



IESA Girls Basketball

REGIONAL AND SECTIONAL HOST

INSTRUCTIONS

2025-2026

- I. Planning**
- II. Ball Boxes and Shipments from IESA**
- III. Online Forms – Regional Entry Forms, Seeding, and Brackets**
- IV. Financial Arrangements**
- V. IESA Tournaments and Policies**
- VI. PA Announcements and Team Intros, Music, and Awards**
- VII. Officials**
- VIII. Emergency Planning and Weather**

I. Planning

A. Basketballs

1. As a regional or sectional host, you will receive a Rawlings basketball in the mail from the IESA. Please inflate this basketball and use the ball so the newness wears off prior to regional and sectional games.
2. Provide basketballs for competing teams to warm up with.
3. Hosts that are unable to provide basketballs for warm-ups must notify participating schools prior to arrival that they should bring balls for warm-ups.

B. Scorebooks

1. Regional and sectional hosts will need to provide an official scorebook.
2. In the basketball state series, it is recommended that each competing team keep a scorebook. The individual keeping the team scorebook must be a minimum of 17 years old and must be seated at the score table if room allows. If space is not available, this individual must sit in the immediate proximity of the score table during the game(s). Immediate proximity is the first seat on the bench closest to the score table or in a seat next to the score table.
3. In the event that there is a discrepancy between the visible score and the official scorebook, the game officials will compare the scorebooks of the competing teams with the official scorebook to determine an appropriate correction if applicable.
4. If after examination of all scorebooks the game officials cannot determine an appropriate correction, the original record of the official scorebook will be considered official and correct.
5. The judgement and/or decision of the game officials cannot be protested.

NOTE: It is recommended that all competing teams keep a team scorebook, regardless if they are hosting the contest. In this case, it is required that the host school provides an individual to record the official book, and it is recommended that the host also has an additional individual to record their own team book.

C. Workers/Volunteers

1. As host, you are responsible for providing ticket gate staff, concessions workers, an official scorer, scoreboard operator, and an announcer.
2. The official scorer must wear a black and white striped official's shirt so that he/she is easily identifiable, and this individual must be at least 17 years old.
3. Workers may not use electronic devices when working at the scorer's table.
4. Providing team escorts to each school participating can help them navigate the building and have any questions answered.

D. Parking

1. Make sure that all those attending know what the parking options are for your facility.
2. Take the following into consideration - buses, fans, officials, parking personnel, parking signage, and emergency vehicle access; communicate where buses should drop off participants and student fans as well as where buses should park.
3. Officials' parking should be near the door they will use to enter and exit the facility.

E. Lockers

1. Communicate with the schools about the availability and security of locker rooms.
2. Prior to their arrival, let schools know which locker room they are assigned to, and if these locker rooms are not secure, let schools know to keep personal belongings at their bench.
3. Communicate your school's policy regarding the security of the locker areas to all schools prior to their arrival.

F. Crowd Control and Security

IESA By-law 3.148 – No spectators shall be allowed to sit on the front row of the bleachers during the state series in basketball. Spectators with special needs or elderly are exempt as space allows.

1. While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility between the host school and the schools participating in the contest.
 - a. The host will select team benches and seat spectators directly behind or across from team bench. Please don't allow opposing fans to sit behind/across from bench.
2. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
3. Host schools should communicate with participating schools about whether or not a school administrator or school representative (other than the coach) will be in attendance.
4. Be an active supervisor, try to anticipate problems, address them and act quickly on complaints.

G. Facility Signs, Concessions, Hospitality, and Other Provisions

1. Provide signs to direct fans, coaches, officials, and players - concessions, restrooms, ticket gate, locker rooms, parking, specific seating areas for schools in bleachers, hospitality room, and indicating your policy on food/drink in the playing area.
2. Communicate with schools about the availability of concessions for purchase and hospitality. If a hospitality room is provided, it should be for administrators, coaches, bus drivers, officials, IESA personnel, and spouses; however, host management can define those who may use the hospitality room.
3. For regionals and sectionals, a hospitality room is NOT an allowable expenditure on the financial report form.

4. Communicate to schools if you will or will not be providing towels, on-site training staff, water at the team bench and/or team escorts.

II. Ball Boxes and Shipments from IESA/Vendors

A. The IESA will mail a ball box to each IESA regional and sectional host.

1. A&M Products (815-875-2667) will send champion plaques.
2. Please check your plaque upon arrival to ensure that it displays the correct grade, class, and regional or sectional.
3. IESA will send a ball box that includes the financial report instructions, a Rawlings basketball, host manual, 2 sportsmanship pins, and the plaque presentation script. Pas will be emailed the week of the regional/sectional
4. Sectional hosts will be able to see assigned officials in the hosting center.

III. Online forms - Regional Entry Forms, Seeding, and Brackets

B. Regional Entry Forms and Online Seeding

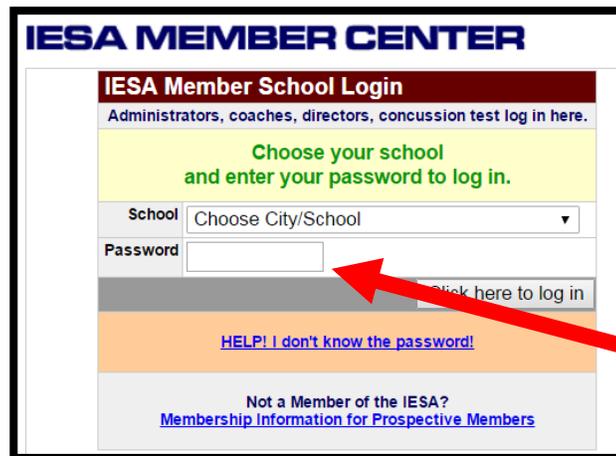
1. Changes to the regional entry form are only permitted up until the "Roster Closed" deadline outlined in the IESA Basketball Terms and Conditions season calendar.
2. The IESA will post seed results via the online brackets following the seeding step.

C. Brackets

1. Host schools will post their regional bracket and information online.

Step 1: To access the host administration information - log in to the school member center from the IESA website by clicking on the red "Member Login" button.

Step 2: Select the school name and enter the School or AD password. Once you have accessed your school page, you will click on the "Entry Centers" link at the top of the page.



Activity Tracker

Registration

Entry Centers

Your School

Resources

Email Center

Off

Step 3: Next to the activity (basketball), you will see two links - "Entries" and "Host Admin." **By clicking the "Host Admin" link, you will have access to the following:**

- Email coaches/administrators for the schools in the level you are hosting
- Set Regional Dates/Location and Set Sectional Location
- Set Regional/Sectional Results
- Download Regional/Sectional Entry Data
- View Regional/Sectional Rosters
- Sectional Official information

Entry Centers & Host Administration	
Activity	Entry Center Links
Concussion	Concussion Testing
Athletic Director	
Golf	Entry Center
Girls Softball	Entries Host Admin
Boys Baseball	Entries Host Admin
Cross-Country	Entries
Speech	Entries
Girls Basketball	Entries 7th Host 8th Host
Cheerleading	Access Pending
Boys Basketball	Entries 7th Host 8th Host
Boys Wrestling	Entries
Girls Volleyball	Entries 7th Host
Music	Entries
Scholastic Bowl	Entries
Track & Field	Entries Host Admin
Scholar Attitude	Photo Uploader

IESA MEMBER CENTER

Menu
Clinton
[Log Out](#)

User session expires @ 10:02:31 AM [REGISTER FOR TEXT ALERTS](#) [CONCUSSION CERTIFICATION](#)

Class AA Girls Softball Host Administration

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Regional 11	Sectional F
Email Regional 11 - Coaches Administrators	Email Sectional F Qualifier - Coaches Administrators
Regional Host Info - Pending	Sectional Host Info - Pending
Set Regional Dates/Locations OPEN	Set Sectional Date/Location OPEN
Open thru sectional scoring	Open thru state scoring
Set Regional Results - Regional Bracket Instructions OPEN	Set Sectional Results OPEN
Open after seeding thru sectional results	Open from 9/19/2015 thru state scoring
Download Regional Entry Data	Update Sectional Champ Win/Loss Records OPEN
View Regional Rosters	Open from 9/19/2015 thru state scoring
Check Regional Brackets - Check Sectional Qualifiers	Download Sectional Entry Data
	View Sectional Rosters

2. The regional, sectional, and state playing dates and times shall be in accordance with the dates in the season calendar found in the IESA Basketball Terms and Conditions.
 - a. Regional playing dates and times should be decided and posted online prior to seeding.
 - b. The schedule should ONLY be changed (after seeding) if there is a weather issue.
 - c. **Regional games played on weeknights may not begin prior to 4:00 pm.**
 - d. **Any school that plays two games in one day in the region must have three hours from the start of their first game to the start of their second game, i.e., 6 seed plays at 10:00 p.m., they cannot play again until 1:00 p.m.**
 - e. **It is recommended that Saturday regional games begin at 9:00 am or later.**
 - f. The IESA Basketball page has sample brackets posted online, depending on if regional tournaments will be played over 1-3 days - refer to these as you schedule:

https://www.iesa.org/documents/activities/IESA-BK_Regional4-8TeamSampleBrackets.pdf

- g. IESA By-Law 4.061 prohibits the scheduling of an 8th grade regional on the date of the 7th grade sectional.
- h. **NEW: Sectional games must start at 6:00 pm.** Sectional game times are set by the IESA.
- i. Games shall be started at the scheduled time and played in the proper order.
- j. For regionals, **the top team in the bracket shall be designated as the home team** for each game.
- k. For sectionals, the team **representing the odd-numbered regional is the home team.**
- l. As host, please update the scores online for each game as it is completed.

IESA MEMBER CENTER

Menu **Clinton** Log Out

User session expires @ 10:05:37 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

Class AA Girls Softball Host Administration

Entry Menu - Regional Entry Form - Host Administration

Regional 11 Locations

Update as often as needed. All fields optional.

Update

Game 1 — Seed 4 v. Seed 5

Venue: TBD Date: 9/9/2015

Address: 110 S. Locust Time: 4 : 30 PM

City (just city): Maroa

Check to see if Google understands this address: [110 S. Locust, Maroa](#)

Game 2 — Seed 3 v. Seed 6

Venue: Centennial Park Date: 9/9/2015

Address: Hwy 136 (west of Hwy 51) Time: 4 : 30 PM

City (just city): Heyworth

Check to see if Google understands this address: [Hwy 136 \(west of Hwy 51\), Heyworth](#)

Game 3 — Seed 1 v. Winner Game 1

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 10 : 00 AM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Game 4 — Seed 2 v. Winner Game 2

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 12 : 00 PM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Game 5 — Winner Game 3 v. Winner Game 4

Venue: Clinton High School Date: 9/14/2015

Address: 1200 State Hwy 54 Time: 4 : 30 PM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Update

IESA MEMBER CENTER

Menu **Clinton** Log Out

User session expires @ 10:33:34 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

Class AA Girls Softball Host Administration

Entry Menu - Regional Entry Form - Host Administration

Regional 11 Final Scores

A Gibson City GCMS		A Gibson City GCMS	1	Status	
B BYE		B Maroa-Forsyth	3		
A Maroa-Forsyth	4	A MAROA-FORSYTH	4	Status	
B Downs Tri-Valley	1	B Heyworth	1		
A Mahomet-Seymour		A Mahomet-Seymour	0	Status	
B BYE		B Heyworth	3		
A Heyworth	4				

Champ record after regionals 12 - 3 - 0

NOTE: After entering the information online, view the host information from the public side of the IESA website to check for accuracy (as if you were just going to the website as a spectator and not logged into your member center, i.e. bracket information and map location is accurate).

IV. Financial Arrangements

A. Regional Tournament and Sectional Games

1. Financial reports are available online in the school's member center. Instructions for completing the online form are included.
2. Each member school hosting a regional tournament/sectional contest must submit the completed financial report and send 30% of the gross receipts of admission to the IESA as soon as possible and no later than two weeks after the conclusion of hosting. **Please follow the online financial instructions included with this manual.**
3. Allowable expenditures are outlined and detailed on the financial report form.
4. If there is a deficit in regional tournament/sectional contest finances, participating schools may be assessed by the host school on a per-contest basis.
 - a. If the host school will be assessing the participating schools, the IESA will send assessment instructions to the host, including the amount due per school, after the report has been finalized.
 - b. Assessments will be paid directly to the host school after the IESA Executive Director approves the financial report form.

B. Additional Considerations for Regional and Sectional Hosts

1. When sending your check to the IESA, your check is cashed using remote deposit (scanned electronically); use the following guidelines:
 - a. Computer-generated checks are preferred; use only blue or black ink on the check, print clearly, keep the space over the number along the bottom of the check clear, and paperclip the check to the completed financial report form.
 - b. Do not staple the check.
2. Allowable expenditures are detailed on the financial report form for each state series level - some of these allowable expenditures have maximum amounts detailed as well.
3. Concession sales are kept entirely by the host school.

C. Ticket Gate

1. Admission prices are set by the IESA Board of Directors - see below.
2. Plan for the appropriate amount of staff at the ticket gate(s). Staff working the ticket gate should be knowledgeable about the location of team locker rooms, the tournament schedule and be familiar with your facility.
3. All news media with proper credentials and/or those with an IESA or IHSA media pass should be allowed admission at no charge.
4. Limits on free passes to the state series shall only include those individuals listed on the school's regional entry form as of the "Roster Closed" deadline.
 - a. Regional and sectional host schools have access to this information at the Host Admin link once logged into the basketball entry center.
 - b. Members of the participating teams and coaching staff may be admitted to the tournament without charge during any day of the regional tournament.
 - c. During the 7th grade state series, the 8th grade team from the same school will not have to pay admission to watch the 7th grade team (and vice versa for 7th grade teams wanting to watch 8th grade teams).

5. The IESA pass cards are intended for use by the school administration (superintendent, principal, assistant principal, athletic director). School administrators who wish to have a guest accompany them at the state finals must present the IESA pass card at the ticket gate to allow the guest free entry.

6. Regionals Admission Prices

Admission is the same regardless of the number of rounds of the regional tournament are being held on one day - a maximum of two rounds can be played in one day.

\$5.00 per person. (5 and under free)

7. Sectionals Admission Prices

\$5.00 per person. (5 and under free)

V. Tournament Planning

- A. **TOURNAMENT DATES:** Playing dates should be communicated to all participating teams.
 - a. Do not change the schedule (dates or times) after brackets have been set and posted- unless weather alters the playing schedule.
 - b. Hold the 7th grade regional tournament [Nov. 22, 24-26](#) and the 8th grade regional tournament [Dec. 1, 2, 4, 5](#). By-law 4.061 prohibits the scheduling of an 8th grade regional on the 7th grade sectional date, which is [Wednesday, December 3](#).
 - c. Changes may not be made to the pairings or in the order of games without permission from the IESA Office.
- B. **TOURNAMENT TIME SCHEDULE:** It is typical to schedule games 1 hour and 15 minutes apart.
 - a. Game times posted for all state series contests will be the earliest time that a game will start.
 - b. **For teams that play two games in one day:** Please keep in mind that a team competing in two regional games in one day must have a minimum of 3 hours in between the start of their first game and the start of their second game that day.
 - c. **All games consist of six-minute periods.** Overtime periods shall be three minutes. Halftime periods are ten minutes. The warm-up period is fifteen minutes. **THESE TIMES MAY NOT BE ALTERED.**
- C. **TOURNAMENT WORKERS:** Please make sure that you plan for an adequate number of workers for your tournament.
- D. **PARKING:** Plan for team, fan, and officials parking. Make sure that parking instructions are communicated to participating teams and officials.
 - a. Most of the visiting teams will travel by bus or van. Parking space near the gymnasium should be provided for the team buses.
 - b. Please provide parking for officials near the entrance/exit that they will use to access the facility.
- E. **INSTRUCTIONS FOR COMPETING TEAMS:** Be sure that all schools in your tournament are given adequate notice of the playing schedule, when doors will open, location of dressing rooms, etc.
 - a. In your tournament instructions/information, make sure that you disclaim any losses suffered by players and others.
 - b. Encourage each team to adopt some method for caring for the team's money, electronics, basketballs, and other valuables.
 - c. It is recommended that host schools provide the warm-up balls for participating teams. If you will be unable to provide warm-up balls, please notify the participating teams.
 - i. Please indicate to teams any items that you may be providing teams: warm-up balls, water, towels, training staff, etc.
 - d. Remind the participating schools that the regional winner must send a team picture to the IESA office prior to the sectional play date of [December 3 for 7th grade and](#)

December 10 for 8th grade. Instructions for the winners are located on the website and were sent to each school participating in basketball.

- F. **PLAYING FLOOR:** Please make sure that your floor has the following markings:
- A 28 ft. coaching box must be marked on your floor.
 - Additionally, an “X” should be placed on the floor in front of the scorer, but off of the playing floor
- G. **GAME BALL:** As the regional host, you will receive a Rawlings [CNTR285-IESA](#) girls basketball for each tournament you host. There will be no charge for the ball. The ball will be shipped to hosts sometime in early November. Host schools must use the Rawlings ball provided to them. The Rawlings [CNTR285-IESA](#) will be used at all levels of the state series. Please use the ball prior to the regional (so the newness wears off). You may keep the ball after the regional or you may give it to the winner. The choice is yours.
- H. **FAN SEATING:** If possible, place competing teams on opposite sides of the gymnasium and avoid placing opponents behind team benches.
- Be cognizant of rivalries when making seating arrangements
 - The front row should be left open if space allows.**
- I. **EMERGENCY ACTION PLAN:** Please make sure that you have an emergency action/venue plan in place for your tournament venue.

VI IESA Tournament Format and Policies

- A. All tournament play shall be single elimination, with the winning team advancing from regionals to sectionals and from sectionals to state finals.
- B. Any team playing more than 2 games in a day, must have 3
- C. The host school shall not make its gymnasium available to visiting teams for practice.
- D. The playing court shall be set-up and ready for play 1 hour before the scheduled start time.
- E. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled game time shall forfeit the game.
- F. Warm-ups and Ball Handling
- Only team personnel as listed on the regional entry form are allowed on the court during warmups. (No feather boas, tutus, sunglasses, pom poms, or other paraphernalia are allowed on the team personnel)
 - WARM-UP AND HALFTIME:** Tournament warm-up times shall be 15 minutes in tournament play. All games shall consist of 6 minute quarters. Half-time period is 10 minutes. These times may not be changed.
 - In regional, sectional, and the state final games, ball handling will not be permitted prior to the coin toss and timed warm-up. Teams are permitted to stretch on the court prior to the 15-minute warm-up.**
- G. The displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited, as well as any noise-making devices or light sticks (artificial or not). These items should not be brought into the playing area - direct them to return these to a vehicle prior to entering the playing area.
- H. Ejections
- Notify the IESA if you have an ejection at your site.
 - Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition.
 - Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible/ unable to be present for the next two (2) interscholastic contests at that level of competition.
 - A fan ejected from the state finals is not permitted to return / unable to be present to any remaining contests.
 - Additional penalties may apply and will be communicated to schools from the IESA.

I. PA Announcements and Team Intros, Music, and Awards

A. Public Address Announcements and Team Introductions

1. The IESA will email PA announcements the week of the regional/sectional.
2. The national anthem should be played/sung prior to the introduction of teams. If multiple games are played on the same day, the national anthem only needs to be played/sung at the beginning of the first game.
3. For team introductions, the starting players and the head coach of the visiting team should be announced first, and then the starting players and head coach of the home team should be introduced.

B. Music

1. Hosts are encouraged to provide music during warm-ups, team introductions, and between games. If you choose to play music, it should be consistently played for all teams throughout the tournament.

C. Awards Presentation

1. Scripts for regional/sectional plaque presentations are included in the ball box mailing - read the script and present the sportsmanship pins and plaque immediately following the championship game.
2. Remind the regional champion to submit their team photo prior to the start of sectional play.

II. Officials

A. Host Responsibilities

1. Contact officials at least one week prior to the game(es) they are working to confirm any details regarding school location, dressing accommodations and parking.
2. IESA will communicate to sectional host schools which officials are working for sectionals.
3. Provide security for the officials - escort them on/off the playing area for each contest.
4. Provide a private and secure locker room/shower facility to change and store their belongings. If there are windows in the officials' area, make sure that they are covered so that those inside are not visible to others.
5. Drinks should be made available to the officials while they are working.
6. Spectators, players, and coaches are not permitted in the officials' dressing area.
7. If the hospitality closes before the last game is finished, make arrangements for food to be left in the officials' room (sandwich, drink, etc.).
8. Remind the officials to log in to the IESA Officials Center at the end of their game(es) and complete the sportsmanship ratings for all teams they saw that day.

B. Regional Officials

1. Two (2) IHSA-licensed officials shall be **hired by the host school** for each regional game and {3} officials for the regional championship game.
2. Officials should not have an affiliation with the participating schools.
3. **Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains, and officials.**
4. **Regional officials are paid by the regional host at the rate of \$55 each per game. Officials should be paid the day/night of the contest.**
5. This is an allowable expenditure on the regional financial report form.
6. Officials may be hired to work no more than 3 games in one day

7. No mileage is paid to officials.

C. Sectional Officials

1. Three (3) IHSA-licensed officials **shall be contracted by the IESA** for each sectional game.
2. **Sectional officials are paid by the sectional host at the rate of \$65 each per game.**
3. This is an allowable expenditure on the sectional financial report form.

III. EMERGENCY PLANNING AND WEATHER

- A. Each host should have a school-specific emergency action plan.
 1. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually.
 2. The IESA encourages you to contact your local EMTs and inform them of your game dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be at regional and sectionals.
 3. State finals hosts are required to have medical personnel at the facility.
- B. The contest manager/host administration should be visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them in the playing area.
- C. Provide adequate security at your tournament. The following are recommended:
 1. Notify your local police department of your tournament dates OR
 2. Request police presence at your facility during the tournament - document this on the financial report form.
- D. Make sure you have emergency phone numbers for each coach and school administrator that will be coming to your school - this should be a number traveling with the school bus and accessible outside of school hours.
- E. State series games shall not be forfeited due to weather. If the administrator for any participating school determines the team cannot reach the host school site or if the tournament manager makes the decision that all contests scheduled on a given day shall not be held because of weather, the host school shall reschedule the games and adjust the remainder of the playing schedule as necessary.
 1. The IESA will make this determination of rescheduling due to weather for the state finals.
 2. If you have to reschedule due to weather, make sure those changes are reflected online. Additionally, notify the IESA that your tournament schedule has been changed.