

MEET HOSTING CHECKLIST

What follows is an outline of issues hosts need to address when hosting a Great Northwest Basketball League meet. This is not intended to be a complete list of every task that needs to be performed, nor should it be viewed as a substitute for reading and understanding the complete set of Great Northwest League Rules and all the attachments to those Rules. Treat it as a timeline checklist to assist hosts in preparing properly and not missing any key issues.

Well in Advance of Meet

- 1) Sometime in June, July or August, reserve gym space for each meet. Check periodically in advance of the meet to make certain no conflicts with the space have developed, like late-planned WIAA events, school concerts, etc.
- 2) Identify early who will be used as referees. Contact them and reserve their time. The later this is done, the more difficult it will be to get the best people.
- 3) Each meet will need quality referees, scorekeepers, clock operators, admission takers, concession stand workers (with several workers at all times), a set-up crew and a clean-up crew. Don't wait too long to line up this help and assemble the needed supplies. Read the "Checklist for Individuals Operating Clocks and Keeping Scorebooks at Great Northwest Basketball League Meets" (see Attachment #7 to the Rules) before deciding who is going to be used in those roles. Adults are best; high schoolers are acceptable; and 7th/8th graders can be used in a pinch – but no one younger.
- 4) Rule C-10 deals with concessions at meets. The better job that is done in providing attractive options, the better sales will be.
- 5) Hosts must have a plan in place to get emergency medical technicians and hospital transportation in case of a serious injury, so that they can be accessed quickly.

One Week in Advance of Meet

- 1) Hosts need to contact the teams attending their meet to confirm attendance and the time of each team's first game. Hosts must actually communicate with each team coach or association representative – it is not adequate to simply send an email or only leave a voice mail message. (Read Rule C-15.) There is a financial penalty if hosts do not make live contact and the team in question fails to show up.
- 2) Send referees the "Summary of Rules for Referees Officiating Great Northwest Basketball League Meets" (see Attachment #6 to the Rules) and encourage them to read this summary **before** the meet. They should also be sent a copy of Section D of the complete Rules.

The Week Leading up to the Meet

- 1) Prepare meet summary results board, **exactly** as described in Rule C-9. Read and understand how the tie breaker system works.
- 2) Read carefully Rule C-11 in case of inclement weather. Hosts need to communicate thoroughly with teams on Friday evening and, if necessary, early Saturday morning.

- 3) In case of bad weather or, for that matter, the very rare occurrence when a visiting team fails to show up, hosts must be thoroughly familiar with Attachment #4, which walks them through how to re-format a meet if that happens. Don't wait until Saturday morning to become familiar with these procedures.
- 4) A host should talk to its school administration about making sure the gym floor is clean before the start of the meet. Dirty floors are slippery and dangerous and reflect poorly on the host school and community.

The Day of the Event

Before the Meet Starts

- 1) Have the front door and gym doors open 45 to 60 minutes before the scheduled time of the first game. Teams travelling longer distances usually allow extra time and often arrive early. Have an admissions taker at the door by that time so revenue isn't lost. (Conversely, hosts probably don't need an admissions person after halftime of the second game – few new people will arrive after that.)
- 2) Hosts need two quality leather game balls at each scorer's table, fully-inflated. For all girls meets and for 6th grade, 5th grade and 4th grade boys meets, use the standard-sized "women's" (28.5") ball. For 7th and 8th boys meets, use the standard-sized "men's" (30.0") ball.
- 3) At each scorer's table, besides a fully-functioning clock, hosts also need the following items:
 - A copy of the "Summary of Rules for Referees Officiating Great Northwest Basketball League Meets" – encourage referees to read if they haven't already – or re-read if they have the time.
 - Section D of League Rules.
 - A copy of the "Checklist for Individuals Operating Clocks and Keeping Scorebooks at Great Northwest Basketball League Meets" – have each of the scorekeepers and clock operators read thoroughly before starting.
 - A scorebook or scorebook pages and several sharpened pencils or mechanical pencils.
 - A manual possession arrow unless the clock operator has access to, and can operate, the possession arrow on the clock.
- 4) Make certain that the clock operators know how to operate the clock. Lots of problems can develop if they don't.
- 5) Make certain that the "Meet Director's" name is posted on the "Meet Results Summary". It's always a nice touch to have that person introduce themselves to each coach before their first game so the coaches know who to go to if they have a question or problem.
- 6) If any of the playing surfaces that will be used do not have permanent 3-point lines, hosts **must** put down tape as described in Rule C-19. For 5th and 4th grade meets, hosts need to put down tape to create a 13 foot free throw line (see Rule D-13). Also, if playing cross-court on a divided gym, see Rule C-20 about how to assure proper center court and sidelines.
- 7) There will be minor injuries. Try to have an ice supply (most hosts do so at the concession stand) with some zip-lock baggies for those teams not traveling with ice.

During the Meet

- 1) If there is a serious injury and EMTs or an ambulance are called, the player's parent(s), if there, should be found immediately.
- 2) Post scores promptly on the Meet Results Summary as described in Rule C-9. Write the exact score next to the team name in each match-up on the summary chart. Then, list the wins/losses and "points" earned above. It's critical that hosts post the exact score of each game and the "points" earned, so that if the tie breaker is used later on, it can be quickly calculated. If a host is using playing surfaces in two different buildings, make sure there is a means of quickly getting scores from games in one building to the next, so that coaches, fans, etc. in both buildings know results of games. All scores should be posted in all locations within 15 minutes after each game. We recommend posting results in pencil. Almost everyone makes a mistake and ink or Sharpie marks are difficult to correct.
- 3) Hosts need to thoroughly familiarize themselves with the tie breaker rules for the season as detailed in Rule B-10. In brief, whenever only two teams are involved in a tie, the winner of the head-to-head game wins the tie breaker. When three teams are tied with the same game record, the highest seeded team is chosen by comparing "point differential earned" and **the next two are chosen by head-to-head competition**. In other words, point differential is only used to **break** the three-way tie or in cases where all teams did not play each other. Whenever there is a game record tie between only two teams who played each other, head-to-head play breaks the tie.
- 4) If a visiting team violates Rule C-10 by bringing in food and liquid (unless it's liquid to be consumed by the team during the games), a host needs to make sure they file a written complaint. Whether or not the coach of that team is confronted during the meet is up to each host.
- 5) Don't forget that the host must report the exact scores of all games by 10:00 a.m. the next Monday (and, preferably, even earlier). Make sure that whoever is reporting these scores takes home the Meet Results Summary (or, in the alternative, the scorebooks). If the person submitting the scores to the League is going to rely on the Meet Results Summary, make sure the scores of any final games get properly posted on this Summary before that person leaves the gym on Saturday evening. Failure to report scores carries with it a financial penalty which will be automatically applied – no exceptions.

Within 24 Hours After the Meet

- 1) Report exact scores of all games by 10:00 a.m. Monday morning to Tracie Tilton by one of these methods (listed in order of preference):
Scan and email: tracie@gnbl.org (or email a photo)
Fax: 715-749-4198
Call: 715-749-9048 and leave a voicemail message if Tracie doesn't answer.
- 2) If there were any serious injuries or really noteworthy negative incidents at a meet, please call Terri Green (715-386-4317) Saturday evening, immediately after the meet concludes.

Later, After the Meet

At almost every meet, something occurs that could be improved. If one of the teams hosted has a complaint, they will probably complete a complaint/suggestion form. A host can do the same relative to the conduct of its guests so that we can try to improve the overall quality of League meets.