tournament manager, your Conference Handbook and the NFHS Rule Book, Case Book, and Official Manual for the activity you are hosting. I would also recommend that you view the MHSA Rules Clinic for that activity.
- **Contact Previous Tournament Hosts To See How They Did It:** Before you host your tournament, if you have the opportunity, you should visit other tournament sites to see how that site sets up for their tournament. You should also ask the site's tournament manager for their checklists, informational papers sent to schools, and their timelines used in getting items ready for their tournament.
- **Start Early With Correspondence:** As a tournament manager, you must develop a preparation time line. Communication of tournament information to the schools that will be attending the tournament, your workers and school/facility personnel all must be done in a timely manner to give these people time to plan and allow you to make adjustments in the tournament planning if needed.
- **Tournament Workers:** Finding people to work the tournament might be the most important task a tournament manager has. You must develop a list of the number of people that you will need to run the tournament, make job description/duties for those workers, and put only qualified and trained people in the key positions of the tournament. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the tournament. Always try to recruit extra workers because people have emergencies that come up that won't allow

volunteers to work and trying to find workers right before the tournament starts is very difficult. It is recommended that before the tournament starts, you have a meeting with all tournament workers to go over their work schedule and their duties during the tournament. Use school personnel, if your administration allows, and people who have experience working regular season events to fill key worker positions. They know the facility and event needs and want to make a good impression for the people involved in the tournament. It is also a way to thank them for their help during regular season events.

- **Make Teams Feel Welcome:** Little things go a long way in making the tournament an event that people remember. When teams arrive, greet them by knowing the coach's name, show the teams where the locker rooms and training rooms are located, thank the teams for coming, after a contest, tell the coach who they will play next and the color of their uniforms for that game, be visible; and offer to help with any concerns or questions. These are some of the little things that make a tournament special for the people involved.
- **Plan for Everything:** As a tournament manager it is important that you try to plan for everything. Once the tournament starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the tournament starts review your checklists and do a final check of the gym and locker rooms. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

The following will give you information to help you prepare and run a successful basketball tournament.

MONTANA HIGH SCHOOL ASSOCIATION CROWD CONTROL



Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.
- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
 - 1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 - 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 - 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 - 4. Being ejected from a contest;
 - 5. Physically assaulting an official.

Section (34) CROWD CONTROL AT MHSA CONTESTS

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
 - 1. Provide worthwhile educational experiences for all students, players and spectators.
 - 2. Provide enjoyable recreation regardless of whether the game is won or lost.

- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.
- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.
 - 1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. 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 all home and post-season contests to assist with crowd control.
- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school.

Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries.
- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.
- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.
- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.
- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices, **including vuvuzelas**, by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."
- K. The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.
- M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:
 - 1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:
 - a. If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.
 - b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.
 - c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.
 - d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.
 - e. All local fire and public safety codes must be followed.
 - 2. Post Season - for all indoor post season events (playoffs and tournaments), full facility lighting will remain on throughout introductions, during competition, and between contests (if applicable).

- N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Select only officials who have demonstrated the highest ethical standards.
7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSAA website.
8. Publicly shake hands with the officials and opposing coach before and after the contest.

Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Students

Students' habits and reaction as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contests and mood altering substances do not mix.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests.
11. The 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.

Spectators

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the officials' point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The 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.

Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.

- b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
- c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
- d. Erect restraining fences and/or rope off areas appropriately.
- e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
- f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
- g. Provide first aid capability and/or medical doctor availability.

Athletic Director

- 1. Review game management responsibilities.
- 2. Explore crowd control ideas with other schools in your conference.
- 3. Discuss crowd control with civic and/or booster organizations.
- 4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
- 5. Review with security personnel their assignments prior to each contest.
- 6. Review assignments with staff prior to each contest.
- 7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
- 8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
- 9. Check with police and staff at half-time.
- 10. Provide a check of the facilities after the contest.