

MONTANA HIGH SCHOOL ASSOCIATION



2023-24 POSTSEASON BASKETBALL PROCEDURES MANUAL

BASKETBALL PROCEDURES MANUAL

2024

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INTRODUCTION

On behalf of the MHSА Executive Board, MHSА staff and MHSА member schools, thank you for your willingness to manage a postseason basketball tournament. This manual has been prepared to provide a better understanding of the administration of MHSА 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 postgame. 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 MHSА 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 MHSА website (www.mhsa.org).

- [BlueCross & BlueShield of Montana](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Army National Guard](#)
- [Montana Farm Bureau Federation](#)
- [Montana Honda Dealers](#)
- [Montana Beef Council](#)
- [NorthWestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

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 MHSA 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.
- **Space for reporting**
The MHSA 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 MHSA 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 are located in relation to the playing floor should be a concern for all managers. Tournament managers must have well-marked areas designated only for media photographers, TV cameras, etc. These are 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. 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 MHSA 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:

- 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.
- For district/divisional tournaments and playoffs (excluding postseason 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.
- For all state level competition, all postseason football and all Class A postseason soccer, the MHSA Executive Director has the authority to grant rights.

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

➤ **Videotaping—schools and spectators:**

- All videotaping shall be conducted from an area designated by the tournament manager.

- No videotaping shall be conducted for commercial purposes unless previously approved by the MHSA Executive Director.
- Videotaping by spectators is allowed only from designated areas (not the media box) and only for private home use (not for distribution, broadcast or cybercast).
- 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.
- Videotaping by media and commercial outlets is allowed only from designated areas and is regulated by MHSA policy.

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

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

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

School Broadcast Program (SBP)

- All live streaming must be previously approved by the MHSA Executive Director. All MHSA media policies are in effect, including equitable coverage of male and female events.
- Only MHSA member schools currently registered with the SCHOOL BROADCAST PROGRAM (SBP) provided by NFHS Network Sports are eligible to receive rights for live streaming of postseason contests. Approval by the Executive Director is required.
- MHSA 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.
- Subscriber fees will be paid to the NFHS Network and distributed back to the schools by the NFHS Network.
- If rights are granted, MHSA 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.
- No other networks or school will be allowed to live stream any postseason events without the written consent of the MHSA.

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

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

To request school approval contact Scott Wilson @ 406-442-6010 or email swilson@mhsa.org.

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 42, and "Athletic Awards - Basketball", page 43, of the MHSA Handbook). Neither the MHSA Executive Board/Office Staff nor the district/divisional officers have 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.

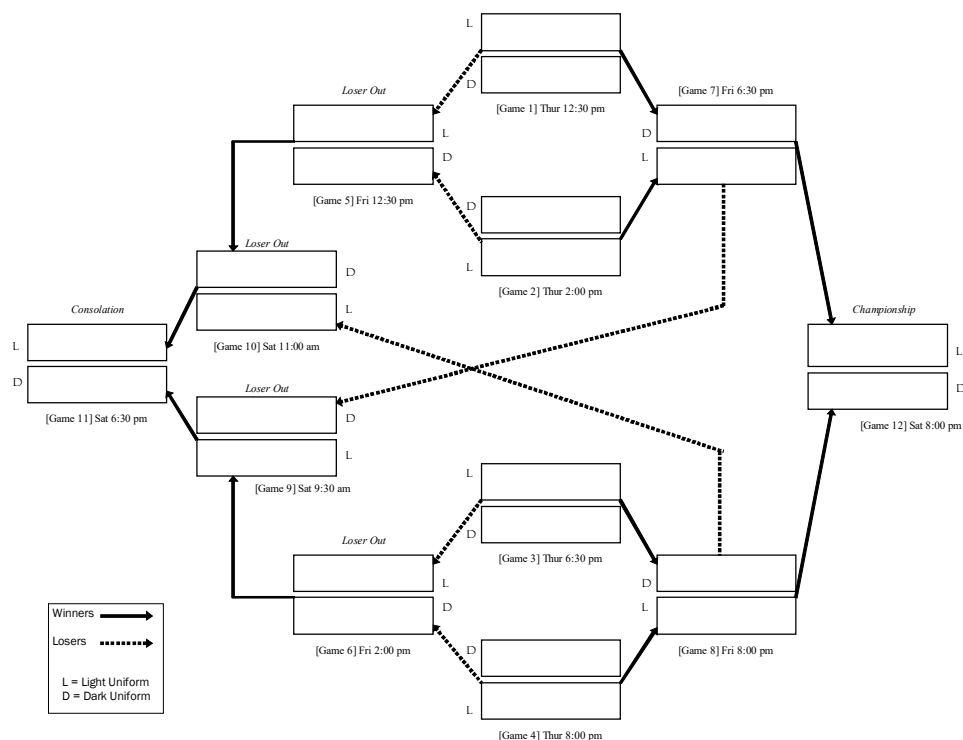
- **All Star Teams:** No all-state teams or players shall be picked or announced at the tournament site by either the Executive Board or tournament officials. This applies to district, divisional and state tournaments.

C. BRACKETS & SEEDING

- **Master Plan for Tournaments:** Refer to the Basketball Section of the MHSA Handbook for each classification's regulations for postseason 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 131 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 postseason 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 their 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 six (6) officials unless prior approval to use five (5) 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. 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 Greta Buehler (690-0714) 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) -----	\$ 75.00
Divisional tournament (6 officials with 6 games per official) -----	\$486.00
Divisional tournament per game fee with fewer than 12 games or for games in addition to a regular 12 game tournament format -----	\$ 81.00
State tournament-----	\$522.00

- **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 57. 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 Greta Buehler at the MHSA if you have questions regarding this procedure.

- **Alternate Official:** So that an alternate official is always available during postseason 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 the 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, in consultation with schools in their district or division.
 - (4) Corporate sponsorship of any postseason 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, the MHSA 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 tournament 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 tournament 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 tournament 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.

- [Baden Sports Inc.](#)
- [Big Sky Life Insurance – ScholarGuard](#)
 - ½ page black & white
- [BlueCross & BlueShield of Montana](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Honda Dealers](#)
- [NorthWestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

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 fundraising 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 postseason tournaments, all cheer squads shall follow the National Federation Spirit Rules Book and MHSA Handbook Spirit/Dance guidelines (see page 120 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 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 or between quarters). 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 Amy Bartels at the MHSA Office (abartels@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 flags of the U.S., Montana and **Montana Tribes or Nations flags** can be presented before the start of each tournament session. Other groups can have their flag on the end line during the presentation of the U.S., Montana and **Montana Tribes or Nations 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. 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 halftime period will have the possibility of accommodating two performing groups – one from each school whose teams are playing in that particular game. Halftimes 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.

- **Signs, Banners:** The MHSA Executive Board has directed that each school will be allowed to hang no more than two (2) banners/signs, and they should be moderate in size. 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.
- Each classification will have a separate area in which to hang their signs and banners and signs can be displayed on the fieldhouse walls only. No banners or signs will be allowed in any area where the view of spectators is obstructed, on railings, or on cat walks. Painters' tape or floor tape will only be allowed to hang banners and signs. Duct tape will not be allowed. Please do not cover up any other schools' banners with their own as this has caused serious problems in the past.
- **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 - twenty-four (24) all-session tickets when one team qualifies per school. When two teams qualify, an additional six (6) passes shall be given for a total of thirty (30). If schools co-op the host school will receive the twenty-four or thirty 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.
- **Tickets for NorthWestern Energy:** In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area Northwestern Energy employees. These tickets are to be provided at no charge to Northwestern Energy, but the Northwestern Energy employees are required to sign for the requested tickets. Also, the Northwestern Energy may have a representative at each tournament site to assist managers with trophy presentations. Because of the involvement of Northwestern Energy in the MHSA awards program, the MHSA requests that you involve a company employee in the presentation of tournament awards. The awards presentation can be organized in the manner that you wish. 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 105 of the current MHSA Handbook will be used.
- **Ticket Pass Chart:** – MHSA passes must be honored at MHSA regular season events and MHSA tournaments. Please see appendix for a sample of the pass chart.

II. TIP-OFF: CONDUCTING POSTSEASON 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 gbuehler@mhsa.org to request a copy.
- **Coaching Box:** For MHSA regular and postseason play, a twenty-eight foot coaching box will be used. The top of the coaching box will be marked twenty-eight feet from the baseline and shall be outlined outside the side of the court on which the scorer's and timer's table and team benches are located. The line shall be located off the court and be two (2) inches wide. The end of the coaching box will be the interior of the baseline of the court.
- **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 (unless megaphone is 8 inches or smaller), 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 thunder sticks 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 pages 16-17, Crowd Control, in 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 postseason 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 43 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 for bench personnel to 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.
 - By state association adoption, the 35-second shot clock will be used for all postseason basketball games. All rules pertaining to the shot clock will be followed.
- **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 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 ensure 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, Timer and Shot Clock Operator:** Three competent and experienced adults should serve as your scorer, timer and shot clock operator. It is essential that these three officials thoroughly understand their responsibility. Remember 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, scorer and shot clock operator 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 and shot clock operator (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 divisional which will have a pre-game warm-up period of fifteen (15) minutes. 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 basketballs must not be available until the allotted warm-up time begins (15 or 20 minutes). State tournaments will have a pre-game warm-up period of fifteen (15) minutes for all games each day.

III. APPENDICES – SAMPLES AND RESOURCES

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.

B. Announcers and Media Appendix

Required MHSA Announcements:

By the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. All announcements are also linked through the MHSA website (www.mhsa.org) and samples are included.

- [BlueCross & BlueShield of Montana](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Army National Guard](#)
- [Montana Farm Bureau Federation](#)
- [Montana Honda Dealers](#)
- [Montana Beef Council](#)
- [NorthWestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

Media Information

A summary of [video, telecast and photography policies](#) is linked through the MHSA website.

Section (31) RADIO BROADCASTING POLICY

The Montana High School Association and the Montana Broadcaster's Association agree to the following joint policies on the radio broadcasting of MHSA Athletic Activities (revised policy effective July 1, 1994):

- A. The host member school shall be responsible for the local policies concerning radio broadcasting of all MHSA athletic events other than district, divisional, and state tournaments and playoffs and exhibitions. Member schools and local stations shall work cooperatively to promote the broadcasting of both male and female activities.
- B. The radio broadcasting of district, divisional, and state tournaments and playoffs and exhibitions shall be controlled by the MHSA Executive Board with the following guidelines:
 - 1. Any radio stations that declare their broadcasting interests to the tournament/playoff manager no less than three days in advance of the scheduled event shall, without charge, be granted permission to broadcast such contests.
 - 2. Radio stations with permission to broadcast any contests have an obligation to provide a reasonable amount of free air-time prior to the event to promote attendance and ticket availability of the tournament/playoff game.
 - 3. The local radio station serving the market that normally has carried and promoted tournament/playoff representatives' contests throughout the season shall be given first right of broadcasting facilities in the site location. This local station will broadcast the contests of any local teams' participation, as well as, the consolation and championship contests.
 - 4. The tournament/playoff manager shall determine and assign broadcasting space to all other stations requesting permission. Assigned location shall be desirable for broadcasting and limited to no more than three (3) people. The tournament manager will provide a limit of three media passes if they are needed. These passes must be used by the broadcast team members only and are not transferable.
 - 5. Radio stations may request feeds from any radio station broadcasting the tournament/playoff contests. All stations are responsible for making their own broadcast arrangements. If feeds are not available, the stations may request permission to broadcast those contests of interest.
- C. The privilege to broadcast is granted on the following conditions:
 - 1. There shall be no announcements or advertisements contrary to the principles of high school athletics.
 - 2. Stations shall be responsible for any and all expenses incidental to setting up and broadcasting the activity.
 - 3. Reports of accidents, injuries, or other incidents should be minimized and factual to prevent or minimize undue anxiety on the part of the listener.
 - 4. Radio stations providing "feeds" will adhere to the format approved by the Montana Broadcaster's Association.
 - 5. No commercials or advertisements on behalf of or at the request of the MHSA will be broadcast without a signed Timed Brokerage Agreement between the Montana Broadcasters Association and the Montana High School Association.
 - 6. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.
 - 7. Stations have demonstrated efforts to broadcast post season events for both genders when applicable.
- D. Stations that are not in compliance with MHSA policies on broadcasting will be notified in writing by the MHSA of details of their non-compliance and be allowed to respond and remedy the problem before their requests to broadcast are declined.

Section (32) POLICIES FOR VIDEO, CYBERCASTING, TELECASTING AND PHOTOGRAPHY OF MHSA EVENTS

The MHSA reserves the exclusive authority to regulate photographic and video recordings and their distribution, including but not limited to photos, tapes, CD's, DVD's, broadcasts, telecasts, cybercasts, video-streaming, audio-streaming and other mediums. The Montana High School Association is the owner of the rights to and the copyright holder of all audiovisual recording, filming, videotaping, telecasting, webcasting and photography of MHSA events involving MHSA member schools.

The MHSA and its member schools will consider equitable coverage of both male and female activities when granting permission for any photography, filming, audio and/or video recording, and the subsequent use of those mediums.

All regular season and post season audiovisual rights may be granted to other parties as stipulated below:

A. Videotaping/Filming:

1. All videotaping shall be conducted from an area designated by the event manager or tournament manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSA Executive Director.
3. Videotaping by spectators is allowed only from designated areas 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 as outlined below.

B. News Media Broadcast, Telecast, Cybercast and Video Display:

1. News media may air, broadcast, telecast, cybercast, audio-stream, video-stream or display highlights only in a bona fide newscast or through an approved MHSA media outlet or website. "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 6:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of highlights are not considered "bona fide newscasts" and shall not be permitted without the written consent of MHSA.
2. News media may display highlights of an event in progress as part of a bona fide newscast so long as such highlights are not live excerpts.
3. News media highlights may not exceed five (5) minutes per event (or per day of multiple day events such as post season tournaments) of running time total in any one newscast or via an approved MHSA media outlet website.
4. News media highlights may not be sold or transferred in any way except for transfers from newspaper to newspaper within the same publishing corporation or from a newspaper to a bona fide news agency. Media highlights may not be used commercially or in any other manner not specifically set forth above without the written consent of MHSA, except for provisions granted in Section E, #3 of this policy.
5. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.
6. The MHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

C. Commercial Broadcast, Telecast, Cybercast and Video Display:

1. All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSA 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 MHSA.
2. When granted authority for commercial broadcast, telecast, cybercast or video display of MHSA events, the commercial entity must comply with the conditions set forth by MHSA, including any safety, contractual, fiscal, or other concerns that apply. The MHSA will consider the promotion of both male and female activities when granting authority.

D. Non-Media/Non-Commercial Tape Delay Policy:

Any filming by private or non-media outlets that is intended for tape-delayed broadcast, telecast, or cybercast must meet the following criteria:

1. All non-media, non-profit filming for any post-season event must be approved by the MHSA 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 MHSA. The MHSA will consider the promotion of both male and female activities when granting authority. Schools may request permission to live-stream their post season events from the Executive Director only if they are a member of the NFHS Network's School Broadcast Program (SBP).
2. All non-media, non-profit filming for regular season events must be approved by the local school districts involved in the event. Member schools are granted the authority to regulate tape-delayed telecasts and/or cybercasts of regular season events, provided that member schools and local entities work cooperatively to promote both male and female activities. (If it's a commercial broadcast, telecast, cybercast or video display, it must be approved by the Executive Director, also.)
3. All entities and outlets must comply with the conditions set forth by MHSA, including any safety, contractual, fiscal, or other concerns that apply.

E. Still Photography:

1. Personal photography by individuals (including students, coaches, parents, and/or fans) is permissible provided that the resulting images are for private home use only and not for any manner of distribution. The act of photographing any part of an MHSA event must not interfere in any way with the conduct of the event or with the view of other patrons. Personal photography is allowed only from designated spectator areas.
2. Photography by school/team representatives is allowed only for use by the individual school program (specifically yearbooks, school newspapers, other school-produced publications and/or school websites). Resale of images is prohibited, unless authority is granted under item 4 (below). Press credentials will not be issued to school/team photographers, and these individuals are allowed to photograph only from designated spectator areas. School/team representatives are not allowed in areas designated for members of the media.
3. Bona fide members of the news media may photograph and print photo images as part of their established print media or websites. Newspapers will have unrestricted use and sale of photo images that appear in print or on newspaper websites as part of news articles or in photo galleries. News media photography must not interfere in any way with the conduct of the event and is allowed only from designated news media areas.
4. Rights and conditions (including fees) of commercial photography and subsequent distribution will be specified through written consent. When granted 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 will 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.

- 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.
- c. For all state level competition, all post season football and all Class A post season soccer, the MHSA Executive Director has the authority to grant rights.

5. The MHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

F. Media Passes

- 1. 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.
- 2. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.
- 3. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSA.
- 4. Passes will not be issued for spouses or children who attend the event with working members of the media.

G. Policy on Venue Video Boards/Replay Boards

It is recognized that as technology advances, more facilities are adding video capability to the assets utilized at contests. To ensure the proper conduct of contests, and to ensure that such video is not used to the detriment of any school, coach, participant or contest official, the following specific restrictions shall be in place:

- 1. Any live action being shown during the contest may only be the simulcasting of the event, and no audio from the simulcast can be projected via the venue sound system;***
- 2. In the event of officials holding any type of conference to properly interpret or apply a game situation, video replays may NOT be shown during that conference and may not be shown later. There cannot be any replay of any controversial call or controversial play;***
- 3. Any replay of game action that is shown on the video board, shall be shown only once immediately following the play, only at full game speed, and without announcing commentary from any source;***
- 4. Replays of specific scoring plays and contest highlights may be shown during time-outs or during breaks between periods, but must reflect a balance between participating teams and may not include announcer commentary;***
- 5. Game administration is continually expected to exercise prudent judgment and ensure that nothing shown on the video boards can serve to incite the crowd against either team or the contest officials. Failure to perform this expected discretion may result in penalties against the school for a violation of MHSA Rules and Regulations.***

C. Program Content Appendix

Program Production and Content:

By the direction of the Executive Board, the MHSA office requests that tournament managers use the following content in your tournament program. All ads 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 tournament 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 tournament 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 volleyball 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.

- [Baden Sports Inc.](#)
- [Big Sky Life Insurance – ScholarGuard](#)
 - ½ page black & white
- [BlueCross & BlueShield of Montana](#)
- [Farmers Union Insurance](#)
- [Les Schwab Tire Centers](#)
- [Logan Health](#)
- [Montana Honda Dealers](#)
- [NorthWestern Energy](#)
- [Pierce Flooring](#)
- [Stockman Bank](#)

Roster Form

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

Other Advertising

The MHSA Executive Board is requesting that each tournament manager use discretion in 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 tournament program content.

D. Ticketing and Post-Tournament Finances Appendix

Sample Ticket Chart:

MHSA passes must be honored at MHSA regular season events and MHSA tournaments. A sample is included.

Ticket Distribution for NorthWestern Energy:

In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area Northwestern Energy employees. The distribution form for tracking these tickets is linked through the website and a sample is included.

[NorthWestern Energy Ticket Distribution](#)

Financial Reports:

The financial report for MHSA basketball tournaments is linked through the MHSA website (www.mhsa.org) and a sample is included.

- [MHSA Financial Report](#) (Excel – Single Gender)
- [MHSA Financial Report](#) (Excel – Combined Gender)

- [Team Expense Report Form](#) (Single Gender)
- [Team Expense Report Form](#) (Combined Tournament)

Post-Tournament Finances

Allowable Tournament Expenses: Charges against the tournament will stand for payment in the following order:

- (1) Referees' fees and expenses.
 - (2) Basketball - only one may be charged against the district tournament. (The basketballs for all divisional and for all state tournaments will be furnished by the MHSA office at no charge.)
 - (3) Normal administrative expenses. (Printing tickets, scorebook, one set of nets, advertising, signs, postage, telephone, clerical, scorer and timer.)
 - (4) Use of facility charges (rental), shall include all charges, if any, for the following: extra custodial service, utilities, ticket sales, ticket takers, police/security, door guards, ushers, parking attendants, first aid room and towel service.
 - (5) Team expenses are to be computed as follows:
 - a. In addition to the certified players on the tournament roster (a maximum of twelve) per diem will be allowed for four additional persons at \$45.00 per day for a maximum of 16 persons (12 players, 2 managers, 2 coaches) plus travel expense allowance of \$2.50 per mile for one round trip for each school participating.
 - b. The decision to stay at the tournament site or to commute rests with each school. If a school elects to commute to the tournament site, any or all days the tournament is in session, they will be paid expenses as follows:
 1. \$2.50 per mile for each round trip, maximum of one round trip per day, plus \$20.00 a day per person, to a maximum of 16, for meal allowance for each day they commute while the tournament is in session if the team is competing those days or has a bye and has a scheduled practice session approved by the tournament manager on the tournament floor. If a team commutes to the tournament site and does not have a game, they do not receive mileage or per diem for that day. If both genders commute on one bus the team competing receives mileage and per diem accordingly.
 2. For the days when the team stays overnight at the tournament site, the regular schedule of \$45.00 applies. If both genders traveled on one bus and are staying overnight at the tournament site they will receive \$45 per day for the days they stay overnight even if they don't play on a particular day when the tournament is in session.
 3. No expenses are paid for the day following the tournament.
 - c. For all classes one additional day per diem will be allowed if the team stays overnight an extra night preceding the state tournament dates.
- For all tournaments in Classes A & C and for district and divisional tournaments in Class B, one additional day per diem will be allowed if travel distance is more than 200 miles one way, if the team stays overnight an extra night preceding the tournament dates. Also, one additional day per diem will be allowed if the team plays before noon and stays overnight an extra night preceding the tournament dates.
- d. Teams required to report to the tournament site a day early for a playoff game will be entitled to an extra day per diem at \$20.00 or \$45.00 whichever applies.
 - e. If, after a team is eliminated from tournament play, they leave before completion of the tournament play, they will receive one day less per diem than they otherwise are entitled to receive under this schedule.

f. Teams located at the tournament site will not receive any mileage or per diem.

g. Participating teams required to remain at the tournament site for a playoff game will be entitled to two additional days per diem. If participating teams do not remain at the tournament site, but return home and then travel to the playoff game, they will be entitled to an additional round trip mileage and \$20.00 for 16 persons for other expenses.

h. In computing miles traveled, the shortest paved route open to travel as listed on the current official Montana Highway Map published by the Montana Department of Highways will be the mileage used.

NOTE: A maximum of 16 persons is allowed to claim per diem. However, if a school brings only eight (8) players, one (1) manager, and two (2) coaches, they would only be allowed to claim eleven (11) persons on their financial report. In other words, a school cannot be paid per diem for the maximum of 16 persons if it did not bring 16 persons (12 players, 2 managers, 2 coaches).

Financial Forms: Now let's look at some financial forms that must be completed by the tournament manager. The first is the "notification of assignment of tournament officials" form that tells you the amount each official should be paid for working the tournament. The guidelines to determine the amount each official will be paid are found in MOA Section of the current MHSA Handbook. This sample notification form is for a divisional basketball tournament being held at the Butte Civic Center. Based on the tournament bracket, the MHSA handbook tells us that because each official will work 6 games (using 3-person crews) during the tournament, each should receive \$81.00 per game for a total fee of \$486.00. To determine the amount to pay officials for mileage and per diem for this tournament, the tournament manager must call all officials to get their travel arrangements and motel needs.

NOTIFICATION OF ASSIGNMENT OF TOURNAMENT OFFICIALS

Montana High School Association
1 South Dakota Ave
Helena, MT 59601

This is your official notification that the officials listed below have been selected to officiate the Class A Divisional Girls Tournament to be held at Butte Civic Center on Feb. 26-28, 2018. Officials are to report to Bill Melvin on Thursday, Feb. 26th at the Butte Civic Center.

OFFICIAL	CITY	MILEAGE*		PER DIEM @ \$10		PER DIEM @ \$20		PER DIEM @ \$30		FEE	TOTAL CHECK
		.655/MILE	TOTAL	# DAYS	AMOUNT	# DAYS	AMOUNT	# DAYS	AMOUNT		
Official A	Missoula	120	\$78.60		\$0.00		\$0.00	3	\$90.00	\$486.00	\$654.60
Official B	Shelby	237	\$155.24		\$0.00		\$0.00	3	\$90.00	\$486.00	\$731.24
Official C	Butte	0	\$0.00	3	\$30.00		\$0.00	0	\$0.00	\$486.00	\$516.00
Official D	Pompey's Pillar	257	\$168.34		\$0.00		\$0.00	4	\$120.00	\$486.00	\$774.34
Official E	Billings	227	\$141.88		\$0.00		\$0.00	4	\$120.00	\$486.00	\$747.88
Official F**	White Sulphur Springs	248	\$162.44		\$0.00	1	\$20.00	2	\$60.00	\$486.00	\$728.44
GRAND TOTALS			\$706.49		\$30.00		\$20.00		\$480.00	\$2,916.00	\$4,152.49

*One-way mileage

**Two trips at 124 miles/trip.

Executive Director Signature: _____



The following are guidelines to determine the amount to pay officials for mileage and are shown in the above example:

1. All postseason officials will be paid a one-way mileage travel allowance from their home sites to the postseason tournament or playoff site (at \$0.655 cents per mile), except for the official who is a bona fide

member of a pool outside his/her local pool. Then he/she will be paid only a rider's allowance from the home site to the postseason tournament or playoff site.

2. Officials who commute daily from their home city to the tournament city or who alternate during the duration of the tournament between a daily commute and an overnight stay will receive one-way mileage travel allowance (maximum of 150 miles per trip) at the current prescribed mileage rate. Officials making more than one commute per day will only be compensated for a single commute.

All officials will receive a per diem allowance according to the following guidelines

1. Each tournament official receives a \$30.00 per diem allowance for each overnight stay at the tournament site away from home for each day the tournament is in session.
2. If any official stays overnight Friday night and officiates a contest after 5:00 pm on Saturday but chooses not to stay overnight Saturday, or an official who rides with an official in this situation shall receive the \$30.00 per diem for that day.
3. A tournament official receives \$20.00 per day for each day an official commutes to the tournament while the tournament is in session.
4. Tournament officials working in their home city receive no travel allowance but will receive a \$10.00 per diem allowance for each day the tournament is in session.
5. Each official who travels more than 200 miles one way will also be paid one additional day per diem and will be provided a room if they stay away from home for an extra night.
6. Those officials who must leave their home before 7:00 a.m. on the day of the tournament will also be paid one additional day per diem.
7. If inclement weather forces an extra overnight stay for those officials who are less than 200 miles from their home, the tournament manager must pay an extra day's per diem and lodging to such officials.
8. Officials living less than 200 miles one-way from the tournament site and who are required to report to a tournament site one day early for a tournament meeting, or who must leave their home before 7:00 a.m. on the day of the tournament shall receive an extra day's per diem.

The next slide shows the completed "notification of assignment of tournament officials" form. The total mileage is \$706.49, the total per diem is \$530.00 and the total fees paid are \$2,916.00 for a grand total of \$4,162.49 for officials' expenses. The "notification of assignment of tournament officials form" 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.

If you are having trouble determining officials' mileage, per diem or travel needs, please call Greta Buehler or Amy Bartels at the MHSA office (442-6010).

- The information that is to be entered can be found by using the (1) notification of assignment of tournament officials' form, (2) the expense report that each participating school must turn into the tournament manager before they leave the tournament which will show the mileage and per diem amounts for each school and as a reference the guidelines for computing team expenses are found in the Basketball Section of the current MHSA Handbook, and (3) the tournament manager's bid to run the tournament or if no bid was submitted, the general and facility expenses to run the tournament. If you are having trouble entering information on this report, please call Jenise at the MHSA office (442-6010).

[illegible]

Summary Tournament Financial Report – Page 2

Package Bid (if not package bid, itemize below) \$0.00

Administrative Expenses (itemize fully unless it is a package deal.) Administrative expenses (if any) are normally for the following: Printing tickets, one score book, advertising, signs, postage, telephone, clerical, scorer and time:

1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00

TOTAL ADMINISTRATIVE EXPENSE (Transferred to Page 1) \$0.00

Facility Expenses (itemize fully unless it is a package deal.) Facility expenses (rental) shall include all charges, if any, for the following: Extra out-of-town service, utilities, ticket sales, ticket taking, police, valets, parking attendants, first aid room, and travel service:

1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00

TOTAL FACILITY EXPENSE (Transferred to Page 1) \$0.00

NET PROFIT: Net Receipts Less General Tournament Expenses \$0.00

DISTRIBUTION OF PROFIT: Equal shares to each school in the district/division or all these schools in a particular classification at the state level

2 Shares @ \$0.00 \$0.00

NET LOSS: General Tournament Expenses Exceed Net Receipts \$0.00

DISTRIBUTION EQUATION: If there is a net loss, execute the following formula:

Adjusted Receipts	\$0.00
Less: Referee	\$0.00
Less: Basketball (District Level Only)	\$0.00
Less: General Administrative Expense	\$0.00
Less: Facilities Expense	\$0.00
Total:	(A) \$0.00

Total (A) divided by total team expense = (B) \$0.00 (B) x each school's team expense = amount due to each school

For NMSA records, please list names and home cities of referees who officiated the tournament.

1		6	
2		7	
3		8	
4		9	
5		10	

Date: Telephone #: Signature & Email of Preparer:

Please return completed form and one tournament program within fifteen (15) days following the event to the NMSA office, 1 South Dakota Avenue, Helena, MT 59601



Support Items Allowed at MHSAA Post Season Events

The following sport support items are allowed for the specified sport. **ONLY** those items marked with "YES" are allowed during post season play (district, divisional, and state). It is recommended that schools follow these regulations during regular season play.

SPORT	BB	CC	FB	GO	SB	SO	SW	TE	TR	VB	WR
Banners on wall/stadium	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Signs on sticks, 12" or shorter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Confetti/Paper debris	No	No	No	No	No	No	No	No	No	No	No
Air Horns	No	No	No	No	No	No	No	No	No	No	No
Vuvuzelas	No	No	No	No	No	No	No	No	No	No	No
Noise makers (horns, cow bells, bells, buzzers, clickers, plastic containers, or any artificial or mechanical noisemakers – including Thundersticks)	No	Yes-except electronic or air amplified	Yes-except electronic or air amplified	No	Yes-except electronic or air amplified	Yes-except electronic or air amplified	No	No	Yes-except electronic or air amplified	No	No
Megaphone 8" or smaller	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Running flag around the floor, field	No	No	No	No	No	No	No	No	No	No	No
50-50 drawings	No	No	No	No	No	No	No	No	No	No	No
Formation of "rally lines" by spectators, fans, and/or students	No	No	No	No	No	No	No	No	No	No	No
During introductions – players leaving the playing floor or entering spectator section	No	No	No	No	No	No	No	No	No	No	No
Players (or anyone else) throwing objects into spectator section	No	No	No	No	No	No	No	No	No	No	No
Laser Lights	No	No	No	No	No	No	No	No	No	No	No
Pom Poms (shakers) 12" or shorter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Spirit Towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Balloons	The use of balloons will be determined by each individual facility or site for district and divisional tournaments. Balloons are not allowed at indoor state tournaments. Balloons cannot be used as noisemakers, e.g. popped or squeezed, at any indoor association event (regular season or tournament).										

Additional items/activities that are deemed unsafe and/or unsporting or that interfere with competition may be prohibited by tournament management.

Legend:

BB -----Basketball

FB -----Football

SO-----Soccer

TR-----Track & Field

CC-----Cross Country

GO ----Golf

SW ----Swimming

VB-----Volleyball

SB -----Softball

TE -----Tennis

WR -----Wrestling