IESA Girls Basketball
Regional/Sectional Host
Instructions

Thank you for your willingness to host an IESA regional basketball tournament(s) and/or sectional. Please review the enclosed information packet.

Regional Host: Please make sure that all of the officials hired to work your tournament are given a copy of the Instructions for Regional Officials.

The financial form and PA prompts will arrive with the game ball at a later date. The plaque will be forwarded to your school directly from the supplier prior to the start of your regional/sectional. If you are hosting a sectional, the contracts for your officials will also be included in your box.

If you have any questions related to hosting please contact the IESA Office.

Illinois Elementary School Association
1015 Maple Hill Rd.
Bloomington, IL 61705
PH: 309-829-0114
Fax: 309-829-0625
Email: iesa@iesa.org
Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

<table>
<thead>
<tr>
<th>I. Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A financial report form will be included with your ball. Please complete and return the report and your check to the IESA Office within one week of your tournament.</td>
</tr>
<tr>
<td>1. Your check is cashed using remote deposit (it is scanned and electronically deposited).</td>
</tr>
<tr>
<td>Please use the following guidelines:</td>
</tr>
<tr>
<td>a. Computer generated checks are preferred.</td>
</tr>
<tr>
<td>b. Blue or black ink only.</td>
</tr>
<tr>
<td>c. Print clearly.</td>
</tr>
<tr>
<td>d. Do not write over the numbers located across the bottom of the check.</td>
</tr>
<tr>
<td>e. Do not staple the check.</td>
</tr>
<tr>
<td>2. ASSESSMENTS: If your tournament runs at a deficit and you choose to assess the participating teams for their share of the deficit amount:</td>
</tr>
<tr>
<td>a. Send your completed financial report and a check for Line D (30% of the gate) to the IESA Office.</td>
</tr>
<tr>
<td>b. Once the report has been processed, an approved copy will be returned to you. The approved report will include the per game per team assessment amount. Please do not send correspondence to the participating schools prior to receiving the approved report.</td>
</tr>
<tr>
<td>c. Once you have received the approved report, please email a scanned copy of the report to each team in your regional. Include the following in the body of your email:</td>
</tr>
<tr>
<td>A. The amount each team owes (per game assessment times the number of games played)</td>
</tr>
<tr>
<td>B. The school name and address to which the assessment should be returned</td>
</tr>
<tr>
<td>d. HOSPITALITY IS NOT AN ALLOWABLE EXPENSE</td>
</tr>
<tr>
<td>B. Expenditures not permitted will be detailed on the financial report form.</td>
</tr>
<tr>
<td>C. REQUIRED BASKETBALL: Regional and sectional hosts will receive a Rawlings basketball at no charge for each tournament hosted (Model CNTR285-IESA).</td>
</tr>
<tr>
<td>D. ADMISSION PRICES: Admission prices for Regional tournament play:</td>
</tr>
<tr>
<td>(quarterfinal, semifinal, and championship games all played on separate days)</td>
</tr>
<tr>
<td>$3.00 for students K-8 and senior citizens (62+)</td>
</tr>
<tr>
<td>$5.00 for high school students and adults</td>
</tr>
<tr>
<td>E. All IESA and IHSA Media Passes should be honored.</td>
</tr>
<tr>
<td>F. NEW - Pass cards will be allowed at the basketball state series. If the school administrator chooses to bring a guest, he/she must present the pass card.</td>
</tr>
<tr>
<td>G. PASS GATE INFORMATION: Regional roster information will include pass gate information for the state series. Detailed information regarding Pass Gate information is included in this instruction mailing.</td>
</tr>
<tr>
<td>H. TEAM ENTRY: Members of participating teams (players or coaching staff) may be admitted to the tournament without charge during any day of the tournament.</td>
</tr>
<tr>
<td>1. Members of a school's non-participating team should be charged an admission fee.</td>
</tr>
<tr>
<td>Example: During the 7th grade regional tournament, Team A's 8th grade team must pay the admission fee to watch the 7th grade team play.</td>
</tr>
</tbody>
</table>
II. 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. 23, 25-27 and the 8th grade regional tournament Dec. 2, 3, 5, 6. By-law 4.061 prohibits the scheduling of an 8th grade regional on the 7th grade sectional date, which is Wednesday, December 4.
   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 4 for 7th grade and December 11 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. A 28 ft. coaching box must be marked on your floor.
   b. 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.
   a. Be cognizant of rivalries when making seating arrangements.
I. **CONCESSIONS**: Communicate to your participating teams the availability of concessions at your facility.

J. **EMERGENCY ACTION PLAN**: Please make sure that you have an emergency action/venue plan in place for your tournament venue.

### III. Tournament Personnel

A. **TOURNAMENT WORKERS**: Plan on an adequate number of workers.
   - Make sure that your workers understand their duties during the tournament.
   - Please see the tournament scheduling example.
   - Host schools should provide a scorer and timer for each tournament game.

B. **TICKET SELLERS**: Should be on the job at least one hour before the start of each day’s contest and be responsible for the sale of tickets and the care of money.

C. **BENCH OFFICIALS**
   - Be extremely careful in the selection of your bench officials. One of the most important responsibilities of the tournament manager is the selection of experienced, efficient, adult scorers and timers.
   - The official scorer and timer for all state series games must be at least 16 years of age.
   - The official scorer is required to wear a black and white vertically striped garment.
   - No cell phones or personal electronic devices are permitted at the scorer’s table during play.
   - Both the Official Scorer and Timer should be in their positions at the scorer’s table no later than 20 minutes before the game begins.

### IV. Regional Entry Form and Regular Season Information

A. To be eligible to participate in the seeding/ranking process, teams must complete the following:
   - **REGIONAL ENTRY FORM**: Each team is to complete its Regional Entry Form online prior to the Online Roster and Record Deadline.
   - **REGULAR SEASON INFORMATION**: Each team must also complete their Regular Season Information. Teams should enter all of their scheduled dates, results of those completed contests, and any notes regarding their contests or team.
   - **OPTIONAL**: Special comment section.

B. Only those contestants listed on the Regional Entry Form are eligible to participate.
   - A maximum of 15 uniformed players may be listed on the roster.

C. **No changes will be permitted on the Regional Entry Form after the Roster Closed date.**
   - After the Roster Closed deadline, no changes will be permitted to the Regional Entry Form. Roster Closed deadline is 4:00 p.m. Friday, **Nov. 22**, for girls’ 7th grade and 4:00 p.m. Monday, **Dec. 2**, for girls’ 8th grade.

### V. On-line Seeding

A. **ONLINE SEEDING**: All schools will be required to participate in the online seeding of teams in your regional. **A school that does not participate in the online process has no say regarding any seed results.**
   - Friendly email reminders to the schools in your regional to complete this information is recommended and encouraged. Emails may be sent through the IESA Email center located in your host administration area.

B. All participating schools will rank the schools in their regional online. Ranking period is: 7th grade - November 14, 8th grade - November 21.
   - The IESA recommends that each school print the regular season information included on the web ranking page and have this in front of them prior to ranking the teams to review.
   - As the host you will be able to review when each school has completed this step. Friendly email reminders are a good way to get schools to follow-up. It is important that each school in your regional complete this step for the best seed results.

C. The IESA will post the seed results.
VI. On-Line Bracket Information
A. Host schools will be able to post their regional tournament location and schedule information on-line via the IESA website.
B. Host schools may enter this information through the IESA member center log-in page. You will need your school or athletic password to complete this process.
C. Once you have accessed your school page, click on the "Entry Center Logins" link near the top of the page.
D. Click on the appropriate "7th Host" or "8th Host" link for basketball.
E. After clicking the appropriate link, you will be able to access the sections below. Detailed instructions are included in separate materials with this mailing.
   a. You will be able to view the regional entry form for your school.
   b. View Regional Rosters- Once all schools have entered their regional entry forms, you may view that information from this link.
   c. Download Entry Data- You will be able to download the entry data (rosters) for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
   d. Set Regional Dates/Locations - Host schools will enter tournament information for display on-line. Tournament information consists of dates, times, and locations of tournament games. It is important that the complete address be added for the location of every game. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the Regional Assignments page on the IESA website.
   e. Set Regional Results- You will be able to enter regional results after each round of play.
   f. Email Regional Coaches/Administrators- This will provide you with an email form that will allow you to communicate with all coaches in your regional.
F. Take a moment to review the information online to make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.
G. Additionally, please make sure that you are posting your tournament information online in a timely manner. Teams, fans, and officials readily use this information.

VII. Tournament Format
A. Please make sure that all schools assigned to your regional know where to access the schedule and location information for your tournament. It is recommended that games not be scheduled on school time, and preferably in the evenings to help attendance.
B. 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.
C. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
D. The top team in the bracket shall be designated the home team for each game.
E. During the state tournament series, teams are permitted to play in no more than 2 state series games in one day.
F. For a team competing in two regional games in one day, the time between the start of the first regional game for that team and the start of the second regional game for that team must be a minimum of three (3) hours.
G. All games are to be played in the proper order and shall not be changed unless permission is granted by the IESA.
H. BRACKET SET-UP: Regional tournaments must be set-up as follows (see also the bracket page included in this material):
Four team tournaments:
Game 1: Seed #1 vs. Seed #4
Game 2: Seed #2 vs. Seed #3
Game 3: Winner Game 1 vs Winner Game 2

Five team tournaments (2 days):
Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5; (bottom bracket) Seed #2 vs. Bye, and Seed #3 vs. Bye.
Game 2: Seed #2 vs. Seed #3
Game 3: Seed #1 vs. Winner Game 1
Game 4: Winner Game 2 vs. Winner Game 3

Five team tournaments (3 days):
Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5; (bottom bracket) Seed #2 vs. Bye, and Seed #3 vs. Bye.
Game 2: Seed #2 vs. Seed #3
Game 3: Seed #1 vs. Winner Game 1
Game 4: Winner Game 2 vs. Winner Game 3

Six team tournaments:
Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5
Game 2: (bottom bracket) Seed #3 vs. Seed #6, and Seed #2 vs. Bye
Game 3: Seed #1 vs. Winner Game 1
Game 4: Seed #2 vs. Winner Game 2
Game 5: Winner Game 3 vs. Winner Game 4

Seven team tournaments:
Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5
Game 2: (bottom bracket) Seed #2 vs. Seed #7
Game 3: (bottom bracket) Seed #3 vs. Seed #6
Game 4: Seed #1 vs. Winner Game 1
Game 5: Winner of Game 2 vs. Winner Game 3
Game 6: Winner of Game 4 vs. Winner Game 5

Eight team tournaments:
Game 1: (top bracket) Seed #1 vs. Seed #8
Game 2: (top bracket) Seed #4 vs. Seed #5
Game 3: (bottom bracket) Seed #2 vs. Seed #7
Game 4: (bottom bracket) Seed #3 vs. Seed #6
Game 5: Winner Game 1 vs. Winner Game 2
Game 6: Winner Game 3 vs. Winner Game 4
Game 7: Winner Game 5 vs. Winner Game 6

I. Please post the results of your regional tournament on-line via the IESA website.

VIII. Tournament Policies
A. In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions.
   1. It is recommended that host schools conclude their own practices, at all levels, one hour prior to the scheduled game times.
   2. The host playing floor and locker rooms should be vacated at least one hour prior to the scheduled game time.
B. BANNERS, SIGNS, ETC.: During IESA state series tournament games (regional, sectional, state finals), the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.132)
C. NOISE-MAKING DEVICES: All noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.133)
D. CROWD CONTROL: 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. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
   a. The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.
E. EJECTION: If a player, coach, or fan is ejected from a contest for unsportsmanlike conduct during your contest, please notify the IESA Office of the ejection.
F. No tournaments may have a sponsor who is a manufacturer, distributor, or advertiser of tobacco or alcoholic beverages, political or religious groups, or of any other products or services which might reflect unfavorably upon the school or the Association.

G. CHEER SQUADS: All cheers, performances, routines, or other activities conducted by a school's spirit squad (i.e. cheerleaders, pom-poms, flags, drill team) when performed at an IESA sanctioned event shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations. All basket tosses and double full twisting dismounts, regardless of the surface are prohibited.
   1. Only 12 cheerleaders may be admitted free in uniform.
   2. Only 12 cheerleaders may be allowed to cheer at any one time on the sideline/endline. Performances between quarters, during full time-outs, and during half-times may include more than 12 cheerleaders on the floor.

H. MUSIC: Music can be played at tournament games. When music is played, it must be consistently played for all teams throughout the tournament. Music played during games must be limited to pre-game, time-outs, intermission, and post-game.

I. All fans who attend IESA state series contests must wear shirts at all times.

J. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

**IX. Awards and PA’s**

A. REGIONAL PLAQUE: The regional plaque will be sent to you from our supplier in Princeton (A&M Products).
   1. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.

B. PUBLIC ADDRESS ANNOUNCEMENTS: The IESA will send you public address announcements to be read during your tournament. These announcements will be included within your host box.
   1. PA Announcements should be made at least once each game.
   2. PA and Bench personnel are responsible to remain unbiased and non-partial towards participating teams.

C. INTRODUCTION OF PLAYERS: The five starting players and the Head coach of the visiting team and the five starting players and head coach of the home team should be introduced.
   1. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tip-off time.

D. AWARDS PRESENTATION: You will also be sent a script for the presentation of the regional plaque. Please make sure this script is read immediately following the contest. It is recommended that both teams be present for the awarding of the plaque.

**X. Officials**

A. HIRING: It is the regional host’s responsibility to contract officials.
   a. Officials must be registered by the Illinois High School Association.
   b. Preferably, no officials hired should have an affiliation with any of the participating schools (i.e. children attending school, employee of the district, etc.) This does not include residence in city.

B. COMMUNICATION:
   a. To Participating Schools: Schools participating in your regional should be notified of the officials who will be working the regional tournament as early as possible and no later than the Online Roster and Record deadline.
   b. To Officials: Be sure to contact the officials with specific information about parking, etc.

C. Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains and officials.

D. PAYMENT: Regional officials should be paid $45.00 each for each game. Officials should be paid the day of the contest.

E. SECURTIY: It is the responsibility of the host to provide for the security of the officials.
   a. A private dressing room should be provided for the floor officials. If possible, the room should be equipped with shower facilities; but if no such facilities are available, classroom
or small office room will suffice. No one but the officials should be admitted to the dressing room.

b. The host should be present to escort officials on and off the playing area for all contests. Fans/coaches should not be allowed into the official's dressing area.

F. Two licensed officials must be hired for all regional games.
   a. Officials may be hired to work no more than 3 games in one day.

XI. Emergency Planning

A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.

B. Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.

C. Review your school's emergency plan with those who will be working your tournament.

D. The IESA expects you to provide adequate security at your tournament. It is recommended that you either:

   a. Notify your local police department of your tournament dates, or
   b. Request their presence at your facility during the tournament. Please review the financial report regarding this expense.

XII. Weather Instructions

A. Contact information
   a. Make sure that you get an emergency phone number for each team that will be participating in your regional tournament. This should be a number for a phone that will be travelling on the team bus.
   b. Make sure that each team participating in your regional has a phone number for your tournament manager. This number should be a number that will be answered after school hours.

B. By-law 5.074: State series contests in basketball shall not be forfeited due to weather. If the administrator of any participating school determines the team can not reach the tournament site due to weather, 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 game(s) and adjust the remainder of the playing schedule as necessary. Other contests scheduled on that particular date may still be held.

C. If your regional tournament is rescheduled, please make sure that you update your playing schedule online. Additionally, please notify the IESA that your tournament schedule has been changed.

D. When inclement weather alters the designated playing site of a regional tournament, the higher seeded team will host the game(s) unless schools mutually agree to a different site.

XIII. Forfeiture

A. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled game time shall forfeit the game. A game or match that is played even though the school failed to field the required number of starters within thirty (30) minutes of the scheduled game time cannot be protested for that reason. (5.073)

Q. As a regional tournament host, should I notify the other team before they leave home when their opponent has forfeited in advance?
A. Yes. It is not necessary for a team to correctly appear on the game area at the correct time and before thirty minutes have elapsed if it is known in advance that their opponent is forfeiting the contest. Administrators should use good judgment in making decisions to notify other teams of declared forfeits.

Q. One of the teams that is scheduled to play in my sectional is late. There has been no contact from that school. What do I do?
A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time.

Q. My regional basketball game was scheduled for 6:00 p.m. One of the schools scheduled to play in the contest has called and indicated they have had bus problems and will be arriving after 6:25 p.m. Should this game be forfeited?
A. No. Schools have 30 minutes from the scheduled start time to arrive at the site. Since contact has been made between the host school and the school that will be late, the game shall start no later than 6:30. There would be at most 5 minutes of warm-up time given to the school that is late as the game may not start later than 30 minutes from the scheduled start time.

Q. One of the teams that is scheduled to play in the first round of my regional has called to indicate their bus is having mechanical problems. They believe they will be an hour late. What do I do and what is my next step?
A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time. While it is unfortunate the team will be late because of bus problems, to continue delaying the regional will only cause problems for the teams who are schedule to play later in the day and officials who are scheduled to work that day as well. If the school arrives 30 minutes after the scheduled start time, the contest should be declared a forfeit, the host school should notify the IESA Office, and the next game should be played at the scheduled start time.

Q. Whose responsibility is it to declare a forfeit if a team is late?
A. The host manager has the responsibility to declare a forfeit. This is generally the administrator of the host school.

Q. Can the coach call the tournament host to tell him they are unable to appear due to bad weather?
A. It is valid when done by a school administrator.
Top team in the bracket is the home team.

*Semifinals must be played on same day

**4 Team**

<table>
<thead>
<tr>
<th>Semifinals</th>
<th>Finals</th>
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<tbody>
<tr>
<td>#1</td>
<td>Game 1 Winner</td>
</tr>
<tr>
<td>#4</td>
<td>#2 Game 3 Champion</td>
</tr>
<tr>
<td>#2</td>
<td>Game 2 Winner</td>
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<tr>
<td>#3</td>
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**5 Team - 2 Day**

<table>
<thead>
<tr>
<th>Quarterfinals</th>
<th>Semifinals</th>
<th>Finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>#1</td>
<td>Bye Game 3 Winner</td>
</tr>
<tr>
<td></td>
<td>#4</td>
<td>#5 Game 4 Champion</td>
</tr>
<tr>
<td>#2</td>
<td>#2</td>
<td>Bye Game 2 Winner</td>
</tr>
<tr>
<td>#3</td>
<td>#3</td>
<td>Bye</td>
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</tbody>
</table>

**5 Team - 3 Day**

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<thead>
<tr>
<th>Quarterfinals</th>
<th>Semifinals</th>
<th>Finals</th>
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<tbody>
<tr>
<td>#1</td>
<td>#1</td>
<td>Bye Game 2 Winner</td>
</tr>
<tr>
<td></td>
<td>#4</td>
<td>#5 Game 4 Champion</td>
</tr>
<tr>
<td>#2</td>
<td>#2</td>
<td>Bye Game 3 Winner</td>
</tr>
<tr>
<td>#3</td>
<td>#3</td>
<td>Bye</td>
</tr>
</tbody>
</table>

*To complete in two days, quarterfinal and semifinals played on same day. See minimum time requirement for setting game times.

*For 3 day tournament, quarterfinal played on Day 1.
*Both Semifinal games played on same day (Day 2).
Top team in the bracket is the home team.

*Quarterfinals played on same day (Day 1).
*Semifinals played on same day (Day 2).

### 6 Team Tournament

<table>
<thead>
<tr>
<th>Quarterfinals</th>
<th>Semifinals</th>
<th>Finals</th>
</tr>
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<tbody>
<tr>
<td>#1</td>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>Bye</td>
<td>Game 3</td>
<td>Winner</td>
</tr>
<tr>
<td>#4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 1</td>
<td>Winner</td>
<td></td>
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<td>#5</td>
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<td>Game 5</td>
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<td>#2</td>
<td>#2</td>
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<tr>
<td>Bye</td>
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<td>#3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 2</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td></td>
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</tr>
</tbody>
</table>

### 7 Team Tournament

<table>
<thead>
<tr>
<th>Quarterfinals</th>
<th>Semifinals</th>
<th>Finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>Bye</td>
<td>Game 4</td>
<td>Winner</td>
</tr>
<tr>
<td>#4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 1</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 2</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 5</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game 3</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#6</td>
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</tbody>
</table>

*To finish in three days, you would need to play games 1, 2, 3 on the same day.
*All semifinal games must be played on the same day.
8 Team Tournament

<table>
<thead>
<tr>
<th>Quarterfinals</th>
<th>Semifinals</th>
<th>Finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Game 1</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#8</td>
<td></td>
<td>Game 5</td>
</tr>
<tr>
<td>#4 Game 2</td>
<td>Winner</td>
<td>Game 7</td>
</tr>
<tr>
<td>#5 Game 3</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td>Game 6</td>
<td></td>
</tr>
<tr>
<td>#3 Game 4</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Top team in the bracket is the home team.

*Quarterfinal games on the same side of the bracket must be played on the same day.
*All semifinal games must be played on the same day.
INSTRUCTIONS TO AND DUTIES OF THE SCORER FOR BASKETBALL GAMES

BEFORE THE GAME:
1. A team must begin the game with five players.
2. All games are played with 6 minute quarters. Overtime periods are 3 minutes. Member schools may play away games with 7 minutes quarters with SIJHSAA member schools.
3. Ten minutes before scheduled game time, the scorer must be supplied with each team’s roster, numbers and starting lineup.
4. Notify the referee if either list is not submitted on time or is altered after the time specified.
5. If there are discrepancies, notify the referee before the ball is tossed.
6. Have coach sign that lineup is correct.

DURING INTERMISSIONS:
1. Halftime length is 10 minutes.
2. Either the official scorer or a delegated assistant must be at the scorer’s table with the official scorebook at all times.
3. Verify the lineup after all intermissions and notify either floor official if a player, who has not reported, has entered the court.

DURING THE COURSE OF THE GAME:
1. The nonofficial scorers (visiting team) should check each entry with the official scorebook.
2. The official and nonofficial scorers should:
   a. Announce to each other and record the total running score.
   b. Announce the name and number of the player who scores.
   c. Verify the scoreboard score.
   d. Compare the summary of individual scores with the total running score at the end of each half.
   e. Exchange the name and number of the player committing a foul and indicate the total fouls charged to the player.
   f. Be responsible for the alternating-possession arrow.
   g. Record warnings reported by an official.
3. In case of controversy, the record of the official scorebook is accepted unless the referee has knowledge which permits him or her to rule otherwise.
4. The "Mercy Rule" has been adopted for all IESA contests. The following guidelines should be used:
   a. A running clock shall be utilized during the fourth quarter in contests with a 30 point differential in score.
   b. Once the clock begins running continuously because of the point differential, it is to remain running for the rest of the contest, even if the point differential drops under the 30 point barrier during the fourth quarter.
   c. If a contest should begin its fourth quarter with a 30 point differential in score or greater, the entire fourth quarter will be played with a running clock. The running clock shall not be used prior to the fourth quarter of any contest.
   d. If, while using the running clock because of the point differential and the trailing team somehow tied the contest at the end of regulation, any and all subsequent overtime periods would be played using the continuous clock.
   e. The running clock would only be stopped once it starts for the following:
      1. A team timeout,
      2. To replace a disqualified player,
      3. To administer a technical foul,
      4. To attend to an injured player,
      5. Any other situation of concern to an official.
5. Monitor the individual quarter participation of IESA athletes: Individuals are limited to a maximum of 8 quarters per day in regular season contests and 8 quarters per day in regular season tournament play. Notify participating coaches if the individual limitations have been exceeded.

SCORING:
1. T for technical foul (direct or indirect on coach).
2. Record the number of charged time-outs (who/when) for each team.
3. Check the scoreboard often and have the progressive team totals available at all times. Points scored in the wrong basket are never credited to a player, but are credited to the team in a footnote. Points awarded for basket interference or goaltending by the defense are credited to the shooter. When a live ball goes in the basket, the last player who touched the ball causes it to go there.
NOTIFY THE NEARER OFFICIAL WHEN:
1. The bonus penalty is in effect for the seventh, eighth and ninth team foul in each half. The bonus display indicates a second free throw is awarded for all common fouls (other than player-control) if the first free throw is successful. The proper bonus panel, such as (H for home and V for visitor) shall be displayed after the penalty for the sixth team foul has been administered. Another method is to activate a light or device nearest the basket of the team which is to receive the bonus.
2. The tenth team foul occurs each half. Thereafter, the bonus (second free throw) is awarded for a common foul (except player control) whether or not the first is successful.
3. Any player is charged with his or her fifth foul (personal or technical), the second technical foul is charged to any team member, bench personnel, directly to the head coach or the third technical foul is charged to the head coach.
4. Either team has been granted its allotted charged time-outs or an excess time-out.
5. The ball is dead or in control of offending players team if:
   a. Player has not reported.
   b. Player’s number changed.
   c. Player is illegally in game.
6. The ball is dead, if there is a score dispute or doubt about an official’s decision.
7. Any player enters while wearing an illegal number.
8. The ball is dead and the clock is stopped or running, if the coach requests that a correctable error as in 2-10, or a timing, scoring or alternating-possession mistake be prevented or rectified.

SUBSTITUTIONS:
1. A substitution may be made when the ball is dead and time is out. A player who has been withdrawn may not re-enter before the next opportunity to substitute after the clock has been started properly following the player’s replacement.
2. A substitute who is entitled and ready to enter must report to the official scorer. However, substitutions between halves shall be made to the official scorer by the substitute(s) or a team representative prior to the 15-second warning. When substitutes are not properly reported, the players in the game at the conclusion of the second quarter shall begin play in the third quarter.
3. Following a time-out or intermission, the substitute must report or be in a position to report prior to the warning signal.
4. A substitute may enter the court only when beckoned and must do so at once, except between quarters and during a time-out.
5. If a substitute reports to enter for a designated jumper or free thrower, the substitute may not enter until the next dead ball and time is out.
6. A substitute may not be beckoned, if multiple free throws are awarded, until the last throw is to be attempted or the final throw is successful (unless a player has been directed to leave the game by an official).
7. A substitute may replace a designated starter in case of illness or injury or to attempt a technical-foul free throw.
   It is not permissible for a substitute to replace a designated jumper, or a free thrower when the free throw is for a personal foul, unless such jumper or free thrower is disqualified or injured. The scorer should not signal after the free thrower or thrower has been handed the ball or the ball is at the disposal of such player or team or until the official has completed reporting a foul.
NFHS Point of Emphasis- Announcer Responsibilities

The announcer shall be prohibited from making an announcement while the clock is running and while the clock is stopped and the ball is alive...such as during a free throw, a throw in, etc. Doing so could potentially affect communication of coaches, players or be disconcerting.

- The announcer shall be prohibited from interrupting the game through the use of the microphone unless there is an emergency.
- Announcements or comments shall be made during those times when there is a stoppage of the clock and the ball is not live, such as time outs, between quarters, pre-game, half time and post-game.
- The announcer is allowed to announce basic information that does not potentially affect the play in general, the players, the coaches, or the officials. The announcer’s information is not official information and could be misinformation shared with all.
- Appropriate training of announcers by personnel and proper pre-game instruction by the Referee are necessary.

<table>
<thead>
<tr>
<th>Examples that May be Announced</th>
<th>Examples that May NOT be Announced</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Player who scored</td>
<td>- Number of points player scored</td>
</tr>
<tr>
<td>- Player charged with foul</td>
<td>- Number of fouls on player</td>
</tr>
<tr>
<td>- Player attempting free throw</td>
<td>- Number of team fouls</td>
</tr>
<tr>
<td>- Team granted a time out</td>
<td>- Number of team time outs or number remaining</td>
</tr>
<tr>
<td>- Length of time out: 30 seconds or 60 seconds</td>
<td>- Time remaining in the quarter/game</td>
</tr>
<tr>
<td>- Player entering game</td>
<td>- Type of foul or violation</td>
</tr>
<tr>
<td>- Team Rosters</td>
<td>- Emphatic 2 or 3 point goal</td>
</tr>
</tbody>
</table>

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.
PASS GATE INFORMATION

General Instructions
- The pass gate will be generated from information submitted by the school on the regional entry form.
- No changes are permitted to the Regional Entry Form after the Roster Closed deadline.
- Only the persons listed on the regional entry form will be admitted free to the state series.
- NEW-Pass cards will be allowed at the basketball state series. If the school administrator chooses to bring a guest, he/she must present the pass card.

Administrators & Coaches
- The Head Coach and up to three Assistant Coaches may be listed on the Regional Entry Form and are allowed free admission.
- The Superintendent, Principal, and Athletic Director will be allowed.
- All members of the coaching staff must be in compliance with the coaching education requirement. Any individuals not meeting this requirement may not be listed as a part of the coaching staff nor occupy the bench.

Players
- The player roster teams submitted online will be used for team admittance.
- Only team members participating in this tournament will be admitted as a part of the pass list. i.e. members of the 8th grade team will not be admitted as a part of the 7th grade tournament.
- Rostered players will be admitted throughout the tournament with or without the coach/team. Any guest accompanying the player must pay admission.

Team Personnel
- A maximum of two (2) statisticians, two (2) managers, and one (1) scorekeeper. These individuals must have been listed on the regional entry form before the Roster Closed deadline.
- A maximum of 12 cheerleaders in uniform will be allowed free entry.
ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

INSTRUCTIONS TO OFFICIALS
BASKETBALL REGIONAL TOURNAMENTS

Host School: 
School Phone: 
Athletic Director: 

***IF YOU SHOULD NEED TO CANCEL YOUR ASSIGNMENT, PLEASE CONTACT THE HOST SCHOOL.****

I. GENERAL INSTRUCTIONS

A. Please fill out the IESA Sportmanship Evaluation after the game. The form is available in the IESA Officials Center. Use your IHSA ID and password to log in to the IESA Officials Center. Click on the red "Member Login" button located near the top of the IESA website. Once you have logged in with your IHSA ID and password click on the "Sportmanship Ratings" link. For reference on the rating scale, a "1" rating is superior. Any rating of 4 or 5 requires a written explanation.

B. Respect the integrity of the coaches and players by communicating appropriately and effectively to each.

C. Display a positive attitude in all situations. Please serve as a positive role model. Promoting proper behavior is a fundamental purpose of the IESA.

D. In addition to your mechanics and positioning, how you present your movements on the court is crucial. Good strong mechanics make for a comforting presence during a game.

E. As an officiating crew, please make sure that you are consistently applying the NFHS basketball rules throughout the entire contest.

F. PRE-GAME MEETING: Hold the pre-game meeting with the captains and the head coaches. Topics to include:
   a. Emphasize good sportsmanship for everyone.
   b. No taunting.
   c. Review lines of communication for captains and head coach.

G. Please refrain from holding conversations with fans while out on the floor. If you are having a problem with the behavior or language of fans, please inform the contest manager. Additionally, if a fan(s) needs to be removed from the playing area, please inform the contest manager.

H. Relate effectively to coaches and players- friendly but not overly personal.

I. High quality game management is essential- moving play along smoothly, exercising good decision-making in trying circumstances and demonstrating absolute fairness in administration.

J. Make sure that competing teams are in compliance with jewelry and uniform rules.
   a. Players are not to be penalized for visible logos on undershirts.

K. EJECTION: Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next two interscholastic contests at that level and all other interscholastic contests at any level in the interim. Any player ejected shall be ineligible for the next (1) interscholastic contest at that level and all other interscholastic contests at any level in the interim. Please contact the IESA Office if a coach, player, or fan is ejected from your contest.

II. IESA EXCEPTIONS TO NFHS RULES

A. All games consist of six-minute periods. Overtime periods shall be three minutes. Halftime periods are ten minutes. The warm-up period is 15 minutes. THESE TIMES MAY NOT BE ALTERED. [5-5-2, 5-7-3]

B. The smaller basketball has been adopted for IESA girls’ state tournament play. [1-12]

C. Host schools in tournament play shall provide a black and white striped garment to be worn by the official scorer for all games. [2-11 Note.]

D. The three-point field goal is mandatory for all regular season contests and state series tournament games. [5-2-1]

E. The Association has adopted the use of a 28 foot coaches’ box for basketball. [1-13]

F. The Association has adopted a mandatory “mercy” rule in regular season contests and tournaments. The mercy rule will be used in the IESA state series. [5-5-3 note.]

The following guidelines for the administration of the mercy rule shall be used:
   1. A running clock shall be utilized during the fourth quarter in contests with a 30 point differential in score.
   2. Once the clock begins running continuously because of the point differential, it is to remain running for the rest of the contest, even if the point differential drops under the 30 point barrier during the fourth quarter.
3. If a contest should begin its fourth quarter with a 30 point differential in score or greater, the entire fourth quarter will be played with a running clock. The running clock shall not be used prior to the fourth quarter of any contest.

4. If, while using the running clock because of the point differential and the trailing team somehow tied the contest at the end of regulation, any and all subsequent overtime periods would be played using the continuous clock.

5. The running clock would only be stopped once it starts for the following:
   i. A team timeout,
   ii. To replace a disqualified player,
   iii. To administer a technical foul,
   iv. To attend to an injured player,
   v. Any other situation of concern to an official.

G. When taking the floor for a contest, teams should take the shortest path to their own end of the court and not run through the area occupied by the opposing team, run under the basket where their opponents are warming up, or split into two lines and circle their opponents. Where possible, teams should only enter, jog, or warm-up on their own half of the court. Gatherings intended to motivate a team after the warm-up period, during or following introductions and post-game celebrations should be performed in the area directly in front of the bench.

H. It is recommended a safe area be in place for all state tournament series contests as determined by local and game management. The safe area would extend from the baseline toward the facility’s back wall, stage, or bleachers. The safe area would be devoid of any persons (such as cheerleaders or media personnel) or any other obstructions.

I. Effective with the 2008-09 school year, schools designated as the home team shall wear a white jersey.

J. Undergarments shall be a single solid color similar to the torso of the jersey and shall be hemmed and not have frayed or ragged edges. If the undershirt has sleeves, they shall be the same length. This exception removes the logo restriction. At the IESA level, undergarments that have more than one logo and/or the logo size exceeds what is allowed by NFHS rule, shall be legal.

K. Shorts may be rolled for the purpose of allowing a better fitting uniform. String must be tucked in to the shorts/pants/skirt.

L. Please make sure that teams are in compliance with NFHS equipment and apparel requirements.

III. TOURNAMENT FORMAT AND DETAILS

A. Playing dates and times are mandated by the IESA Board of Directors and listed at the beginning of these instructions.

B. Should a team arrive late, they have 30 min from the scheduled start time to arrive or the game is considered a forfeit.

C. WARM-UP: Tournament warm-up times shall be limited to 15 minutes.

D. The higher seed will be the home team in each regional game.

E. Scorers are required to wear a striped shirt.

F. You should plan to arrive no later than 45 minutes prior to the posted tip-off time.

IV. TOURNAMENT POLICIES- Upheld by host school and competing teams

A. During IESA state series tournament (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.142)

B. Flash Photography is prohibited during game play.

C. All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.143)

D. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.

E. Please make sure that a 28 ft. coaching box has been marked. Additionally, an “X” should be placed on the floor in front of the scorer, but off of the playing floor.

F. No cell phones or electronic devices are permitted at the scorer's table during a contest by bench personnel. This includes both regular season contests and the IESA state series contests.

G. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

H. Official scorer and timer must be 16 years or older.

V. Officials

A. Host schools are responsible for contracting the necessary officials.

B. You should receive payment for your work the evening of your Regional ($45.00).

C. Please make sure that you are properly attired for the contest as outlined in the IHSA Sports Official Handbook.
   1. When you take the court prior to the contest, please make sure that your uniform and equipment are in order.

D. It is the responsibility of the host to provide for the security of the officials. The host should be present to escort officials on and off the playing area for all contests. Fans/coaches should not be allowed into the official's dressing area for any reason.
ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2019-2020 INSTRUCTIONS TO HOST SCHOOLS GIRLS BASKETBALL SECTIONAL TOURNAMENTS

Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

I. Financial
A. A financial report form will be included with your ball. Please complete and return the report and your check to the IESA Office within one week of your tournament.
   1. Your check is cashed using remote deposit (it is scanned and electronically deposited).
      Please use the following guidelines:
      a. Computer generated checks are preferred.
      b. Blue or black ink only.
      c. Print clearly
      d. Do not write over the numbers located across the bottom of the check.
      e. Do not staple the check.
   2. ASSESSMENTS: If your tournament runs at a deficit and you choose to assess the participating teams for their share of the deficit amount:
      a. Send your completed financial report and a check for Line D (30% of the gate) to the IESA Office.
      b. Once the report has been processed, an approved copy will be returned to you. The approved report will include the per game per team assessment amount. Please do not send correspondence to the participating schools prior to receiving the approved report.
      c. Once you have received the approved report, please email a scanned copy of the report to each team in your sectional. Include the following in the body of your email:
         i. The amount each team owes (per game assessment times the number of games played)
         ii. The school name and address to which the assessment should be returned
   d. HOSPITALITY IS NOT AN ALLOWABLE EXPENSE
B. Expenditures not permitted will be detailed on the financial report form.
C. REQUIRED BASKETBALL: Sectional hosts will receive a Rawlings basketball at no charge for each tournament hosted (Model CNTR285-IESA). Please inflate the ball, if necessary, and use the ball so the newness wears off prior to the Sectional game. **This ball must be used in the Sectional game.**
D. ADMISSION PRICES: Admission prices for Sectional tournament play:
   $3.00 for students K-8 and senior citizens (62+)
   $5.00 for high school students and adults
E. All Media Passes should be honored.
F. NEW-Pass cards will be allowed at the basketball state series. If the school administrator chooses to bring a guest, he/she must present the pass card.
G. PASS GATE INFORMATION: Regional roster information will include pass gate information for the state series. Detailed information regarding Pass Gate information is included in this instruction mailing.
H. TEAM ENTRY: Members of participating teams (players or coaching staff) may be admitted to the tournament without charge during any day of the tournament.
   1. Members of a school’s non-participating team should be charged an admission fee.
      **Example:** During the 7th grade regional tournament, Team A’s 8th grade team must pay the admission fee to watch the 7th grade team play.
II. Tournament Planning
A. 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.
B. 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 Sectional Champion that state information will be emailed to them on Thursday morning. Please remind coaches to look for this information.
C. PLAYING FLOOR: Please make sure that your floor has the following markings:
   a. A 28 ft. coaching box must be marked on your floor.
   b. Additionally, an “X” should be placed on the floor in front of the scorer, but off of the playing floor
D. GAME BALL: As the 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 your tournament (so the newness wears off). You may keep the ball after the sectional or you may give it to the winner. The choice is yours.
E. FAN SEATING: If possible, place competing teams on opposite sides of the gymnasium and avoid placing opponents behind team benches.
   a. Be cognizant of rivalries when making seating arrangements.
F. CONCESSIONS: Communicate to your participating teams the availability of concessions at your facility.
G. EMERGENCY ACTION PLAN: Please make sure that you have an emergency action/venue plan in place for your tournament venue.

III. Tournament Format
A. Hold the sectional tournament at 6:30 pm on December 4 for 7th grade and/or December 11 for 8th grade. Playing dates and times are mandated by the IESA Board of Directors.
B. WARM-UP AND HALFTIME: Tournament warm-up times shall be limited to 15 minutes. All games shall consist of 6 minute quarters. Half-time period is 10 minutes.
C. The odd-numbered regional winners shall be the home team in each Sectional.
D. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament. Music should be limited to pre-game, time-outs, halftime, and post-game.
E. Sectional hosts shall not schedule regular season contests of any activity on sectional dates.
F. Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains, and officials.
G. Game times posted for all state series contests (regional, sectional, state) are the earliest time that a game would start.
H. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
**IV. Tournament Personnel**

A. **TOURNAMENT WORKERS:** Plan on an adequate number of workers.
   a. Make sure that your workers understand their duties during the tournament.
   b. Host schools should provide a scorer and timer for the contest.

B. **TICKET SELLERS:** Should be on the job at least one hour before the start of the day’s contest and be responsible for the sale of tickets and the care of money.

C. **BENCH OFFICIALS**
   a. Be extremely careful in the selection of your bench officials. One of the most important responsibilities of the tournament manager is the selection of experienced, efficient, adult scorers and timers.
   b. The official scorer and timer for all state series games must be at least 16 years of age.
   c. The official scorer is required to wear a black and white vertically striped garment.
   d. No cell phones or personal electronic devices are permitted at the scorer’s table during play.
   e. Both the Official Scorer and Timer should be in their positions at the scorer’s table no later than 20 minutes before the game begins.

**V. On-Line Tournament Information**

A. You will have access to the Regional Entry Information of the competing teams via the IESA website. Please see the On-line Bracket information below.
   a. Participating teams may not make changes to their Regional Entry Form

B. Host schools will be able to post their sectional bracket and tournament information on-line via the IESA website.

C. Host schools may access this information through the IESA member center log-in page. You will need your school or athletic password to complete this process.

D. Once you have accessed your school page, you will click on the link for the sectional you are hosting. You will find this information under the heading of “Entry Centers & Host Administration”.

E. After clicking the appropriate link, you will be able to access the following information:
   a. **View Sectional Rosters**- Once Regional Champions have determined, you may be able to view that information from this link.
   b. **Set Sectional Location**- Host schools will enter tournament information for display on-line. Tournament information will consist of the location of the tournament game. It is important that the complete address be added for the location of the game. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main basketball page on the IESA website.
   c. **Set Sectional Results**- You will be able to enter the sectional results after play.
   d. **Email Sectional Coaches**- This will provide you with an email form that will allow you to communicate with all coaches in your sectional.

F. Take a moment after entering the information online to view the host information entered on the web and make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.

G. Additionally, please make sure that you are posting your tournament information online in a timely manner. Teams, fans, and officials readily use this information.

**VI. Tournament Policies**

A. In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions.
   1. It is recommended that host schools conclude their own practices, at all levels, one hour prior to the scheduled game times.
2. The host playing floor and locker rooms should be vacated at least one hour prior to the scheduled game time.

B. BANNERS, SIGNS, ETC.: During IESA state series tournament (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.132)

C. NOISE-MAKING DEVICES: All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.133)

D. FLASH PHOTOGRAPHY: During play, flash photography is prohibited.

E. CROWD CONTROL: 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. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
   a. The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.

F. EJECTION: If a player, coach, or fan is ejected from a contest for unsportsmanlike conduct during your contest, please notify the IESA Office of the ejection.

G. All fans that attend IESA state series contests must wear shirts at all times.

H. No tournaments may have a sponsor who is a manufacturer, distributor, or advertiser of tobacco or alcoholic beverages, political or religious groups, or of any other products or services which might reflect unfavorably upon the school or the Association.

I. CHEER SQUADS: All cheers, performances, routines, or other activities conducted by a school's spirit squad (i.e. cheerleaders, pom poms, flags, drill team) when performed at an IESA sanctioned event shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations. All basket tosses and double full twisting dismounts, regardless of the surface are prohibited.
   i. Only 12 cheerleaders may be admitted free in uniform.
   ii. Only 12 cheerleaders may be allowed to cheer at any one time on the sideline. Performances between quarters, during full time-outs, and during half-times may include more than 12 cheerleaders on the floor.

J. MUSIC: Music can be played at tournament games. When music is played, it must be consistently played for all teams throughout the tournament. Music played during games must be limited to pre-game, time-outs, intermission, and post-game.

VII. Awards and PA’s

A. SECTIONAL PLAQUE: The Sectional plaque will be sent to you from our supplier in Princeton (A&M Products). We will attempt to get a plaque to all Sectional sites that are set late.
   1. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.

B. PUBLIC ADDRESS ANNOUNCEMENTS: The IESA will send you public address announcements to be read during your tournament. These announcements will be included within your host box.
   1. PA Announcements should be made at least once each game.
   2. PA and Bench personnel are responsible to remain unbiased and non-partial towards participating teams.

C. INTRODUCTION OF PLAYERS: The five starting players and the Head coach of the visiting team and the five starting players and head coach of the home team should be introduced.
   1. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tip-off time

D. AWARDS PRESENTATION: In addition, you will also be sent a script for the presentation of the sectional plaque. Please make sure this script is read immediately following the contest. It is recommended that both teams be present for the awarding of the plaque.
VIII. Officials

A. **HIRING**: The IESA Office will assign and contract the officials necessary for your game. Contracts for the officials working your game will be included with the Sectional ball.

B. **PAYMENT**: Please plan to pay the officials the evening of your Sectional. Officials should be paid $55.00 each per game with no mileage. Three (3) officials will be assigned to your Sectional contest.

C. **COMMUNICATION**: Contact the officials prior to your tournament regarding your school location and to verify game time.

D. **Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains and officials.**

E. **SECURITY**: It is the responsibility of the host to provide for the security of the officials.
   a. A private dressing room should be provided for the floor officials. If possible, the room should be equipped with shower facilities; but if no such facilities are available, classroom or small office room will suffice. No one but the officials should be admitted to the dressing room.
   b. The host should be present to escort officials on and off the playing area for all contests. Fans/coaches should not be allowed into the official’s dressing area.

IX. Emergency Planning

A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.

B. **Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.**

C. Review your school’s emergency plan with those who will be working your tournament.

D. The IESA expects you to provide adequate security at your tournament. It is recommended that you either
   1.) Notify your local police department of your tournament dates, or
   2.) Request their presence at your facility during the tournament. Please review the financial report regarding this expense.

X. Weather Instructions

A. **Contact information**
   a. Make sure that you get an emergency phone number for each team that will be participating in your sectional tournament. This should be a number for a phone that will be travelling on the team bus.
   b. Make sure that each team participating in your sectional has a phone number for your tournament manager. This number should be for a number that will be answered after school hours.

B. **By-law 5.074**: No state tournament series contest shall be forfeited due to weather conditions. If the administrator of any participating school determines the team can not reach the tournament site due to weather conditions, the tournament game(s) shall be rescheduled as soon as possible. Other contests scheduled on that particular date may still be held.

C. If your sectional game is rescheduled, please make sure that you notify the IESA that your game schedule has been changed.

D. When inclement weather alters the designated playing site of a sectional tournament game, the playing site will be determined by a coin-flip

XI. Forfeiture

A. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled game time shall forfeit the game. A game or match that is played even though the school failed to field the required number of starters within thirty (30) minutes of the scheduled game time cannot be protested for that reason.
Q. As a regional tournament host, should I notify the other team before they leave home when their opponent has forfeited in advance?
A. Yes. It is not necessary for a team to correctly appear on the game area at the correct time and before thirty minutes have elapsed if it is known in advance that their opponent is forfeiting the contest. Administrators should use good judgment in making decisions to notify other teams of declared forfeits.

Q. One of the teams that is scheduled to play in my sectional is late. There has been no contact from that school. What do I do?
A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time.

Q. My sectional basketball game was scheduled for 6:00 p.m. One of the schools scheduled to play in the contest has called and indicated they have had bus problems and will be arriving after 6:25 p.m. Should this game be forfeited?
A. No. Schools have 30 minutes from the scheduled start time to arrive at the site. Since contact has been made between the host school and the school that will be late, the game shall start no later than 6:30. There would be at most 5 minutes of warm-up time given to the school who is late as the game may not start later than 30 minutes from the scheduled start time.

Q. One of the teams that is scheduled to play in the first round of my regional has called to indicate their bus is having mechanical problems. They believe they will be an hour late. What do I do and what is my next step?
A. The game will be forfeited if the school is not dressed and ready to play within thirty (30) minutes of the scheduled starting time. While it is unfortunate the team will be late because of bus problems, to continue delaying the regional will only cause problems for the teams who are scheduled to play later in the day and officials who are scheduled to work that day as well. If the school arrives 30 minutes after the scheduled start time, the contest should be declared a forfeit, the host school should notify the IESA Office, and the next game should be played at the scheduled start time.

Q. Whose responsibility is it to declare a forfeit if a team is late?
A. The host manager has the responsibility to declare a forfeit. This is generally the administrator of the host school.

Q. Can the coach call the tournament host to tell him they are unable to appear due to bad weather?
A. It is valid when done by a school administrator.
Host Instructions for On-line Seeding, Brackets and Results

All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. ACCESSING THE MEMBER CENTER
A. Go to the IESA Website and click on the RED Member Login button at the top left hand side of the web page.
B. Choose your school from the drop-down menu and enter either your school or athletic password.

Choose your school and enter your password to log in.

II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION
A. If the assignments have been completed for your activity, you will see an Entry Center and Host Administration Area on your school or athletic page. You may also access host administration in the Girls or Boys Basketball Entry Center.

III. VIEWING ROSTER INFORMATION
A. As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
B. To view the regional entry forms for your tournament, click on the “View Regional Rosters/Pass Gate”.
C. If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
   ▪ Click on the Download Regional Entry Data link.
   ▪ Choose PC or Mac.
   ▪ Click “Get Entry Data” to download roster listings.
   ▪ Click on “Get School Data” to download school data.
   ▪ Save the resulting files to your hard drive as an .xls file.

IV. CONTACTING YOUR TOURNAMENT TEAMS
A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
B. Host schools are able to email all schools in their regional or sectional through the email center available under host administration.
Regional Hosts

I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Click “Update” to save the information.

B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity assignments page. You may direct fans/parents to the assignment page for tournament information.

C. The address and city information is extremely important to enter. This information will generate a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.

D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web.

II. SEEDING THE REGIONAL TOURNAMENT

A. All schools participating must enter the following information online by the given deadlines: 7 Girls- November 6; 8 Girls- November 13; 7 Boys- January 8; 8 Boys- January 15 in the IESA standardized calendar.
   1. Regional Entry Form (changes may be made until the Roster Closed deadline).
   2. Season Schedule and Results (The online form will tabulate your record from the season results entered.)
   3. Special Comment Section

B. Schools will rank the schools online in their regional on the following time date: 7 Girls- Nov. 8; 8 Girls- Nov. 15; 7 Boys- Jan. 10; 8 Boys- Jan. 17.
C. To view each team’s submitted information, click on View All Regular Season Info for this regional. This will show all of the information entered in Step One for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they go to rank the regional.

D. The Online Ranking period will close at midnight on the posted day. The IESA will confirm all regional results and post regional brackets.

III. ENTERING REGIONAL RESULTS

A. Following each game of your regional tournament, you will be able to enter the results for that round. The results will automatically be posted on the IESA website.

B. To enter results, please do the following:
   - Enter the score for each team.
   - “Status” remains blank unless a game has a forfeit or is suspended.
   - Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
   - Winners will automatically be advanced to the next round.

III. ENTERING REGIONAL RESULTS

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Sectional Hosts

I. SETTING SECTIONAL LOCATION INFORMATION

<table>
<thead>
<tr>
<th>7-2A Girls Basketball Host Administration</th>
<th>Class 7-2A Regional Entry Form</th>
<th>Class 7-2A Host Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regional 16</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Regional 16 - Coaches</td>
<td>Administrators</td>
<td>Email Sectional 8 Coaches</td>
</tr>
<tr>
<td>Set Regional Dates/Locations</td>
<td>Open thru sectional scoring</td>
<td>Set Sectional Location</td>
</tr>
<tr>
<td></td>
<td>Open after seeding thru sectional results</td>
<td>PENDING</td>
</tr>
<tr>
<td>Download Regional Entry Data</td>
<td>Use links to access various hosting functions</td>
<td></td>
</tr>
<tr>
<td>View Regional Rosters</td>
<td>Check Regional Brackets</td>
<td>Check Regional Champs</td>
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<tr>
<td>Check Regional Brackets</td>
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<tr>
<td><strong>Regional 8</strong></td>
<td></td>
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<tr>
<td>Set Regional Results - Regional Bracket Instructions</td>
<td>PENDING</td>
<td></td>
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<tr>
<td>Download Sectional Entry Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Sectional Rosters</td>
<td></td>
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</tbody>
</table>
As a host, you may enter venue details for the game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Start time for each sectional will be 6:30 p.m. Sectional dates are set according to the IESA calendar. Start time and date may not be changed by the host.

The venue information will be automatically linked to your bracket and posted on the IESA website on the basketball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the map online after entering the information to make sure the Google map is correctly showing your venue and directions.

II. VIEWING ROSTER INFORMATION

As a host, you will have access to the regional entry forms of those teams competing in your sectional.

A. To view the regional entry forms for your sectional, click on the “View Sectional Rosters/Pass Gate”. If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
   - Click on the Download Sectional Entry Data link.
   - Choose PC or Mac.
   - Click “Get Entry Data” to download roster listings.
   - Click on "Get School Data" to download school data.
   - Save the resulting files to your hard drive as an .xls file.

III. ENTERING SECTIONAL RESULTS

A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website.

B. To enter results, please do the following:
   - Enter the score for each team.
   - “Status” remains blank unless a game has a forfeit or is suspended.
   - Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
   - Winners will automatically be advanced to the next round.

C. Click Update Sectional Champ Win/Loss Records to update the winning team’s record.