

**2014-15**

***Girls Basketball***

**Manual for  
Managers**



# Girls Basketball Managers Manual and Forms

<b>I.</b>	<b>Table of Contents</b>	
<b>II.</b>	<b>Manager Information</b>	
	Girls Basketball Series Terms and Conditions.....	1-6
	Girls COUNTRY Financial Three-Point Showdown Terms and Conditions .....	7-10
	Manager Cover Letter.....	11
	Important Deadlines and Dates .....	12
	General Managers Instructions .....	13-18
	Managers Checklist .....	19
	Three-Point Shooting Information for Managers .....	20-21
	Do What's Right! Sportsmanship Criteria .....	22
	Internet Video Broadcast Information .....	23
	Schools Responsibilities Towards Hosting Officials.....	24-25
<b>III.</b>	<b>Playing Rules</b>	
	IHSA Basketball Rules Adoptions.....	26
<b>IV.</b>	<b>Seeding Information</b>	
	Season Summary Form Instructions .....	27-28
<b>V.</b>	<b>Wilson Ball Distribution</b> .....	29
<b>VI.</b>	<b>Score Zone Reporting Procedures</b> .....	30
<b>VII.</b>	<b>Award Distribution</b>	
	Awards Delivery Information.....	31
<b>VIII.</b>	<b>Required PA Announcements</b> .....	32-33
<b>IX.</b>	<b>Licensed Vendors</b>	
	Licensed Vendor Information .....	34
<b>X.</b>	<b>Miscellaneous Information/Forms (Downloadable)</b>	
	Tickets (State Series & State Final).....	35-36
	General Time Schedule .....	37-38
	Announcers Instructions (NEW).....	39
	Scorer's & Timer's Instructions .....	40-41
	Sample Pass Gate Form .....	42
	Bloomington/Normal Map .....	43
	Parking Map .....	44
	Redbird Arena Seating Chart/Court Diagram.....	45
	Financial Report Forms .....	46
	Three-Point Shooting Participant Instructions.....	47-48
	Three-Point Shooting Participant Information Form .....	49

## Revision History

Jan. 7 Three-Point Terms and Conditions II-B-2 & 3 revised dates  
 Feb. 2 Terms and Conditions VI-B-2 time revisions



# 2014-15 Girls Basketball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2014-15 IHSA Class 1A, 2A, 3A and 4A Girls Basketball Tournament Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls Basketball Tournament Series will be determined on an enrollment basis.

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year.

**B.** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1) For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2) For two-year high schools, the total student enrollment figure reported shall be doubled.

3) For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4) For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

**C.** A multiplier of 1.65 will be added to all non-boundary schools.

**D.** Schools participating in sports and activities operating under the three-class system shall be classified as follows:

1) Schools with enrollments 282 and below will be Class 1A.

2) Schools with enrollments of 282.01-586 will be Class 2A.

3) Schools with enrollments of 586.01-1403 will be Class 3A.

4) Schools with enrollments of 1403.01 and over will be Class 4A.

## II. DATES AND SITES

**Class 1A and 2A:** In each class, games at thirty-two (32) Regional sites shall be held February 9-13, and the games at eight (8) Sectional sites shall be held February 16-17,

and 19. The four (4) Super-Sectional games shall be played on February 23. The Class 1A and 2A Semifinals and Finals of the State Final Tournament shall be played on February Feb. 27-28 at Redbird Arena, on the campus of Illinois State University, Normal.

**Class 3A and 4A:** Games at thirty-two (32) Regional sites shall be held February 16-20, and the games at eight (8) Sectionals sites shall be held February 23-24 and 26. The four (4) Super-Sectional games shall be played on March 2. The Class 3A and 4A Semifinals and Finals of the State Final Tournament shall be played on March 6-7 at Redbird Arena, on the campus of Illinois State University, Normal.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2014-15 Entry Policies and Procedures.

### A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is **November 1, 2014**. **The 2014-15 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.**

### B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

### C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

If a school withdraws after the seeding meeting date/List of Participants due date but before the first competition, the school will be

charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

### D. Eligibility

All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054. (By-law 4.071 for activities)

### E. Affirmative Action

Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

## IV. HOST FINANCIAL ARRANGEMENTS

### A. At Member School Sites:

1) The host school must charge admission and will be eligible to receive funding as listed below, plus the cost of game officials.

2) In Class 1A, 2A, 3A, and 4A Regional games, the host school shall pay for all local expenses and issue checks to game officials. Each host school shall receive a flat guarantee fee of \$2,000 and shall be reimbursed the cost of the game officials (3 officials) included in Item XI. The host shall retain 20% of the net income and submit remainder to the IHSA. In case of a negative balance, the host shall be reimbursed for the entire deficit.

3) In Sectional and Super-Sectional games the host school shall pay for all local expenses and issue checks to game officials. Each host school shall receive a guarantee of \$770.00 for each night of competition, and shall be reimbursed the cost of the game officials (3 officials) included in Item XI. The host shall retain 20% of the net income and submit the remainder to the IHSA. In case of a negative balance, the host shall be reimbursed for the entire deficit.

### B. Sites Other Than Member Schools:

1. When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial arrangements with the host using current financial arrangements as guidelines.

**C. Admission Prices:**

1. The following ticket prices have been set by the IHSA Board of Directors. "In Advance" or "At the Door" admission shall be as follows:

- Regionals.....\$4.00
- Sectionals.....\$5.00
- Super-Sectional.....\$8.00

**D. State Final Admission Prices:**

Tickets for the Class 1A, 2A, 3A and 4A Girls Basketball State Final Tournaments at Redbird Arena will be general admission. Location of seats set aside for followers of the teams advancing to the State Final tournament(s) will be modified to reflect the ticketing arrangement. The price of general admission tickets is \$10.00. Season ticket packages will be made available for advance purchase first to IHSA member schools and then to the general public.

**E. Rights Fees for TV and Radio:**

1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2) Radio Fees which shall be charged are:

- a) Regional Contest = No Charge
- b) Sectional Contest = No Charge
- c) Super-Sectional = \$50.00 (Regular)
- d) State Final = \$150.00 (Regular)

3) Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING**

**A. Class 1A-4A Assignments for Schools:** All Class 1A, 2A, 3A and 4A teams outside the Chicago suburban area will be assigned directly to Regional tournaments. Class 3A and 4A teams in the Chicago suburban area will be assigned to a Sectional complex. The Sectional complex will utilize true seeds for determining their Regional brackets unless conflicts arise from the seeds of the pre-determined hosts. The Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, Kendall, Lake and McHenry. By Policy, in sectionals that have a large geographic representation, a designated pairing may be used to reduce travel.

**B. Tournament Series:** The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools, including the Chicago Public

Schools, entered in the state series will be assigned to a Regional or Sectional complex site based on geography.

**C. Season Summary Form:** Schools entered into the Class 1A, 2A, 3A and 4A state series will be required to submit a Season Summary Form on-line in the IHSA Schools Center. Failure to do so by **10:00 a.m.** on Wednesday January 29, 2014 for Class 1A and 2A, and **10:00 a.m.** on Wednesday, February 5, 2014 for Class 3A and 4A, will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Form can be found in the IHSA Schools Center.

**D. Class 1A/2A Seeding:** All seeding will be conducted on-line through the IHSA Schools Center. Each school that completes the Season Summary Form by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, January 28. The deadline to seed teams is 12:00 noon on Thursday, January 29. Seeding will occur at the Regional or Sectional Complex level, depending on each school's first level tournament assignment. Neither the Super-Sectional nor the State Final shall be seeded.

**E. Class 3A/4A Seeding:** All seeding will be conducted on-line through the IHSA Schools Center. Schools competing in the Class 3A and 4A state series in the suburban Chicago area shall conduct an on-line Sectional complex seeding, while the remaining Class 3A and 4A schools shall conduct on-line Regional seeding. Each school that completes the Season Summary Form by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, February 4. The deadline to seed teams is 12:00 noon on Thursday, February 5. Seeding will occur at the Regional or Sectional Complex level, depending on each school's first level tournament assignment. Neither the Super-Sectional nor the State Final shall be seeded.

**F. Sectional Pairings for Geographic Regionals:** The Sectional tournament bracket for those Sectionals involving teams from geographic Regionals will be based on the luck of the draw.

**G. Announcement of Pairings:** The Class 1A and 2A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, January 30, 2014.** The Class 3A and 4A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, February 6, 2014.**

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Names:**

The successive series shall be designated respectively, Regional, Sectional, Super-Sectional and State Final.

**B. Time Schedules:**

**1) Single-Game Session Time Schedule**

- 6:40 p.m. -- Start 15-minute pre-game warm-up on scoreboard clock
- 7:55 p.m. -- When 15-minute pre-game warm-up clock strikes 0:00, National Anthem
- 6:57-7:00 p.m. -- At conclusion of National Anthem, introduction of players and coaches
- 7:00 p.m. -- Tournament Game Tip-off

**2) Two-Game Session Time Schedule**

- 5:40 p.m.--Start 15-minute pre-game warm-up for 1st game on scoreboard clock
- 5:55 p.m.--When 15-minute pre-game warm-up clock strikes 0:00, National Anthem
- 5:57-6:00 p.m.--At conclusion of National Anthem, introduction of players and coaches
- 6:00 p.m. -- 1st Game Tip-off
- 7:00 p.m. (Approx.) -- 1st Game concludes
- 7:00-7:05 p.m. (Approx.) -- 5 minute break between games
- 7:05-7:20 p.m. (Approx.) -- Start 15-minute pre-game warm-up for 2nd game on scoreboard clock
- 7:20 p.m. (Approx.) -- When 15-minute pre-game warm-up clock strikes 0:00, National Anthem
- 7:23-7:26 p.m. (Approx.) – Introduction of players and coaches
- 7:27 p.m. (Approx.) – Tournament Game Tip-off

**3) Super-Sectionals**

- 6:40 p.m.--Start 15-minute pre-game warm-up on scoreboard clock
- 6:55 p.m.--When 15-minute pre-game warm-up clock strikes 0:00, National Anthem
- 6:57-7:00 p.m.--At conclusion of National Anthem, introduction of players and coaches
- 7:00 p.m.--Tournament Game Tip-off

**Note: If a double header is held at a Super-Sectional site, the 1<sup>st</sup> game will tip off at 6:00 pm and the 2<sup>nd</sup> game will tip off at approximately 7:30 pm.**

**4) State Final Tournaments**

**Class 1A and 2A  
Friday, February 27, 2015**

**Session 1 (Class 1A Semifinals)**

- Game 1 12:00 p.m.
- Game 2 2:00 p.m. (Approx.)

### Session 2 (Class 2A Semifinals)

Game 3 6:30 p.m.

Game 4 8:15 p.m. (Approx.)

**Saturday, February 28, 2015**

### Session 3 (Class 1A Finals Session)

Game 5 12:00 p.m. - Loser Game 1 vs. Loser

Game 2 (**Third Place**)

Game 6 1:45 p.m. (Approx.) - Winner Game 1

vs. Winner Game 2 (**Class 1A Championship**)

### Session 4 (Class 2A Finals Session)

Game 7 6:30 p.m. - Loser Game 3 vs. Loser

Game 4 (**Third Place**)

Game 8 8:15 p.m. - Winner Game 3 vs. Winner

Game 4 (**Class 2A Championship**)

**Class 3A and 4A  
Friday, March 6, 2015**

### Session 1 (Class 3A Semifinals)

Game 1 12:00 p.m.

Game 2 2:00 p.m. (Approx.)

### Session 2 (Class 4A Semifinals)

Game 3 6:30 p.m.

Game 4 8:15 p.m. (Approx.)

**Saturday, March 7, 2015**

### Session (Class 3A Finals Session)

Game 5 12:00 p.m. - Loser Game 1 vs. Loser  
Game 2 (**Third Place**)

Game 6 2:00 p.m. (Approx.) - Winner Game 1  
vs. Winner Game 2 (**Class 3A Championship**)

### Session 4 (Class 4A Finals Session)

Game 7 6:30 p.m. - Loser Game 3 vs. Loser  
Game 4 (**Third Place**)

Game 8 8:15 p.m. - Winner Game 3 vs. Winner  
Game 4 (**Class 4A Championship**)

### C. Sessions:

#### 1) Class 1A, 2A, 3A and 4A Regional Tournaments:

a) Class 1A & 2A

1) After the opening night has been determined, no team will be required to play on three successive nights.

2) The two semifinal games shall be played on the same night or as single games on succeeding nights.

2) The Regional championship games will be played on Thursday or Friday nights.

#### 3) Class 1A, 2A, 3A and 4A Sectional Tournaments:

a) Both semifinal games will be played on Monday; or

b) Both semifinal games will be played on Tuesday; or

c) One semifinal game will be played on Monday and the other semifinal game will be played on Tuesday.

d) The championship game will be played on Thursday.

#### 4) Class 1A, 2A, 3A and 4A Super-Sectionals:

a) Class 1A and 2A Super-Sectional games will be played on Monday, February 23, 2015

b) Class 3A and 4A Super-Sectional games will be played on Monday, March 2, 2015

Note: Every session in the Class 1A, 2A, 3A and 4A tournament series shall begin with the National Anthem.

### D. Playing Schedules:

No local manager is authorized to change the order of games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom on the official schedule unless otherwise specifically indicated or a change is approved by the Executive Director

## VII. ADVANCEMENT OF WINNERS

A. Class 1A-4A: The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional matches consisting of two teams each. The winners of the four (4) Super-Sectional tournaments shall advance to the State Final tournament.

## VIII. TOURNAMENT RULES

### A. Tournament Officials

1) Officials for all tournaments will be assigned through the IHSA Office.

2) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

(Note: Detailed information regarding assignment of officials will be posted on the IHSA Schools Center to all schools that are hosting a tournament one week in advance of the tournament's start.)

### B. Squad Designation:

It is recommended that team rosters be forwarded to the host school. It is not required to designate a roster of 15 players.

### C. Players in Team Uniform:

In each of the tournament games, no school shall have in uniform more than fifteen (15) eligible players. The fifteen (15) players shall be the ones designated in B above. No more than a total of twenty-two (22) persons from a school may be on the team bench.

### D. Shirts and Players' Numbers:

In order to avoid possible confusion, each participating school should have two sets of shirts of different colors for its team. One set should be white and the other a dark color. Players must conform to the numbering requirements given in Rule 3-4 of the National Federation Basketball Rules.

1) The teams listed on the top line of the single-game playing bracket shall wear white uniforms and will be considered the home team. The team listed on the bottom line shall wear dark uniforms and will be considered the visiting team. In the Super-Sectional games, the two teams will be listed according to the Sectional centers from which each has advanced.

2) Responsibility of Official Scorer and Head Coaches—The Official Scorer must secure from the head coach of each team in each game of the tournament series the head coach's signature in the official scorebook just prior to the start of each game, thus confirming that the official scorebook is correct regarding players' numbers.

### E. Unsportsmanlike Conduct:

Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct.

IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, the coach, players, or any member of the faculty or Board of Education, or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

### F. Balls:

Balls for all levels of the State Tournament Series are being provided by Wilson Sporting Goods Company, and only Wilson balls may be used. The IHSA will provide one (1) Wilson game ball for each Regional, Sectional and Super-Sectional site designated by the IHSA office.

### G. Rules of Play:

The Official Basketball Rules as published by the National Federation of State High School Associations are adopted as official for the tournament series.

1) In all tournament games, the local tournament manager shall determine the team benches prior to the team warm-up period. Pre-game practice and the first-half basket for each team shall be the one further from its assigned bench.

2) At the State Final Tournament, team benches will be assigned prior to the warm up period for each game.

3) If for any reason gymnasiums or other conditions seem to make any rule modifi-

cations desirable, the local manager must communicate with the IHSA Office before announcing such modification. Interpretations and modifications of existing rules as outlined in the various state-sponsored meetings shall be rigidly adhered to.

4) In all tournament games, the referee shall sign the official scorebook at the conclusion of the game at either the scorer's bench or in the officials' locker room. If in the officials' locker room, the signing must be done in the presence of the host manager or his/her designee, and the official scorer.

5) In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests must create a safe zone along each baseline that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe area will extend a minimum of three (3) feet from the baseline towards the facility's back wall, stage, or bleachers.

#### **H. State Final Game Time Outs:**

For all televised games during the State Finals, only three (3) 60-second time-outs may be charged to each team during a regulation game. Each team is entitled to one additional 60-second time-out during each extra period. Unused time-outs may accumulate and may be used at any time.

### **IX. TOURNAMENT POLICIES**

#### **A. Presale Tickets:**

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional Semifinals and Finals, and Super-Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Competing teams are responsible for all of the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional Final: Requests for presale tickets at the Regional finals must be made by Monday, February 10 for Class 1A and 2A and Monday, February 17 for Class 3A and 4A.

Sectional Semifinals and Finals: Requests for presale tickets at the Sectional Semifinals and Finals must be made by Thursday, February 13 for Class 1A and 2A, and Thursday, February 20 for Class 3A and 4A.

3) See the ticket distribution plan for Super-Sectional information.

#### **B. All-Star Teams:**

No officers of the tournament, game officials or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

#### **C. Consolation Games:**

In the Regional and Sectional tournaments, consolation games will not be permitted to determine third place winners.

#### **D. State Final Passes:**

For the State Final Tournament games, each Super-Sectional winner will receive:

1) a maximum of twenty-two (22) passes for its players and other team personnel

2) three (3) passes for administration: Superintendent, Principal and Athletic Director

3) twelve (12) passes for cheerleaders and if needed one (1) pass for a mascot in costume upon request by member school in advance of the State Finals.

4) one (1) pass for the cheerleader coach

5) one (1) State Final event pass to properly licensed medical personnel for each team participating in the State Final. The pass would be available for either a licensed athletic trainer or team physician. This individual must be listed on the school's State Final Program Information.

#### **E. Bands:**

Schools hosting an IHSA State Series Basketball Tournament may invite their high school pep band to perform during the tournament. However, it should be noted that the host school band is performing as the official band of the tournament and must remain neutral at all times. Failure to comply with this provision shall cause the band to be excluded from the remainder of the tournament.

Members of the pep band may be given free admission to the tournament. No band or performing groups other than the one from the host school shall be allowed to perform at the tournament.

#### **F. Artificial Noisemakers:**

All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "E" above. Refer to National Federation rules Book Rule 1, Section 18.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones.

#### **G. Signs and Banners:**

The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided:

1) they are in good taste and reflect good sportsmanship in their message and use;

2) they reflect identification and encouragement to participants and their school/community;

3) they are not displayed on the field of play or in a manner which interferes with play;

4) they do not obstruct the view of participants or spectators; and

5) they are not safety hazards.

#### **H. Cheerleader/Mascot:**

A maximum of twelve (12) cheerleaders and one (1) mascot in costume may be on the floor at any state series contest.

#### **I. Damage to Property or Equipment:**

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

#### **J. Practice Session:**

1) In the Regional, Sectional and Super-Sectional Tournaments, the host school shall not make its gymnasium available to the visiting team for practice sessions. When a part of the state series is played at a facility other than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility.

2) Schools competing at the State Final will be permitted one (1) thirty-minute (30) practice session at Redbird Arena as scheduled by the IHSA. During the Thursday shoot-around, only school-approved apparel will be permitted during practice. Tournament management reserves the right to determine the appropriateness of all practice, warm-up, and game uniforms.

3) In the Regional, Sectional, Super-Sectional and State Final Tournaments, fifteen (15) uninterrupted clock minutes shall be provided for pre-game warm-up. Players may not be on the floor for warm-up prior to the designated time. Floor officials must be on the floor when the pre-game warm-up period begins.

#### **K. Media Requirements:**

##### **1) Provide Space:**

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations and/or cable television stations.

##### **2) Radio and TV Originators:**

It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association accord-

ing to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series, shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) Administrative Detail:

Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

**L. Videotaping by Schools or Spectators:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

**M. Tobacco/Liquid Nicotine Products:**

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**N. Use of Inhalers:**

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

**O. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series

hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

**P. Prayer at IHSA State Series Contests:**

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

**Q. State Final Team Reimbursements:**

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$5.00 per mile per team for the first 50 miles, and \$3.00 per mile per team for each mile over 51 miles to and from the site where the tournament will be played. In addition, each school will receive a reimbursement to cover some the costs incurred by schools at the State Final. The IHSA will reserve a block of rooms for teams competing at the State Finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each schools expense.

Round Trip	Flat Rate
Mileage to State Final Site	Reimbursement
0-150 miles	\$ 2,500.00
151-300 miles	\$ 3,600.00
301-over miles	\$ 4,400.00

2) Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournaments must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

3) The tournament management does not guarantee any portion of team expenses except as specified in F-1 above. The payment of the above schedule of expenses is contingent upon adequate receipts in any individual tournament. Participating schools should be sure to take to the tournament adequate funds to meet all team expenses. Expense allowances cannot be paid to the schools until after they have been approved by the Executive Director.

**X. AWARDS**

**A. Regional:** A plaque will be awarded to the winner in each Regional.

**B. Sectional:** A plaque will be awarded to the winner in each Sectional.

**C. Super-Sectional:** A plaque will be awarded to the winner in each Super-Sectional.

**D. State Final:**

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A maximum of twenty-two (22) medallions will be presented to the schools of the first four placing teams at the State Final Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the schools State Final Program Information, will be presented with a medalion. No other trophies or awards of any kind may be presented in the tournament series. Only the twenty-two (22) team/school representatives, the superintendent, principal, the athletic director, and the athletic trainer may participate in the awards presentation.

**XI. OFFICIALS**

**A. Appointment and Fees:**

1) **Regional tournaments:** Three (3) officials will be appointed by the IHSA Office for each Regional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of \$67.50 per game.

2) **Sectional tournaments:** Three (3) officials will be appointed by the IHSA Office for each Sectional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of \$84.00 per game.

3) **Super-Sectional games:** Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of \$114.00 per game.

4) **State Final Tournament:** Twelve (12) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid \$150.00 per game plus up to three nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

**B. Mileage Reimbursement Policy:**

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.





# 2014-15 Girls COUNTRY Financial Three-Point Showdown Terms and Conditions

## I. CONTESTANT CLASSIFICATION

Each participant will compete in the Class 1A, 2A, 3A or 4A competition correlated to the classification of the contestant's school in the state tournament series as stipulated in the Basketball State Tournament Series Terms and Conditions.

## II. NAME, DATES AND SITES

### A. Name:

1) The Three-Point Shooting Contest shall be named the **Country Financial Three-Point Showdown**.

### B. Dates and Sites:

1) Qualifying rounds for the Three-Point Shooting Contest will be conducted prior to the Regional Championship and Sectional Championship games in the Girls state series.

2) The Class 1A and 2A Regional Championship shall be held February 12 or 13 and the Sectional Championship will be February 19.

3) The Class 3A and 4A Regional Championship shall be held February 19 or 20 and the Sectional Championship will be February 26.

### C. COUNTRY Financial Three-Point Competition at Redbird Arena, Normal Class 1A and 2A

1) February 26 – Three-Point Shooting Preliminaries on Thursday at Redbird Arena at 5:00 p.m.

2) February 27 – Cl. 1A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 1:45 p.m.

3) February 27 – Cl. 2A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 8:00 p.m.

4) March 7 -- Queen of the Hill matching Class 1A, 2A, 3A and 4A winners on Saturday at Redbird Arena at 1:30 p.m. (approx.)

### Class 3A and 4A

1) March 5– Three-Point Shooting Preliminaries on Thursday at Redbird Arena at 5:00 p.m.

2) March 6 – Cl. 3A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 1:45 p.m.

3) March 6 – Cl. 4A Three-Point Shooting Finals on Friday at Redbird Arena

between the Semifinal Games at approximately 8:00 p.m.

4) March 7 -- Queen of the Hill matching Class 1A, 2A, 3A and 4A winners on Saturday at Redbird Arena at 1:30 p.m. (approx.)

## III. ELIGIBILITY AND ENTRIES

### A. General Eligibility:

1) Only girls at IHSA member schools who have dressed for and occupied the team bench for a girls' varsity basketball contest are eligible to participate in the three-point shooting competition.

2) To enter the COUNTRY Financial Three-Point Shooting Competition, a girl must be eligible under all the eligibility rules and conditions of competition of the Illinois High School Association.

3) All players on all teams (including those participating in the current year's State Final Tournament) may compete in the Three-Point Shooting Contest.

### B. Entries

1) Each team participating in the state tournament series (Class 1A, 2A, 3A and 4A) may select and enter up to four (4) shooters to participate in the shooting contest.

2) The names of the four (4) shooters must be submitted on the IHSA 3pt Entry Form to the Local Manager no later than 24 hours prior to the start of the shooting competition that begins at 5:30 p.m. on the Regional Championship night.

3) There shall be no substitutes or alternates in the Three-Point Shooting Contest.

## IV. FINANCIAL ARRANGEMENTS

### A. Regional/Sectional

1) Each participant will be responsible for her own expenses at the regional and sectional levels of the Three-Point Shooting Contest, except:

2) Access To Facility: Regional and Sectional tournament managers shall allow each shooter, on each night the shooter competes, the opportunity to be accompanied by up to four (4) persons to watch the shooter in the Three-Point competition. Each shooter's group will be admitted to the facility at no charge only for the time of the actual Three-Point competition. Once the competition is concluded, the shooter's group will be required to leave the facility.

a) Shooter's group will be admitted at the pass gate and seated in the

facility by game management. Once the competition is completed, the shooter's group will be escorted from the facility by game management. (Refer to the 3pt. supplement for suggested seating options).

### B. State Final

Each participant will be responsible for her own expenses at Redbird Arena in Normal, except:

1) Each participant advancing to the State Final, shall be provided one (1) complimentary season ticket by IHSA to the respective 2015 Cl. 1A, 2A, 3A or 4A Girls State Final Basketball Tournament.

a) The four (4) qualifiers from the Thursday preliminaries for each of the Cl. 1A, 2A, 3A and 4A finals in the Three-Point Shooting Contest shall be provided with two (2) additional passes for access to Redbird Arena.

2) The four (4) qualifiers from the Thursday preliminaries for each of the Cl. 1A, 2A, 3A and 4A finals in the Three-Point Shooting Contest scheduled for Friday will have rooms for their respective state final provided by IHSA for Thursday. These rooms shall be issued only to an adult who is accompanying the qualifier, and who shall be responsible for the room, and who shall provide a major credit card when registering.

3) The Cl. 1A, 2A, 3A and 4A Queen of the Hill qualifier will have a room provided by IHSA for Friday of the Class 3A and 4A State Final. This room will be issued only to an adult who is accompanying the qualifier, and who shall be responsible for the room, and who shall provide a major credit card when registering.

## V. CONTEST STRUCTURE AND TIME SCHEDULES

A. Each regional tournament host school and each sectional tournament host school is required to conduct the Three-Point Shooting Contest according to these Terms and Conditions.

B. Competition in the Three-Point Shooting Contest will be conducted at 5:30 p.m. on the night of the Regional Championship.

C. Competition in the Three-Point Shooting Contest will be conducted at 5:30 p.m. on the night of the Regional Championship and at 5:30 p.m. on the night of the Sectional Championship correlated tourna-

ment in the respective (Cl.1A, 2A, 3A and 4A) girls' state tournament series.

### **D. Regional & Sectional Championship Time Schedule**

5:30 p.m.- All contestants draw numbers for their shooting order and group.

Ex. 7 teams in a regional each entering 4 shooters=28 total shooters.

Each shooter will draw a number out of hat 1-28. Shooters will be placed in groups of 8, the last group of shooters will not be a full group of 8. (Ex. Group #1-Shooters 1-8, Group #2-Shooters 9-16, Group #3 Shooters 17-24, Group #4 25-28).

5:35p.m. — Begin 3 minute warm-up for Group #1 Three-Point Shooters scheduled to compete on scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

5:38-5:46 p.m. (Approx.)—Three-Point Shooting Competition Group #1. All shooters will shoot at the same basket. (Shooters 1, 2, 3, 4, 5, 6, 7, 8).

5:47-5:50 p.m. (Approx.)—Begin 3 minute warm-up for Group #2 Three-Point Shooters scheduled to compete on the scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

5:51-5:59 p.m. (Approx.)—Three-Point Shooting Competition Group #2. All shooters will shoot at the same basket. (Shooters 9, 10, 11, 12, 13, 14, 15, 16).

6:00-6:03 p.m. (Approx.)—Begin 3 minute warm-up for Group #3 Three-Point Shooters scheduled to compete on the scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes

6:04-6:12 p.m. (Approx.)—Three-Point Shooting Competition Group #3. All shooters will shoot at the same basket. (Shooters 17, 18, 19, 20, 21, 22, 23, 24).

6:13-6:16 p.m. (Approx.)—Begin 3 minute warm-up from Group #4 Three-Point Shooters scheduled to compete on scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

6:17-6:21 p.m. (Approx.)— Three-Point Shooting Competition Group #4. All shooters will shoot at the same basket. (Shooters 25, 26, 27, 28). The top 4 overall shooters from the Regional Championship will advance to the correlated Sectional site regardless of what Group each shooter was in. The top 4 overall shooters from the Sectional Championship will advance to the State Final prelims.

6:25-6:35 p.m. (Approx.) – Three-Point Shooting awards and announcements.

6:35-6:40 p.m. (Approx.) — 5 minute break for coaches of shooters and competing teams to meet in dressing room for pre-game instructions.

6:40-6:55 p.m.(Approx.) — Start 15 minute pre-game warm up

6:57-7:00 p.m. (Approx.) — At conclusion of National Anthem, introduction of players and coaches.

7:00 p.m. (Approx.) — Game Tip-off.

## **VI. ADVANCEMENT OF WINNERS**

### **A. Class 1A, 2A, 3A and 4A: Regionals**

1) All regional level competition shall be at the site of the host school of the Regional Tournament.

2) All shooters from a Regional site will enter the Three-Point Shooting Competition for the first time the night of the Regional Championship game, regardless if their team advances to the Regional Championship.

3) Shooting shall be conducted prior to the Regional Championship and advancement of the top four shooters from the Regional will advance to the correlated Sectional site and will shoot at 5:30 p.m. prior to the Sectional Championship.

### **Sectionals**

1) The sectional level competition shall be at the site of the host school of the Sectional Tournament.

2) Shooting shall be conducted prior to the Sectional Championship at 5:30 p.m. and advancement of the top (4) overall shooters will advance to the Three-Point Shooting Preliminaries at the State Final.

## **VII. CONTEST RULES**

### **A. Three-Point Shooting:**

1) Each team entered in the Girls state tournament series may select and enter up to four (4) shooters. Only those shooters selected to compete in the competition the first time at the school Regional Site in the Girls state tournament series shall be eligible to compete and advance in the Three-Point Shooting Competition. Shooters will compete individually in the Three-Point Shooting Competition and their participation in the competition is independent from the advancement of the shooter's team in the Girls state tournament series. There shall be no alternates.

2) The scoreboard and scoreboard clock shall be used as each shooter competes. The clock shall be set at 45 seconds and run down, while shots made shall be recorded.

3) All shooters will shoot at the same basket in each round. The local manager shall determine the basket to be used.

4) Begin each shooter's timing with the scoreboard horn and end each shooter's timing with the scoreboard horn.

### **5) Shooting Order:**

a) Regionals: There shall be a blind draw for shooting order conducted immediately at 5:30 p.m. prior to the Regional Championship Game. Any competitor(s) who is/are not in attendance for the draw will have a shooting number drawn for them by the contest manager. If a competitor(s) is/are not in attendance or ready to shoot when his/her turn is up, the competitor will be disqualified. Any competitor(s) who fail to show up on the night of the Regional Championship will not be allowed an alternative day or time to qualify. Competitors who show up late will not be given any additional warm-up time.

b) Sectionals: There shall be a blind draw for shooting order conducted immediately at 5:30 p.m. prior to the start of the Sectional Championship. Any competitor(s) who is/are not in attendance for the draw will have a shooting number drawn for them by the contest manager. If a competitor(s) is/are not in attendance or ready to shoot when his/her turn is up, the competitor will be disqualified. Any competitor(s) who fail to show up on the night of the Sectional Championship will not be allowed an alternative day or time to qualify. Competitors who show up late will not be given any additional warm-up time.

c) State Final: The IHSA shall blind draw the shooting order for the Thursday preliminaries once all the entries have been received. The order will be announced prior to the date of the preliminaries. Shooting order for each round after the preliminaries shall be in reverse (fewest made to most made) order of qualifying score.

6) A warm-up period of three (3) minutes will be provided before the start of each round competition and one (1) minute warm-up period before each tiebreaker at the regional and sectional. By mutual agreement of the shooters competing in a tiebreaker, the warm-up period may be shortened or eliminated.

7) Each shooter will shoot one round consisting of three racks of five (5) balls (a total of 15 balls).

8) Beginning with Rack 1, shooters will compete in a round and rotate through the 3 racks as follows:

Rack 1 = right side of free throw line extended

Rack 2 = top of circle

Rack 3 = left side of free throw line extended

a) Wherein possible, three different ball racks should be used. If three ball racks are not available, there should be at least two ball racks, with the ball rack used for position No. 1 moved to position No. 3 immediately after the shooter completes use of ball rack No. 1.

b) It is the responsibility of the shooter to lift each ball from each rack. If the shooter requests, or if the ball rack being used cannot hold five balls, the first ball in a rack may be given to the shooter by a bench official.

9) Each made basket is worth one (1) point in the round.

10) There will be a time limit of forty-five (45) seconds per shooter each regular round. There will be a time limit of thirty (30) seconds per shooter each tiebreaker round. In the event a ball becomes lodged in the basket support during a contestant's shooting round, the clock shall be stopped, the ball removed, and then the clock will be restarted, allowing the shooter to complete his/her round.

11) Shooters with most points advance to next level of competition. Shooters who advance in Regional competition will shoot on night of Sectional Championship regardless of the shooter's team advancement in the Girls basketball tournament series.

12) In the event two (2) or more shooters tie in points for the last advancing position(s), the tie will be broken with additional round(s). Ball will be shot from spot(s) in sequence as is outlined below.

13) Tiebreaker: This procedure will be used only to break a tie for advancement. (For example, if four shooters make 12 shots and the four others make 10, there will be no tiebreaker. If one shooter makes 12, another shooter 11, and three or more make the next equal amount, the tiebreaker shall be used to

determine the two (remaining) advancing shooters. If the tie is not broken, shooters will repeat the tiebreaker procedure until the tie is broken. Each shooter will shoot two racks of five (5) balls (a total of 10 balls) on the following basis:

Rack 4 = right corner

Rack 5 = left corner

**B. Uniforms:**

1) All participants shall wear their official school team uniform, which shall be uniform jersey and uniform shorts. Uniform color shall be at the discretion of the participant.

2) Shooters who appear at the competition not in school uniform shall be disqualified from the shooting contest.

**C. Balls:**

The Wilson Evolution WTB0586 basketball shall be used in the Three-Point Shooting Competition at the State Final.

**VIII. CONTEST POLICIES**

**A.** All IHSA Girls Basketball Tournament Series policies will be enforced during both contests.

**IX. CONTEST AWARDS**

**A.** Queen of the Hill Champion: Award will be presented to winner of the overall competition between the respective Class 1A, 2A, 3A and 4A winners.

**B.** Winners of the competition between the respective Class 1A, 2A, 3A and 4A Three-Point Shooting Contest will receive an award and advance to the Queen of the Hill Competition.

**C.** Class 1A, 2A, 3A and 4A: Awards will be presented to the three finalists who do not advance to the Queen of the Hill competition.

**D.** Awards at the regional and sectional level may be presented if secured by the local manager and/or in conjunction with the local Country Financial agent.

**X. OFFICIALS**

**A.** Each host school will be responsible for appointing bench officials to officiate/administer the shooting. It is recommended that none of these be one of the game officials.

**B.** Three-Point Judges at the State Finals shall be appointed by IHSA in conjunction with the Illinois Coaches Association (ICA) and the Illinois Basketball Coaches Association (IBCA).

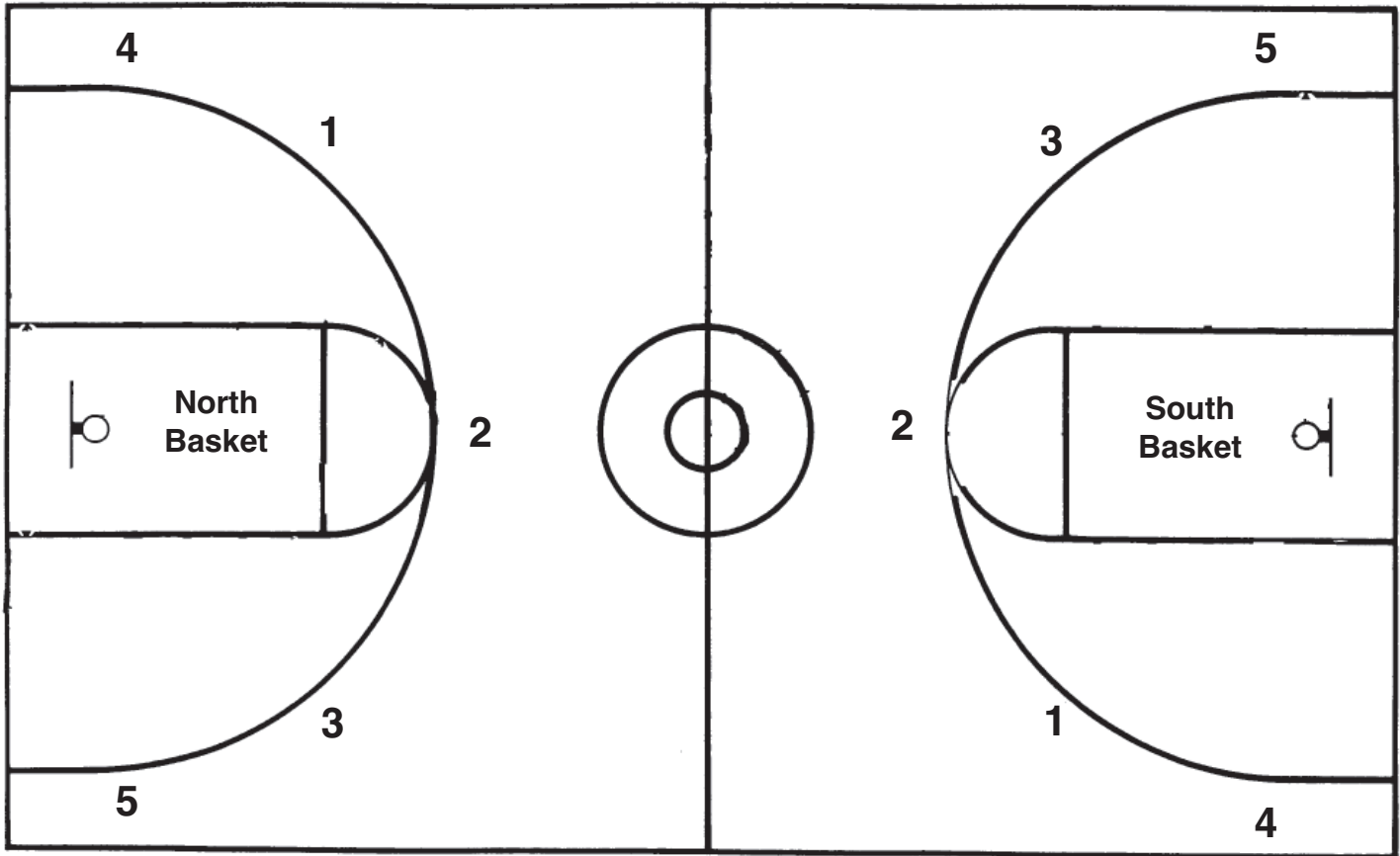
# Three-Point Shooting Positions

## Prelims

- 1A & 3A — north basket
- 2A & 4A — south basket

## Class Finals

- 1A & 3A — south basket
- 2A & 4A — north basket
- King of the Hill — south basket



Racks 1, 2, 3 will be the positions used for each rack in preliminary and final round competition.

Racks 4 and 5 will only be used in case of a tie breaker.



# Girls Basketball Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Local Managers of 2014-15 IHSA Girls Basketball Class 1A, 2A, 3A & 4A Tournaments:

Thank you for your willingness to host a 2014-15 IHSA Girls Class 1A, 2A, 3A or 4A Basketball Tournament at your school. Your cooperation and assistance during this state tournament series is greatly appreciated. **PLEASE DOWNLOAD AND READ THE TERMS AND CONDITIONS.**

The manual contains information to use in the management and conduct of the Girls Class 1A, 2A, 3A or 4A Basketball Tournament, which has been assigned to your school. PLEASE CHECK CAREFULLY THE DEADLINE DATES OF REPORTS THAT YOU ARE RESPONSIBLE FOR.

THE FINANCIAL REPORT IS AVAILABLE AS A INTERACTIVE FORM located in IHSA State Series Hosting. The Financial Report must be received by the IHSA Office within ten (10) calendar days from the date of the completion of your tournament.

A SCORE ZONE FORM IS AVAILABLE AS AN INTERACTIVE FORM also located in the IHSA State Series Hosting. . See instructions for ScoreZone Reporting Procedures located in this Manual.

INSTRUCTIONS FOR SEEDING TEAMS – Please refer to the Important Season Summary Form Instructions/Seeding Information located in this manual. On-line Season Summary Form Deadlines are: Class 1A & 2A – **10:00 a.m.** – Wednesday, January 28; Class 3A & 4A – **10:00 a.m.** – Wednesday, February 4. Online Seeding Deadlines are: Class 1A & 2A – 12:00 Noon on Thursday, January 29; Class 3A & 4A – 12:00 Noon – Thursday, February 5. Once the seeds have been finalized, the IHSA will post the results online. Managers are prohibited from releasing the seeding results to the media.

ROYALTY POLICY -- Please be sure to read and strictly adhere to the policy. The policy is printed on our web site and in the IHSA Official Handbook on pages 111-115.

### IMPORTANT REMINDERS

- Officials:** Officials for the state series will be assigned by the IHSA. A school's entry into the tournament series indicates agreement of assigned officials as provided for in IHSA By-law 2.080. A listing of the officials assigned to your tournament will be posted online in the Schools Center under IHSA State Series Hosting.
- Paying Assigned Officials:** You are authorized and instructed to pay the fees of officials at the close of the tournament. The fee for each Regional Official is \$67.50. Sectional Officials receive \$84.00 and Super-Sectional Officials receive \$114.00. No official is to receive fees in excess of those provided for in the Terms and Conditions. The IHSA guarantees reimbursement to the host school for these assigned officials.
- Bench Officials:** We request that you secure EXPERIENCED Scorers and Timers for your tournament. Instruct them to read carefully the Scoring and Timing Regulations which are printed in the Official Basketball Rules Book. You may also want to download the instructions to Scorers and Timers located in this Manual.
- Admission Prices:**

Regional	\$4.00
Sectional	\$5.00
Super-Sectional	\$8.00
- Legal Game Basketballs:** **Wilson Evolution WTB0586**
- Awards:** Read Item X of the Terms and Conditions.
- Local Tournament Information:** Local tournament managers are strongly urged to send tournament information and ticket purchase information to schools assigned to their tournaments. If limited seating is available, it is suggested that you work out a ticket allotment plan that is in the best interests of everyone concerned. Host schools must provide presale tickets to schools competing in Regional Finals, Sectional Semifinals and Finals, and Super-Sectionals (if hosted by a member school), if requested to do so by a competing team. (Please see the Terms and Conditions)

INQUIRIES: Please direct all inquiries concerning the 2014-15 IHSA Girls State Basketball Tournament Series to Beth Sauser, Assistant Executive Director, at the IHSA Office, (309) 663-6377 or bsouser@ihsa.org.

Sincerely,

Beth A. Sauser  
Assistant Executive Director

# IMPORTANT DEADLINES AND STATE SERIES DATES

## CLASS 1A and 2A

<b>Jan. 28 (Wed.)</b>	<b>Schools Must Complete and Submit the <i>Season Summary Form</i> On-Line in the IHSA Schools Center by <u>10:00 a.m.</u></b>
Jan. 28 (Wed.)	View and/or Print Season Summary Forms
<b>Jan. 28 (Wed.)</b>	<b>Submit Seeds On-Line in IHSA Schools Center by <u>12:00 Noon on Thurs. Jan. 29</u></b>
Jan. 29 (Thurs.)	Class 1A & 2A Seeding Results Released On-Line
Jan. 30 (Fri.)	Class 1A & 2A Pairings Released by 4:00 p.m.
Feb. 9-13	Regional Tournament
Feb. 16-19	Sectional Tournament
<b>Feb. 21 (Sat.)</b>	<b>State Qualifier Data Forms Due On-Line and Program Pictures Uploaded in your School Center (<i>See Instructions in Manual</i>)</b>
<b>Feb. 21 (Sat.)</b>	<b>Three-Point Shooting Qualifiers Information Form and Photo Emailed to IHSA Office</b>
Feb. 23 (Mon.)	Super-Sectional
<b>Feb. 24</b>	<b>Up-To-Date Statistics Due to IHSA Office by <u>10:00 a.m.</u></b>
Feb. 26 (Thurs.)	COUNTRY Financial Three-Point Shooting Preliminaries
Feb. 27 (Fri.)	State Final (Semifinal Games)
Feb. 27 (Fri.)	COUNTRY Financial Three-Point Shooting Finals
Feb. 28 (Sat.)	State Final (Consolation & Title Games)

## CLASS 3A and 4A

<b>Feb. 4 (Wed.)</b>	<b>Schools Must Complete and Submit the <i>Season Summary Form</i> On-Line in the IHSA Schools Center by <u>10:00 a.m.</u></b>
Feb. 4 (Wed.)	View and/or Print Season Summary Forms
<b>Feb. 4 (Wed.)</b>	<b>Submit Seeds On-Line in IHSA Schools Center by <u>12:00 Noon on Thurs. Feb. 6</u></b>
Feb. 5 (Thurs.)	Class 1A & 2A Seeding Results Released On-Line
Feb. 16-20	Regional Tournament
Feb. 23-26	Sectional Tournament
<b>Feb. 28 (Sat.)</b>	<b>State Qualifier Data Forms Due On-Line and Program Pictures Uploaded in your School Center (<i>See Instructions in Manual</i>)</b>
<b>Feb. 28 (Sat.)</b>	<b>Three-Point Shooting Qualifiers Information Form and Photo Emailed to IHSA Office</b>
March 2 (Mon.)	Super-Sectional
<b>March 3</b>	<b>Up-To-Date Statistics Due to IHSA Office by <u>10:00 a.m.</u></b>
March 5 (Thurs.)	COUNTRY Financial Three-Point Shooting Preliminaries
March 6 (Fri.)	State Final (Semifinal Games)
March 6 (Fri.)	COUNTRY Financial Three-Point Shooting Finals
March 7 (Sat.)	State Final (Consolation and Title Games)
March 7 (Sat.)	COUNTRY Financial Three-Point Shooting Queen of the Hill

# General Manager Instructions

## 1. AIM

It is a goal of the IHSA staff and the Board of Directors to conduct outstanding state championships in Boys and Girls Basketball. Thank you for your contributions to this year's version of MARCH MADNESS! We look forward to an exciting state tournament series.

## 2. TOURNAMENT PLANS

The Local Manager should develop a tournament calendar, from the time of host site selection through the sending of his/her final report to the IHSA Office. The Local Manager should organize the dates on which certain tasks must be accomplished, i.e. local media interviews, volunteer/staff meetings, "Instructions to Competing Schools" mailings, printing programs, ticket sales, etc.. A calendar will help you maintain efficiency in your planning and enable to you complete tasks in advance of the tournament. The administrative and financial success of a tournament is often dependent upon the smooth operation of the series.

## 3. COMMITTEES AND HELPERS

It is beneficial to enlist the help of responsible school personnel or members of the community. Organize your volunteers into committees and appoint a qualified person to head each committee.

Tasks associated with certain committees may include the following:

1. Tickets: sale and doorkeepers
2. Preparation of informational signs
3. Police protection (Security)
4. Floor and Bench Officials
5. Parking
6. Press: seating and reporting
7. Assignment and care of dressing/locker rooms: competing teams, cheerleaders and Floor Officials
8. Preparation and operation of scoreboards
9. Concessions

Make sure all volunteers are thoroughly informed of their duties. It may be helpful to provide written instructions for each committee member. At the games, volunteers can be designated with a nametag, badge, or like-colored shirts.

## 4. ORGANIZATION

### Community Assistance

To gain community support for your tournament, engage local civic clubs or the school Booster Club as volunteers.

### Hospitality

If possible, offering a Hospitality Room to visiting coaches, administrators, and media personnel adds to the enjoyment of your guests and helps to create a spirit of friendliness that will be a valuable asset in the administration of your tournament.

## 5. PROMOTION

### News Media

Contact the local news media (print, television) shortly after you receive the assignment of schools to your tournament. Local newspapers often give plenty of space to high school athletics. Provide the media with pertinent tournament information: where, when, schools involved, key players, etc. It may be helpful to also include ticket information.

### Students

Make the student body in your school fully aware of the nature of the competition, either with the use of posters, the school paper, planned school PA announcements or interaction with student groups.

### Programs (See Royalty Policy on the IHSA Licensed Vendor page)

Providing a tournament program adds to the enjoyment of fans attending the games. It should include the roster (players' numbers, first and last names, and other data) and any pertinent information about each team competing in the tournament. You may also include team pictures, sportsmanship reminders and school policies. This, however, is not a requirement for your tournament.

### Radio and Television (see Terms & Conditions for specific media requirements)

Local or neighboring radio and television stations may be interested in broadcasting the tournament or announcing the playing schedule. It may be beneficial to contact them after pairings are announced.

## 6. COURTESIES TO TEAMS

### Parking Space for Buses

Most of the visiting teams will travel by bus or van. Parking space near to the gymnasium should be provided for the team buses or vans and for fan buses.

### Instructions for Competing Teams

Be sure that all schools in your tournament are given adequate notice of the exact time when they are to play, when the gymnasium doors will be opened, location of dressing rooms, ticket prices, etc.

## 7. EQUIPMENT AND GYMNASIUM

### The Basket Assembly

Backboards and basket rings for IHSA Tournaments must adhere to specifications in the National Federation Basketball Rules Book

### The Floor

The floor should be attended to with dust mops after each half.

### Court Markings

The Local Manager should be certain that all court markings comply with NFHS specifications as stated in the 2012-13 Basketball Rules Book.

### Safety Zone

In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests will create a safe zone *along the entire length of both baselines* that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe zone will extend back three (3) feet from the baseline *on each side of the floor* towards the facility's back wall, stage, or bleachers.

## 8. HEALTH AND SAFETY

It is advisable to have a physician or certified athletic trainer in attendance at all times.

## 9. SPORTSMANSHIP

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.

## 10. PLAYING SCHEDULE

All team pairings and playing schedules are drawn in the IHSA Office. They are released online following the team seeding process. Under no circumstances can changes be made in the pairings or in the order of games without permission from the IHSA Office.

## 11. PRESS ARRANGEMENTS

### Reports to Media

Alerting the state media, IHSA office and other teams and host sites within the tournament is the top priority and is covered by updating your score online via the IHSA ScoreZone. Assume this responsibility yourself, or assign the duty to a working assistant. Complete the ScoreZone Report on the IHSA website immediately following each game. That means after game No. 1 of a doubleheader and again after game No. 2 of a doubleheader.

When reporting the results to ScoreZone and the media, make sure they are correct, the spellings of names are accurate, the scores are in proper order, the team names are accurate, etc. In addition, it would be most helpful to provide the media with information if a defending champion won or was defeated, the year in school of the top performers, records that may be established, who made and how the final deciding play(s) transpired, and other similar information, which can only embellish a potential story about your tournament.

### B. Press Facilities

**1) Working Space**—Space shall be set aside to provide for news media representatives covering the tournament, whether they are from newspapers, radio stations, commercial television stations, etc. A “working press box” can consist of tables and chairs at court-side or on a stage or an extension of the scorer’s bench at court-side (including bench top) or any other type of arrangement which the facility in which the tournament will be conducted can accommodate.

**2) Press Parking**—Reserved parking space for news media representatives covering the tournament should be provided as near to the “press entrance” or “pass gate” and the gymnasium as possible. Special equipment and/or special vehicles are used by the different types of news media and the reserved parking area can accommodate these needs. If such a reserved parking space for news media cannot be provided adjacent to the facility as outlined above, a procedure and pre-determined area for use by the news media for loading and unloading equipment is mandatory.

**3) Post-Game Interviews**—Access to a press interview area near the dressing rooms following the game(s) should be available to news media representatives, and plans and procedures for such post-game requirements should be developed in advance and distributed to the media covering your tournament, as well as the coaches of the participating teams.

**4) Photographers**—Restrictions concerning the area(s) in which photographers may work from, and of the facility in which the tournament is to be conducted, should be distributed in advance to photographers.

Photographers shall not enter the dressing room without approval of the coach involved.

Photographers shall be allowed to work the tournament under reasonable conditions, as determined by the Local Manager in conjunction with the IHSA Policy regarding news media/spectator photography (Policy No. 35 in the IHSA Official Handbook).

Spectator use of electronic lighting (flash photography) shall not be permitted during play.

Authorized news media representatives, who have identified themselves to the Local Manager (or designee), shall be permitted to use electronic lighting equipment (flash photography) throughout the course of the tournament. Such electronic lighting can be 1) strobe lights mounted to fixed positions at the site and/or 2) electronic strobe attachments mounted to a camera.

Local Managers should confer with the coaches of the teams participating in a contest before giving permission to authorized news media photographers to use strobe lighting mounted to fixed positions.

Local Managers should confer with game officials and authorized new media photographers before requiring photographers to cease use of electronic strobe attachments mounted to a camera because use of such equipment may be causing interference with the conduct of the contest.

Jubilant photographs shall be considered as a standard type of photography permitted following the conclusion of contests. Properly credentialed news photographers shall be permitted access to the arena floor following the conclusion of the competition to shoot jubilant photographs of players, coaches, fans or other involved persons. Photographers shall be instructed by Local Managers when to retreat from the arena floor so that trophy or award presentations may get under way. All news photographers (whether they be television camera operators or still photographers) shall abide by these shooting rules.

**5) Working Media Admission**—Managers are urged to make every positive effort to honor requests for credentials from legitimate news media personnel. Most media members will have IHSA General Media Credential passes that allow them State Final access and identify them as legitimate media; however, some smaller media outlets may not have these passes, but may still be legitimate and should receive the same accommodations and access as other media.

All Local Managers must take into consideration the requirements for working press space when developing seating allocations in facilities to be used as the site of the tournament. It is mandatory that more space be reserved than is required for a regular season contest.

### Originating Radio Stations:

In allocating space for radio stations approved in advance to originate broadcast(s) of the tournament by the Local Manager, priority is given: 1) to station(s) which cover the competing teams; 2) the station(s) representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations. Assignment of best locations in the facility shall be based upon priority outlined above. Allocation of space will be dependent upon the facility.

Again, due to the nature of the system, it may be difficult for stations to write for broadcast space in advance. As a general rule, stations broadcasting games will be limited to a set of three (3) credentials (for play-by-play announcer, color man and engineer).

There are no broadcast fees for radio stations until the Super-Sectional level.

In all instances, radio stations originating broadcasts of games in the state basketball tournament series are required to assume expenses that are necessary and that have been contracted by the radio station and its vendors (i.e. telephone line charges, food and lodging for the broadcast crew, etc.).

### Spot News TV Credentials:

Over-the-air and/or cable television stations may request credentials to send a film crew to the tournament (game) to shoot footage only for newscasts on that station. This is not approving a tape delay telecast of the complete game for playback. It may be difficult for stations desiring credentials to notify the Local Manager far in advance. Every positive effort should be made to provide credentials and space for television spot news film crews in line with the IHSA News Media Credential Policy.

In allocating space for television station spot news film crews, priority is given: 1) to stations covering the competing teams; 2) to the stations representing the host school; 3) then to stations which cover the geographic region involving the competing schools and host site; 4) and finally to other stations.

### Video Streaming/Television (Live or Tape Delay):

**1) Broadcast rights fees** are required for any group streaming a tournament game on the internet or broadcasting a game on television, whether live or delayed. An application must be downloaded on the IHSA website: <http://www.ihsa.org/NewsMedia/NewsMediaCenter/BroadcastApplications.aspx> and submitted to the host site and IHSA office for approval prior to the broadcast. Rights fees can be paid to the tournament host and submitted through the Financial Report or submitted directly to the IHSA.

**a) Live Telecasts** — Permitted during state series for levels below respective sport State Final level upon receipt of permis-



sion from the local manager and the IHSA Office.

**b) Tape Delayed Telecasts** — Permitted during state series for levels below the respective sport State Final level upon receipt of permission from the local manager and the IHSA Office.

**c)** No live or tape delayed telecasts of state series basketball games below the state final shall be permitted to be televised during the time the state final in basketball is being shown on the IHSA Network. This applies to live telecasts of the scheduled events. (For example, no Sectional boys basketball game may be televised during the time that any IHSA network basketball telecast is being shown.

**d)** Sponsors of these live or tape delayed telecasts shall be in compliance with section 17 (commercials) of the IHSA Television Policy.

**2) Member School Taping For Local Cable System.** Member schools participating in a given tournament game (Regional, Sectional and/or Super-Sectional) may produce their own telecasts of games. These delayed, unsponsored telecasts may be on either the public access or educational access local cable channel. In either telecast, there shall be no rights fee charged provided the member school used its own equipment and personnel to produce the telecast.

Q-1: Who are school personnel?

A-1: Students, staff, parents, booster club members or other persons designated in writing by the member school principal shall constitute school personnel. Local Managers should have such letter(s) of information prior to allowing such persons access to the facility to tape.

Q-2: Does the policy requirement that construction costs for camera and/or announcing positions be reviewed by the Local Manager and the producer of the telecast and paid before the telecast is taped apply?

A-2: Yes. Construction costs must be paid, if necessary, by any originator of a telecast.

**3)** In approving applications and allocating space, Local Managers shall give priority as follows: 1) to cable television stations covering competing teams; 2) to the cable television station representing the host school; 3) to stations which cover the geographic regions of the competing schools; and 4) to all other stations.

**4)** If more than one cable television station is approved to videotape, and space is not available for more than one originating camera crew, the Local Manager should inform the stations of the limitations and help the stations to resolve logistics problems. It is the responsibility of each station approved to videotape to assume all expenses necessary to produce the telecast. This may include installation of working space for announcing crew

and cameras in the gymnasium. This would include the cost of tickets for seats displaced by the installation of a camera position in the seating area. In all instances, all such potentials for charges to a cable television station should be discussed by the Local Manager with the official representative of the cable television station prior to approval of the application to telecast. Terms of these arrangements should be in writing.

#### **a) Competing School Videotaping:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non competing schools and spectators will be allowed to videotape matches in the stand, provided they do not obstruct the view of participants and spectators.

### **12. REPORTS TO IHSA OFFICE**

The financial form should be completed online in the Schools Center promptly after the conclusion of the tournament (**this form is an interactive form**).

**Note:** The financial report form provided for denoting live or tape delay television rights fees received and for payment of officials fees. This should be done according to the Terms and Conditions and Television Policy as follows:

**Officials Fees**—The Local Manager should pay the three (3) floor officials the proper remittance for the level of competition. The amount can be found in the Terms and Conditions. These fees should be reported on the form, but deducted from the receipts due to the IHSA Office.

**Television Fees**—Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

**Radio Fees**—Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

#### **Special Responsibilities (Boys and Girls Series):**

**a) Box Score Call to IHSA Office**—Local Managers of Super-Sectionals will be required to fax or email to the IHSA Office following game(s) hosted by their school to report the complete game box score and/or other information. The IHSA Fax number is (309) 663-7479. Special instructions are sent to each Local Manager. It is mandatory the

Local Manager (or designee) comply before leaving the site of the tournament (game), where required.

### **13. TICKETS**

#### **Admission Fees**

Standard statewide prices have been established for all Class 1A and 2A and Class 3A and 4A Regional and Sectional tournaments. Tournament managers at these levels must charge the prices established by the Board of Directors. Local Managers of Regionals, Sectionals and Super-Sectionals cannot set ticket prices that are different than those established by the Board of Directors.

**Note:** Babies in arms are admitted without charge.

**1) Regionals**—\$4.00 per session  
**2) Sectionals**—\$5.00 per session  
**3) Super-Sectionals**—\$8.00 per game\*

**4) State Finals**—\$10.00 per session or \$40.00 for a season ticket for general admission.

#### **B. Season/Presale Tickets**

In some areas it may be advisable to sell season tickets. This is a matter that each Local Manager should decide for his/her tournament. However, if season tickets are sold, they should be allocated to all of the participating schools, including the host school, on a proportional basis. No reduction in cost is available because of season ticket purchases.

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, and Super Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Competing teams are responsible for all of the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional final: Requests for presale tickets at the Regional finals must be made by Monday, February 4 for Class 1A and 2A and Monday, February 11 for Class 3A and 4A.

Sectional semifinals and finals: Requests for presale tickets at the Sectional semifinals and finals must be made by Friday, February 8 for Class 1A and 2A and Friday, February 15 for Class 3A and 4A.

3) See the ticket distribution plan for Super-Sectional information.

#### **C. Avoid Leaving the Ticket Office Closed**

Local managers should have an attendant on duty or have the office open in order that correct information regarding tickets may be obtained, even if all tickets have been sold.

#### **D. Cautions about Local Enthusiasms**

There is a tendency for schools to overestimate the strength of their team and, through their enthusiasm, buy tickets that, after their teams have been eliminated, rightfully belong to some other school. This causes a demand for the management to refund money on tickets or causes scalping of tickets between games. A good practice is to hold back tickets for successive sessions until it is known what teams will play in the given sessions. An equitable distribution is then made to the followers of the teams still in the tournament. This is necessary, especially where the seating capacity is insufficient to accommodate all who wish to attend.

#### **E. Consider Convenience and Comfort of Patrons**

1. Avoid long waiting periods for people to get into the gymnasium. The ushers and ticket takers should be at their posts at least one hour before the session starts and, if general admission is being sold, doors should open at a specified and advertised hour.

2. All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in the terms and conditions Tournament Policies IX E. Also see National Federation Basketball Rules Book Rule 1, Section 18.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones.

#### **F. Competing School Locations**

The Board of Directors suggests Local Managers distribute tickets to the schools competing in the game(s) each session in such a fashion as to keep the spectators from competing schools separated. In single-game sessions, the Board suggests Local Managers seat spectators from one competing school on one side of the gymnasium and seat spectators from the other competing school on the opposite side of the gymnasium. In two-game sessions, the Board suggests that spectators from one of the schools in the second game be seated on one side of the gymnasium and that spectators from the other competing school be seated on the opposite side of the gymnasium. Local Managers should also be cognizant of rivalries when assigning seating to spectators on the respective sides of the gymnasium in a two-game session.

#### **G. Neutral Zones Behind Team Benches**

The Board of Directors recommends establishment of a neutral zone (buffer zone) in the stands directly behind the team benches and that seating in the neutral zone be carefully controlled to avoid harassment of coaches and players by fans.

#### **H. Work with Visiting Personnel**

Confusion and dissatisfaction among visiting spectators may be avoided by having someone connected with the visiting school make the distribution of tickets for them before each session. This insures the school's fans being seated together, provided they cooperate with their representative by obtaining tickets in advance of sessions which they wish to attend.

#### **I. Super-Sectional Winner Distribution of State Final Tickets, Passes, Etc.**

Shortly before each Super-Sectional game, the IHSA office will ship to each Super-Sectional manager, via United Parcel Services (UPS), a box containing tickets, special instructions and other data for the winning team's upcoming appearance in the State Final Tournament. It is the responsibility of the Super-Sectional manager (or designee) to maintain security of the parcel and, on the night of the Super-Sectional game, to give the parcel and its contents to the principal (or designee) of the school winning the game. The principal of each of the two schools competing in the Super-Sectional MUST be contacted before the contest by the Super-Sectional manager to make arrangements for distribution of the contents of the parcel immediately after the game has been concluded.

### **14. COMPETING TEAM PASS LIST**

Prior to the start of the first round tournament play, competing schools should complete and submit a pass gate list to the local manager. This form includes personnel that may be admitted, can be found in the IHSA Basketball Manual for Schools. Persons on a pass list for a given school should sign their names on the pass list next to their name on the form and will be admitted free of charge.

### **15. BULLETINS TO GUESTS, VISITING SCHOOLS**

All Local Managers are requested to develop a set of "Instructions to Competing Schools" and have a sufficient number printed for distribution to personnel from the visiting schools (administrators, coaches, cheerleader sponsor, etc.), personnel from the host school who will have the responsibility for the proper conduct of your tournament (bench officials, team hosts, ticket sellers, etc.), the floor officials, the news media and other personnel. These "Instructions to Competing Schools" should be sent in advance of the start of the tournament.

Information regarding the following should be included:

#### **A. Local Conveniences**

1. Give the location of the tournament headquarters and/or the Hospitality Room and tell what services are provided there.

2. Give instructions for getting special notices and announcements made. Demand that all notices and announcements be "cleared" through the Local Manager.

3. Give instructions for finding checking rooms, rest rooms, etc.

4. Give ticket price information.

#### **B. Finances**

1. Emphasize the necessity of each team's bringing ample funds to cover its expenses.

2. Give information as to price of admission.

#### **C. Rules**

1. Explain in detail any necessary special rules.

2. Be sure to have a clear understanding among managers, coaches, and officials about any necessary special regulations. Note that the rules adopted by the National Basketball Rules Committee, as published by the National Federation of State High School Associations, are to be used.

3. Call attention to the authority of the floor officials and Bylaw 6.033.

4. Give specific instructions for the color and numbering of the uniform(s) for each player.

#### **D. Punctuality**

1. Any team not ready to play at the appointed time should be penalized according to the procedure outlined in the current playing rules.

2. Give special instructions for furnishing the roster and starting lineup to the scorekeeper.

#### **E. Sportsmanship**

1. Make it very clear that members of teams are to conduct themselves responsibly.

2. Each principal should be reminded that, in accordance with the provisions of Bylaw 1.020, an accredited faculty representative should be present and responsible for the conduct of the competitors and persons from their school at all times during their participation at the tournaments.

3. Be Aware of By-laws 2.030, 3.150, 6.011 & 6.012 which outline the responsibility of good sportsmanship on the part of all school representatives.

#### **F. Dressing Room Arrangements**

An attendant should be assigned to each dressing room and should remain on duty while the team is playing. It is of the utmost importance that the equipment and personal property of the visiting teams be safe-guarded at all times.

### G. Care of Property

You should disclaim responsibility for any losses suffered by players or others, but adopt efficient means for insuring against such losses. Each team should adopt some method for caring for the team's money, watches, basketballs and other valuables.

### H. Tournament Time Schedule:

1. See Terms and Conditions for time schedule.

2. **Introduction of Players.** The five (5) starting players and the head coach of the visiting team and the five (5) starting players and the head coach of the home team should be introduced. Following player introductions the floor officials will be introduced by name and position. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tipoff time.

#### 3. Required Announcements.

P.A. Announcements should be made at least once each game or session, as per instructions accompanying the announcements. (Required announcements are in this manual.)

NOTE: PA and Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

## 16. TOURNAMENT PERSONNEL DUTIES

### A. General Administration Should:

1. Be on the job before, during and after sessions, and between sessions in a multiple-game session.

2. See that all helpers are in their places and are doing their duties.

3. Deliver scorebooks, etc., to Bench Officials 30 minutes before each session begins and get them after the close of each session.

**B. Ticket Seller(s) Should:** Be on the job at least one hour before the start of each session and be responsible only for the sale of tickets and the care of money.

### C. Those in Charge of Dressing Rooms (Teams and Officials) Should:

1. Be on the job 45 minutes before session begins and until the last team (person) has left.

2. Keep spectators out of team dressing rooms.

3. Insist that the teams and floor officials dress promptly and leave rooms as soon as reasonably possible.

### D. Person in Charge of News Media Should:

1. Be on the job at least 45 minutes before the start of the game and until all responsibilities have been completed.

2. Have "press box" seating chart posted and assist news media in locating their positions.

3. Distribute special instructions or special packets of information designed for the news media.

4. Be generally available to answer questions concerning press facilities and press arrangements, such as location of telephone(s) to be used by news media, location of team dressing rooms, etc.

5. Send reports to the local media and report game results online in the IHSA ScoreZone.

### E. Person in Charge of Videotape Area Should:

1. Be on the job at least 45 minutes before the start of the game(s), and until all responsibilities have been completed.

2. Make sure announcing spots for TV stations are set up for each station approved to originate a complete game telecast.

3. Make sure the camera positions, etc., are set up according to previously agreed upon plans made by the Local Manager and official representative of originating TV station.

4. Make sure there is adequate power to operate equipment.

5. Make sure that only the videotape crews from the schools competing in the game in progress are taping the game.

### F. Maintenance Assistants Should:

Help with sweeping and other work under the direction of the general administrator.

### G. Everyone Should:

1. Report evidences of unsportsmanlike conduct and other irregularities.

2. Be courteous, thoughtful and tactful in dealing with tournament guests.

## 17. FLOOR OFFICIALS

The floor officials for each tournament are appointed by the IHSA Office. The manager will have access to the officials contact information through the Schools Center. Be sure to contact the officials with specific information about location, parking, etc.

A private dressing room should be provided for the floor officials. An attendant should see that no one except the officials is admitted.

Parking space should be provided for the officials.

Current basketball rules (Rules 2-2 through 2-8) empower floor officials to make decisions for infractions of rules committed whether within or outside the boundary lines from the 15 minutes warm-up before the scheduled starting time of the game through the approval of the final score. Be insistent that:

1. The floor officials are on the floor for the 15 minutes warm-up prior to the start of the game (or immediately following the conclusion of the preceding game of a session in which more than one game is played).

2. That the floor officials approve the final score by affixing their signatures to the official scorebook. This may be done at the scorer's bench or in their dressing room at the conclusion of the game.

By-aw 6.033 states the role of the floor official, namely: "The decisions of the game officials shall be final; protests against the decisions of a game official shall not be reviewed by the Board of Directors".

It may be beneficial to have a capable local floor official, properly registered with the IHSA Office and eligible for post season assignment, available to serve as a floor official in case of emergency. A pass to the games can be provided or this person can serve as a bench official other than the head scorer or head timer.

## 18. BENCH OFFICIALS

An important responsibilities of the Local Manager is the selection of experienced, adult Scorers and Timers, whose responsibilities are outlined in the current NFHS Basketball Rules Book (Scorers in 2-11 and Timers in 2-12), and "Instructions to Scorers and Timers", which can be found later in this Managers Manual.

Be sure your Scorers and Timers are provided with audio devices that can be heard. Their table should be located on the side of the court as outlined in Rule 2-2.

Note: The official scorer is required to wear a black and white vertically striped garment.

## 19. GENERAL ADMINISTRATION

### A. Promptness throughout the Tournament

Make the starting time definite and avoid starting late, thereby throwing the time of all games off schedule.

### B. Players in Uniform/Protests

1) **Players in Team Uniform**-In each of the tournament games, a participating school shall not have more than fifteen (15) eligible participants in uniform. This includes the warm-up for each game and at half-time. No more than twenty-two (22) persons from a school may be on the bench.

2) **Protests**-Should any formal protest be filed against any player participating in the tournament and should such protest be sustained by the IHSA Board of Directors, it would result in the nullification of any tournament game(s) won by the offending school.

### C. Awards/Trophy Presentation

Awards supplied by the IHS shall be presented to the team winning the Regional and/or Sectional tournament immediately after the conclusion of the championship game of the respective tournament.

1) Awards to be presented will be shipped directly from the manufacturer to the Regional, Sectional and Super-Sectional hosts. Upon receipt, please examine the award for damage or missing pieces. If the shipment has not arrived five (5) days before the start of the Tournaments or if an award has been damaged in shipment, the manager should call the IHSA Office.

4) It is appropriate to present the team winning the state series tournament with the nets used during the championship game. However, game management should remove the nets from the goals. **Do not allow players or coaches to cut the net down.**

### D. Cheerleaders

A maximum of twelve (12) varsity Cheerleaders, one (1) Cheerleading Coach, and (1) Mascot in uniform of the teams scheduled to compete each day of the tournament should be given passes and/or their names should be placed on a pass list and they should be given access to the building and the arena floor provided:

1) The names of the Varsity Cheerleaders, Coach, and Mascot are provided in advance by the school participating in the tournament.

2) They appear with their pass or at the pass gate in their cheerleading uniform (or the uniform of the school mascot).

In addition, Local Managers should instruct the principal of each competing school in the "Instructions to Competing Teams" that:

3) IHSA By-law 4.080 applies to all tournament contests. "All cheers, performances, routines, or other activities conducted by a school's spirit squads (i.e. cheerleaders, pom poms, flags, drill team) shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations."

4) The cheers they use, and involve fans with, are appropriate and cannot be construed as being unsportsmanlike or in poor taste (Bylaw 2.040).

# Girls Basketball Tournament Manager Checklist

( ) On-Line Season Summary Form Deadline for Class 1A and 2A is **10:00 a.m.** on Wednesday, January 28; for Class 3A and 4A **10:00 a.m.** on Wednesday, February 4. On-line Team Seeding Deadline for Class 1A and 2A is 12:00 Noon on Thursday, January 29; for Class 3A and 4A 12:00 Noon on Thursday, February 5.

( ) **FAX OR EMAIL** RESULTS OF YOUR REGIONAL TOURNAMENT TO THE SECTIONAL TOURNAMENT MANAGER OF THE SECTIONAL TOURNAMENT WHERE THE REGIONAL WINNER WILL ADVANCE.

## **FOR ALL SECTIONAL TOURNAMENT MANAGERS**

- ( ) Send Sectional tournament information to correlated Regional Tournament Manager to distribute to Regional team advancing to the Sectionals.
- ( ) Immediately following completion of the championship game, remind the coach of the winning team to complete the online STATE QUALIFIER DATA FORMS in the Schools Center and to upload their school pictures (Instructions are in the School Manual) before **February 21** for Class 1A and 2A and **February 28** for Class 3A and 4A.

## **FOR ALL SUPER-SECTIONAL TOURNAMENT MANAGERS**

( ) Send Super-Sectional information to correlated Sectional Tournament Manager to distribute to Sectional Team advancing to the Super-Sectional.

## **FOR ALL REGIONAL, SECTIONAL AND SUPER-SECTIONAL MANAGERS**

- ( ) Contact local media and release publicity regarding the Girls Basketball Tournament being held at your school.
- ( ) Secure tournament personnel necessary for conducting the tournament, including Scorekeeper and Timekeeper.
- ( ) Ticket information and other tournament information (including dates and times of games) sent to area schools and released to local media.
- ( ) Select music for National Anthem for use at the beginning of each tournament session. Screen all other music played during time-outs, breaks, etc.
- ( ) Immediately following the completion of the championship game, present award to winning team.
- ( ) **Refer to the "IHSA ScoreZone Reports Required of All Hosts"** in this manual. It is very important that information and reports from your Girls Basketball Tournament are complete and accurate.
- ( ) FINANCIAL REPORTS: Following the completion of the tournament, FINANCIAL REPORTS are to be submitted online in the Schools Center under "IHSA State Series Hosting."
- ( ) Pay officials following the completion of tournament.



# COUNTRY Financial Three-Point Showdown Managers Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: 2015 IHSA Basketball Schools and Series Game/Tournament Managers

Subject: Responsibilities/Instructions for the COUNTRY Financial Three-Point Showdown Hosted by Your School

Local managers, as outlined below, are responsible to comply with the following regarding the Three-Point Shooting being conducted in conjunction with the girls' and boys' state basketball tournament series:

## 1. Required Use of Camera Ready Advertisement(s)

The Bloomington-based COUNTRY Financial again will be corporate sponsor of the Three-Point Shooting competition for both girls and boys this year known as the COUNTRY Financial **Three-Point Showdown**. COUNTRY Financial has also been a major sponsor of IHSA Basketball Television for 43 straight years. As sponsor of the **Showdown**, COUNTRY Financial is guaranteed advertising space in all our tournament series publications, which publicizes both the upcoming tournament telecasts and the COUNTRY Financial **Three-Point Showdown**.

- 1) Managers of all girls' and boys' Class 1A, 2A, 3A and 4A series sites (Regionals, Sectionals and Super-Sectionals), are required to use the camera ready text (8 1/2 x 11) or cover streamer ads available at the IHSA website under *resources/download center/graphics & forms* provided by COUNTRY Financial for the Three-Point Showdown in the programs and/or on the lineup sheets produced for every game and/or tournament hosted. One of these two displays must appear in your program or lineup sheet. Direct any questions regarding this requirement to Asst. Executive Director Matt Troha at the IHSA Office.

## 2. Required Use of Corporate Sponsor and Other Logo(s)

Local managers at all levels of competition are required to use the COUNTRY Financial **Three-Point Showdown** logo in all information and/or promotional material developed in conjunction with the Three-Point Shooting Competition hosted by their school. The one-color version of the special logo is available at the IHSA website under *resources/download center/graphics*.

Other Logos: Local managers must require vendors creating their programs and other merchandise to use, in a conspicuous manner, the contemporary IHSA logo. They also must incorporate either the March Madness or America's Original March Madness logo on the front cover of their printed program and/or lineup sheet. Either of these logos may not be used by manufacturers of apparel or other goods except as by authorized vendors licensed through the IHSA Office. Local Managers may use a Sportsmanship logo, where appropriate, on printed material and/or other merchandise. These logos are available at the IHSA website under *resources/download center/graphics*. **Local managers shall contract only those licensed vendors authorized by the IHSA to produce printed material and/or other merchandise.**

## 3. Involving COUNTRY Financial Agents

State series managers may invite their local **COUNTRY Financial** agent to become involved regarding the following:

- a) Administering the Shooting Contest: The local agent(s) and office workers might be invited to participate as the shooting referee, scorer, etc.
- b) Trophies: The local agent(s) might be invited to underwrite the cost of awards to the finalists in your tournament and be on site to make the presentations.
- c) Newspaper Ads and Radio Commercials: The local agent(s) might wish to create with the local manager a campaign to announce the shooting contest and report the results each night on the local radio station(s) and in the local newspaper.

### 3-Pt. Showdown Managers Instructions

#### 4. Required Use of the Three-Point Shooting Posters and Banners

a) Site Banners: Our arrangement with COUNTRY Financial provides for display of paper banners provided by the company at each of our Regional sites in the girls and boys basketball tournament series. The banner will be shipped to the host sites about February 1.

Host schools are required to display the **COUNTRY Financial Three-Point Showdown** banner prominently in the gymnasium throughout the tournament(s) your school hosts. Upon conclusion of the tournament(s) hosted by your school, you may dispose of the banner as you wish. For example, you may give it to the top shooter at your site or use it as a prize in a drawing.

We also ask you to remind your faculty, staff and students in your regular school announcements to watch the four IHSA Basketball telecasts in the coming weeks, but especially Friday, February 27 of the Class 1A and 2A Girls' State Tournament; Friday and Saturday, March 6-7 of the Class 3A and 4A Girls' State Tournament; Friday, March 13 of the Boys' Class 1A and 2A State Tournament; and Friday and Saturday, March 20-21 of the Boys Class 3A and 4A State Tournament.

#### 5. Reporting Results of Shooting Competition

Results of the shooting must be reported to your local media, if they want the information, and in the Schools Center through the on-line ScoreZone Reporting within 30 minutes following the conclusion of each game. In addition, please provide duplicated or posted results for fans attending your tournament.

##### Reporting Requirements for Regional and Sectional Managers:

- a) Post the results of the shooting competition within 30 minutes following the conclusion of each game as outlined in the ScoreZone Reporting Information found in this manual.
- b) Sectional Managers should go to the correlated Regional Final results posted by each Regional Manager in the SchoolsCenter to obtain the respective qualifiers and establish shooting order for each Sectional Championship Game.

#### 6. Gathering Information For State Final Program

Girls' Official Program (Shooters):

- a) The Official Program for the COUNTRY Financial Three-Point Showdown at the State Final will include a photograph for each of the 32 qualifiers in each class during the weekend of their shooting competition. In order to meet production deadlines, it is necessary to obtain such information from the regional winners. Here is the procedure we will be using:

**Class 1A, 2A, 3A and 4A:** Once a Three-Point contestant qualifies at the Sectional Tournament to participate in the preliminaries of the State Final, contestants are required to submit the Participant Information Form and photo for the State Final program via email. The photo and Information Form should be emailed to [kadegoke@ihsa.org](mailto:kadegoke@ihsa.org) on or before Saturday, February 21 for Cl. 1A and 2A and Saturday, February 28 for Cl. 3A and 4A.

Boys' Official Program (Shooters):

- a) The Official Program for the COUNTRY Financial Three-Point Showdown at the State Final will include photographs for each of the 32 shooting qualifiers in each class. In order to meet production deadlines, it is necessary to obtain such information in advance. Here is the procedure we will be using:

**Class 1A, 2A, 3A and 4A:** Once a Three-Point contestant qualifies at the Sectional Tournament to participate in the preliminaries of the State Final, contestants are required to submit the Participant Information Form and photo for the State Final program via email. The photo and Information Form should be emailed to [kadegoke@ihsa.org](mailto:kadegoke@ihsa.org) on or before Saturday, March 7 for Cl. 1A and 2A and Saturday, March 14 for Cl. 3A and 4A. Participant Instructions are located in the Boys Basketball Manual for Schools.

# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.





IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

### **BROADCAST RIGHTS FEE PAYMENT REQUIRED**

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHIGH, UStream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

### **BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED**

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.  
*and*
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website ([www.IHSA.tv/schoolname](http://www.IHSA.tv/schoolname)).

## ***Internet Video Broadcast Rights Fee Schedule***

Prior to the 2011-12 school year, internet video webcasts fell under the same broadcast rights fee schedule as television. Because of the growing number of internet broadcasting entities, the IHSA Media Advisory Committee felt like it was in the best interest of the medium to develop more affordable broadcast rights fees for video internet broadcasts. The rights fee schedule below was adopted beginning in the fall of 2011 for streaming video:

### **BOYS BASKETBALL**

Per Regional Game-\$50

Per Sectional Game-\$75

Per Super-Sectional Game-\$100

Per Regional Tournament-\$100

Per Sectional Tournament-\$125

### **GIRLS BASKETBALL**

Per Regional Game-\$50

Per Sectional Game-\$50

Per Super-Sectional Game-\$75

Per Regional Tournament-\$75

Per Sectional Tournament-\$75

### **FOOTBALL**

Per 1<sup>st</sup> Round Playoff Game-\$50

Per 2<sup>nd</sup> Round Playoff Game-\$50

Per Quarterfinal Playoff Game-\$75

Per Semifinal Playoff Game-\$100

### **ALL OTHER SPORTS**

Per Regional Game/Meet-\$25 (\$50 whole tournament)

Per Sectional Game/Meet-\$50 (\$75 whole tournament)

Per Super-Sectional Game/Meet-\$75

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - A) Provide a reserved parking space.
  - B) Meet officials and take them to the dressing room.
  - C) Have refreshments available for halftime and postgame.
  - D) Ask for any additional needs.
  - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.





## IHSA Basketball Rules Adopted for 2014-15

1. The Mercy Rule can only be used in regular season tournaments that wish to utilize it. *Regular season contests may not use the Mercy Rule under any circumstances.* For those tournaments that wish to use the Mercy Rule, tournament managers are asked to notify the participating schools and officials of their intention to use the Mercy Rule in advance of the tournament.

Tournaments shall use the following adoption for rule 5-5-3 **NOTE:**

A running clock shall be used in the fourth quarter games that have at least a 30 point differential score. Once a game reaches this differential and the clock starts running, it will continue running and stop only for one of the following:

- A team timeout
- An injury timeout or the removal of a disqualified player.
- The administration of a penalty for a technical foul
- An officials' timeout
- Correctable error situation

Please note this adoption applies only to regular season tournaments. It will not be used during the boys' or girls' state series.

2. The IHSA has adopted the use of a 14' coaches box for all regular and post season contests. Schools and officials are reminded that the use of the box is NOT a requirement. However, if the box is going to be used, it must be placed on the floor in accordance with rule 1-13-2. Schools and officials are also reminded that rule 10-4-4 and 10-5 clearly articulate the manner in which coaches can be off the bench within the confines of the box and the manner in which officials are to penalize the head coach or other bench personnel who violate the provisions of the coaches box rule.



**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS**

Schools entered into the Class 1A, 2A, 3A, and 4A state series will be required to submit a *Season Summary Form* on-line in the IHSA Schools Center. Failure to do so by the designated date and time will result in a school forfeiting its opportunity to participate in the seeding process. **The *Season Summary Form* can be found in the IHSA Schools Center.**

**Girls Class 1A & 2A Seeding Deadlines**

Starting	Ending	Phase	Description
	DEADLINE: Wed., Jan. 28 10 am sharp	<b>Submit Season Summary Form</b>	To be eligible to seed the teams in your regional tournament, <u>you must fill out the Season Summary Form</u> with your team's won-lost record and game-by-game scores prior to the deadline. You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
Wed., Jan. 28 11 am	DEADLINE: Thu., Jan. 29 noon sharp	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your regional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your regional.
Thu., Jan. 29 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your regional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
Thu., Jan. 29 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Fri., Jan. 30 4 pm	—	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
Sat., Jan. 31	—	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

## Girls Class 3A & 4A Seeding Deadlines

Starting	Ending	Phase	Description
	DEADLINE: Wed., Feb. 4 <b>10 am sharp</b>	<b>Submit Season Summary Form</b>	To be eligible to seed the teams in your regional tournament, <u>you must fill out the Season Summary Form</u> with your team's won-lost record and game-by-game scores prior to the deadline. You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
Wed., Feb. 4 11 am	DEADLINE: Thu., Feb. 5 <b>noon sharp</b>	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your regional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your regional.
Thu., Feb. 5 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your regional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
Thu., Feb. 5 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Fri., Feb. 6 4 pm	—	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
Sat., Feb. 7	—	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.



## Official Ball Information



### ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Girls Basketball Tournament Managers

#### **Subject: Required "Official Ball" Use**

This memorandum is accompanied by the Official Ball to be used in the IHSA tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by the Wilson Sporting Good Company.

The Wilson ball is required to be used in all Girls Basketball state series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different Wilson ball for this one.

If you have any questions regarding official ball use, please contact the IHSA Office.

## **Class 1-4A Girls Basketball Model: Evolution WTB0586**

Note: Each manager is required to use the Wilson ball supplied by the IHSA for all games in the tournament series hosted by the local manager's school. Managers are encouraged to use Wilson balls in the Three-Point Shooting competition.

- 1) **Each Regional manager** will receive one (1) ball to be used in the games at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.
- 2) **Each Sectional manager** will receive one (1) ball to be used at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.
- 3) **Each Super-Sectional manager** will receive one (1) ball to be used at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.

**Delivery System:** Wilson ships all balls directly to the IHSA Office. Site allocations will receive ball shipments prior to the tournament from the IHSA Office staff. The Administrator in charge of the sport is responsible for delivery of State Final tournament ball allocation.

# ScoreZone Reporting Procedures for 2014-15

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

## How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your Login ID and password ([www.ihsa.org](http://www.ihsa.org)).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.

ScoreZone Report

Competing Teams	Score	Status	Highlights
Chicago (Morgan Park)	41	Time remaining: Final	Includes high scorer and rebounder for both teams. Please give first name, last name, and school of each player mentioned.
Wheaton (North)	0	Period: [ ] (If game is in progress)	

Last updated at 7:22:11 am

Score is NOT final      FINAL Score

Your update will appear in the IHSA ScoreZone area within 60 seconds.

Your comments will be viewed by many people. Please keep them accurate and professional!

Three-Point Showdown Advancers

Please give the first name, last name, and school of each player who advanced to the next round.

If the game is not complete, click the "NOT FINAL" button.

Unusual Circumstances

If applicable, choose an option and give an explanation with information about the make-up date and site. Then click the "FINAL" button (if forfeited) or the "NOT FINAL" button.

- (none)
- postponed
- suspended
- forfeited
- rain delay
- lightning delay
- other delay

A sample of the page in the IHSA Schools Center where you will submit Basketball scores.

## It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

***For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)***

## ***Interactive ScoreZone means live updates!***

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

## ***How to Submit "Live Updates"***

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!





## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw  
Asst. Executive Director

# **Required Public Address Announcements for Regional, Sectional and Super-Sectional Levels of the Girls Basketball Tournament**

The following announcements are required to be made over your public address system each night of competition in the state basketball tournament series level of competition hosted by your school. Thank you.

## **(ANNOUNCE AT THE REGIONAL CHAMPIONSHIP AND SECTIONAL CHAMPIONSHIP PRIOR TO START OF 3-PT. SHOOTING)**

When competition in the Country Financial Three-Point Showdown begins in a few minutes, each participant will have 45 seconds to shoot 5 balls from three spots around the three-point arc. Each successful basket counts as one point. The top four overall shooters with the highest point totals advance to the next round. If there is a tie for the final advancing spot there will be a shoot-off to determine who advances. In breaking the tie, each shooter will have 30 seconds to shoot 5 balls from two spots in the corners. If a tie still remains, we will continue the shoot-off until it is broken.

## **(ANNOUNCE AFTER THE THREE-POINT)**

The best three-point shooters in Illinois High School Girls' Basketball will meet in the Country Financial Three-Point Showdown! On the evening of February 26<sup>th</sup> (Class 1A and 2A) and March 5<sup>th</sup> (Class 3A and 4A) at Redbird Arena in Bloomington, 32 sectional finalists from each class will compete in the 3 pt. showdown preliminaries. On Friday afternoon February 27<sup>th</sup> (Class 1A and 2A) and March 6<sup>th</sup> (Class 3A and 4A), the top four in each class will shoot for their class title. The four individual class winners will then shoot it out on state-wide television for Illinois' "Queen of the Hill" title to be held on Saturday March 7<sup>th</sup> — the biggest showdown of the year! Watch all the exciting action of all the I-H-S-A Boys' State Basketball Tournament and the Country Financial Three-Point Showdown Saturday, March 21<sup>st</sup>. Check your local television listings for telecast times.

## **(ANNOUNCE BEFORE THE START OF EACH GAME)**

To help insure the safest and most comfortable atmosphere for this IHSA State series event, local management will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

## **(ANNOUNCE BEFORE THE START OF EACH GAME)**

The possession, distribution, sale possession and or consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

**(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)**

On behalf of the more than 800 member schools of the Illinois High School Association, welcome to tonight's (today's) basketball game between \_\_\_\_\_ (Visitor) and \_\_\_\_\_ (Home). It is just one in a statewide series that is known as **America's Original March Madness**. While schools in other states, colleges and universities enjoy this time of the basketball season, the first cases of Girls' March Madness were diagnosed in I-H-S-A schools in the early 1900's. Nobody does it any better. Enjoy tonight's (today's) portion of **March Madness**.

**(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)**

The Illinois High School Association is proud to announce that the "Official Ball" used in the Girls' Basketball Tournament series has been manufactured by Wilson Sporting Goods Company. Wilson is making a major commitment to the schools of I-H-S-A, and the young people who represent them in state series competition. The Wilson ball is used in 14 different IHSA state tournament series, from the very first competition in the Regionals all the way through the State Championship. When kids from Illinois play their games, they make the outcome official with Wilson.

**(ANNOUNCE BEFORE THE START OF THE FIRST GAME)**

The 22nd annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 20th during a banquet at the DoubleTree Hotel in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

**(ANNOUNCE BEFORE THE START OF EACH GAME)**

Add A. Tude, the IHSA sportsmanship mascot is for everyone. Do What's right! Sport A Winning Attitude brought to you by the IHSA.

**(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)**

Good people make good sports. Sport A Winning Attitude Today. Welcome to this I-H-S-A Girls' Basketball Tournament Game. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be smart, Do What's Right! . . . good Sportsmanship. Remember, Add A. Tude is for everyone.

**(ANNOUNCE END OF HALF-TIME OF EACH GAME EACH SESSION)**

Every game in this year's girls' state tournament will be televised live on the IHSA Television Network. Finals of the Country Financial Three-Point Showdown also will be televised live. Queen of the Hill will be crowned live on Saturday afternoon, March 7<sup>th</sup>. If you can't be at the Redbird Arena for the state tournaments, be sure to watch them live on the IHSA Television Network. Check your local listings for the station carrying the games in your area.

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)

# Girls Basketball Tournament Series Ticket Distribution Plan

Plans for distributing tickets for the 2012 Girls Tournament Series Basketball have been established by the Board of Directors. The plans are designed to guarantee IHSA member schools the opportunity to purchase season tickets for the State Final Tournament(s), and to provide a sufficient number of tickets for each of the schools actually participating in these tournaments.

## Ticket Prices

Specific statewide prices have been adopted for all girls Class 1A and 2A and Class 3A and 4A tournaments. Tournament managers must charge ticket prices as established by the Board of Directors.

Regionals — \$4.00 per session  
Sectionals — \$5.00 per session  
Super-Sectionals — \$8.00 per session

## General Admission

State Final — \$10.00 per session

## Season Tickets

\$40.00  
(Baby in arms = Free Admission)

NOTE: Season Ticket Prices for Regional/Sectional Meets and Tournaments

Local managers of Regional and/or Sectional meets and tournaments in which two (2) or more sessions are conducted may sell season tickets along with session tickets. In the event a manager exercises this option, the season ticket price will be the session ticket price times the number of sessions.

Single Session tickets to be sold from the allotment made available to schools competing in the State Final Tournament will be \$10.00 each. Single-session tickets will go on sale by mail, by telephone (credit card only) or over the counter at Redbird Arena beginning the first Monday in February, and shall be priced at \$10.00 each and on sale until the day the tournament begins.

NOTE: Presale tickets for Regional Finals, and Sectional Semifinals and Finals

1) Host schools must provide presale tickets to schools competing in Regional Finals, Sectional Semifinals and Finals, if requested to do so by a competing team.

2) Competing teams are responsible for all of the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional Final: Requests for presale tickets at the Regional finals must be made by Monday, February 6 for Class 1A and 2A and Monday, February 13 for Class 3A and 4A.

Sectional Semifinals and Finals: Requests for presale tickets at the Sectional Semifinals and Finals must be made by Thursday, February 9 for Class 1A and 2A and Thursday, February 16 for Class 3A and 4A.

## Super-Sectional Distribution

1) A reasonable number of spaces shall be reserved for the press, radio, bench officials, players and other team personnel.

2) The ticket price for each Super-Sectional game shall be as noted above in "Ticket Prices".

3) Local managers of Super-Sectional games are instructed to devise plans whereby an equitable portion of the better seats will be made available to the followers of the teams competing in the game.

4) Notifying Competing Teams: The local manager of each Super-Sectional center shall telephone the principal or ticket manager of each school winning Sectional Semifinal games at the two (2) correlated Sectionals and must notify them as to the number of tickets allotted to their schools. At this time, arrangements also will be made for delivery of the Super-Sectional ticket allotment by a representative from the Super-Sectional site to the principal (or designee) of the school winning each of the correlated Sectional championship games. Arrangements for payment and return of tickets to the Super-Sectional center also will be completed. Delivery of the Super-Sectional allotment must be made at the site of both Sectionals subsidiary to the Super-Sectional on the date of the championship games, in order for the participating schools to have an opportunity to sell Super-Sectional tickets in advance.

## State Final Distribution

### A) Advance Sale to Member Schools:

Girls Class 1A and 2A and Class 3A and 4A State Final Tournament season tickets will be distributed to member schools as follows:

1) Each member school will receive a set of order forms for the Class 1A and 2A and Class 3A and 4A State Final Tournament mailed from the IHSA Office in early November. Each member school ordering season tickets must return the order form(s) with proper remittance on or before the deadline of January 13, 2015, to receive its allotment of tickets in the guaranteed section for the State Final Tournament games in the classification in which the school's enrollment places it.

2) Any number of season tickets may be ordered by a member school. Member schools may order season tickets for both classes. Single session tickets will be sold at the Redbird Arena beginning the first Monday in February.

3) Class 1A and 2A and 3A and 4A season tickets are priced at \$40.00 each. Both student and adult tickets will be one price.

4) All tickets for Redbird Arena will be sold as general admission tickets at a cost of \$10.00 each. Each participating school will receive tickets for pre-sale.

5) All ticket orders will be filled by the Redbird Arena Ticket Office based upon their date of receipt.

6) Season tickets will be set aside for the tournament for use by the IHSA Board of Directors, the news media and other persons to be determined by the Board of Directors.

(Note: Filled orders will be mailed from the Redbird Arena Ticket Office on the first Monday in February.)

### **B) Sale of Session Tickets to Schools Playing in the State Final:**

1) The Tournament Manager at the site of each Super-Sectional game will personally give to the principal (or designee) of the school winning the game that school's allotment of tickets for the upcoming Semifinal session of the State Final Tournament at Redbird Arena.

2) Each of the four schools participating in each session shall be guaranteed the opportunity to purchase a share of the tickets available to participating schools. This number of tickets may vary from session to session. The remaining tickets will be allotted to member schools and for sale to others determined by the Board of Directors.

3) Price of session tickets to be sold to fans from competing schools will be (\$10.00). Both student and adult tickets will be one price.

4) Return of Unsold Tickets  
All unsold tickets shall be returned to the Redbird Arena Ticket Office at the time your school reports for the team shoot-around on Thursday afternoon. Your school will be responsible for payment of all tickets not returned by the deadline specified for your team. This strict policy is necessary to permit the tickets not sold by your school to be placed on sale for the general public.

### **General Public Sale**

#### **A) Advance Tickets**

1) Beginning January 14, 2015 season tickets for the Class 1A and 2A and Class 3A and 4A Girls State Final

Tournament(s) will be available for sale by mail. All mail orders must include an additional \$6.00 for the service charge to cover postage and handling. Checks, credit cards, or money orders may be used for ticket purchases. They should be made payable to: Illinois State University.

2) Beginning the first Monday of February, season and/or single-session tickets for the Class 1A and 2A and Class 3A and 4A Girls State Final Tournament(s) will be available for sale by telephone (credit card only) or over the counter at the Redbird Arena Ticket Office. Any number of tickets for either class may be purchased. Season tickets are priced at \$40.00 each. Single-session tickets are priced at \$10.00 each. Both student and adult tickets shall be one price. If tickets are available to fill each order as requested, there will be no refunds.

3) If a mail order includes an order for tickets for both Class 1A and 2A and Class 3A and 4A, and tickets are available for one class and not the other, the order for which tickets are available will be filled and a refund will be made for the balance of the order.

#### **B) Day of Tournament**

All single-session tickets sold at Redbird Arena each day of the State Final Tournament will be priced at \$10.00 each. Both student and adult tickets shall be one price.

# 2015 IHSA Girls March Madness General Time Schedule

Site: Redbird Arena, Illinois State University, Normal

## Class 1A and 2A Girls Weekend (Feb. 26-28)

### Class 1A and 2A Team Shootaround at Redbird Arena (Thursday, Feb. 26)

- 11:50-12:30 p.m. – Class 1A Game 1 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
12:30-1:00 p.m. – Class 1A Game 1 Home Team Shootaround on Redbird Arena Floor  
12:20-1:00 p.m. – Class 1A Game 1 Visitor Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:00-1:30 p.m. – Class 1A Game 1 Visitor Team Shootaround on Redbird Arena Floor  
12:50-1:30 p.m. – Class 1A Game 2 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:30-2:00 p.m. – Class 1A Game 2 Home Team Shootaround on Redbird Arena Floor  
1:20-2:00 p.m. – Class 1A Game 2 Visitor—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:00-2:30 p.m.—Class 1A Game 2 Visitor Team Shootaround on Redbird Arena Floor  
1:50-2:30 p.m. – Class 2A Game 3 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:30-3:00 p.m. – Class 2A Game 3 Home Team Shootaround on Redbird Arena Floor  
2:20-3:00 p.m. – Class 2A Game 3 Visitor Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:00-3:30 p.m. – Class 2A Game 3 Visitor Team Shootaround on Redbird Arena Floor  
2:50-3:30 p.m. – Class 2A Game 4 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:30-4:00 p.m. – Class 2A Game 4 Home Team Shootaround on Redbird Arena Floor  
3:20-4:00 p.m. – Class 2A Game 4 Visitor Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
4:00-4:30 p.m. – Class 2A Game 4 Visitor Team Shootaround on Redbird Arena Floor

### Class 1A and 2A Three-Point Shooting Preliminaries (Thursday, Feb. 26)

#### Required Photo Session at Redbird Arena

- 4:35-4:55 p.m. -- Group Photo Session Three-Point Shooters  
4:57-5:00 p.m. -- Floor Swept for Three-Point Showdown

#### Three-Point Shooting Preliminaries at Redbird Arena

- 5:00-5:03 p.m. – 1A Group 1 Warm-up (South Basket)  
5:00-5:03 p.m. – 2A Group 2 Warm-up (North Basket)  
5:04-5:11 p.m. – 1A Group 1 Shooting  
5:04-5:11 p.m. – 2A Group 2 Shooting  
5:12-5:15 p.m. – 1A Group 3 Warm-up (South Basket)  
5:12-5:15 p.m. – 2A Group 4 Warm-up (North Basket)  
5:16-5:23 p.m. – 1A Group 3 Shooting  
5:16-5:23 p.m. – 2A Group 4 Shooting

- 5:24-5:27 p.m. – 1A Group 5 Warm-up (South Basket)  
5:24-5:27 p.m. – 2A Group 6 Warm-up (North Basket)  
5:28-5:35 p.m. – 1A Group 5 Shooting  
5:28-5:35 p.m. – 2A Group 6 Shooting  
5:36-5:39 p.m. – 1A Group 7 Warm-up (South Basket)  
5:36-5:39 p.m. – 2A Group 8 Warm-up (North Basket)  
5:40-5:47 p.m. – 1A Group 7 Shooting  
5:40-5:47 p.m. – 2A Group 8 Shooting  
5:48-5:51 p.m. -- Tiebreaker Warm-up  
5:52-5:59 p.m. -- Tiebreaker Shooting

### Class 1A and 2A Meetings, Meal Functions (Thursday, Feb. 26)

- 6:15 p.m. -- Meeting of Elite Eight School Administrators, Team Hosts, ISU Staff @ Doubletree Hotel  
7:00 p.m. --Class 1A and 2A Girls Basketball Celebration Banquet @ Doubletree Hotel  
8:15 p.m. (approximate) -- Meeting of Floor Officials assigned to State Final @ Doubletree Hotel

### Class 1A and 2A Tournament, Redbird Arena (Friday-Saturday, Feb. 27-28)

- Semifinal Session 1 (Friday)  
12:00 p.m. – Cl. 1A Game No. 1  
1:45 p.m. (Approx.) – Cl. 1A Three-Point Finals  
2:00 p.m. (Approx.) – Cl. 1A Game No. 2  
Semifinal Session 2 (Friday)  
6:30 p.m. – Cl. 2A Game No. 3  
8:00 p.m. (Approx.) – Cl. 2A Three-Point Finals  
8:15 p.m. (Approx.) – Cl. 2A Game No. 4  
Finals Session 3 (Saturday)  
12:00 p.m. -- Game 5 – Cl. 1A Loser Game No. 1 vs. Cl. 1A Loser Game No. 2 (3<sup>rd</sup> Place Game)  
1:45 p.m. (Approx.) -- Game 6 – Cl. 1A Winner Game No. 1 vs. Cl. 1A Winner Game No. 2 (Championship)  
Finals Session 4 (Saturday)  
6:30 p.m. -- Game 7 – Cl. 2A Loser Game No. 3 vs. Cl. 2A Loser Game No. 4 (3<sup>rd</sup> Place Game)  
8:15 p.m. (Approx.) -- Game 8 – Cl. 2A Winner Game No. 3 vs. Cl. 2A Winner Game No. 4 (Championship)

### Class 1A and 2A Three-Point Finals, Redbird Arena (Friday, Feb. 27)

- 12:00 p.m. – Cl. 1A Semifinal Game No. 1 Begins  
1:45 p.m. (Approx.) – Cl. 1A Three-Point Shooting Finals  
6:30 p.m. – Cl. 2A Semifinal Game No. 2 Begins  
8:00 p.m. (Approx.) – Cl. 2A Three-Point Shooting Finals

## Class 3A and 4A Girls Weekend (March 5-7)

### Class 3A and 4A Team Shootaround at Redbird Arena (Thursday, March 5)

- 11:50-12:30 p.m. – Class 3A Game 1 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
12:30-1:00 p.m. – Class 3A Game 1 Home Team Shootaround on Redbird Arena Floor  
12:20-1:00 p.m. – Class 3A Game 1 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:00-1:30 p.m. – Class 3A Game 1 Visitor Team Shootaround on Redbird Arena Floor  
12:50-1:30 p.m. – Class 3A Game 2 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:30-2:00 p.m. – Class 3A Game 2 Home Team Shootaround on Redbird Arena Floor  
1:20-2:00 p.m. – Class 3A Game 2 Visitor —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:00-2:30 p.m.—Class 3A Game 2 Visitor Team Shootaround on Redbird Arena Floor  
1:50-2:30 p.m. – Class 4A Game 3 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:30-3:00 p.m. – Class 4A Game 3 Home Team Shootaround on Redbird Arena Floor  
2:20-3:00 p.m. – Class 4A Game 3 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:00-3:30 p.m. – Class 4A Game 3 Visitor Team Shootaround on Redbird Arena Floor  
2:50-3:30 p.m. – Class 4A Game 4 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:30-4:00 p.m. – Class 4A Game 4 Home Team Shootaround on Redbird Arena Floor  
3:20-4:00 p.m. – Class 4A Game 4 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
4:00-4:30 p.m. – Class 4A Game 4 Visitor Team Shootaround on Redbird Arena Floor

### Class 3A and 4A Three-Point Shooting Preliminaries (Thursday, March 5)

#### Required Photo Session at Redbird Arena

- 4:35-4:55 p.m. -- Group Photo Session Three-Point Shooters  
4:57-5:00 p.m. -- Floor Swept for Three-Point Showdown

#### Three-Point Shooting Preliminaries at Redbird Arena

- 5:00-5:03 p.m. – Cl. 3A Group 1 Warm-up (South Basket)  
5:00-5:03 p.m. – Cl. 4A Group 2 Warm-up (North Basket)  
5:04-5:11 p.m. – Cl. 3A Group 1 Shooting  
5:04-5:11 p.m. – Cl. 4A Group 2 Shooting  
5:12-5:15 p.m. – Cl. 3A Group 3 Warm-up (South Basket)  
5:12-5:15 p.m. – Cl. 4A Group 4 Warm-up (North Basket)  
5:16-5:23 p.m. – Cl. 3A Group 3 Shooting  
5:16-5:23 p.m. – Cl. 4A Group 4 Shooting  
5:24-5:27 p.m. – Cl. 3A Group 5 Warm-up (South Basket)  
5:24-5:27 p.m. – Cl. 4A Group 6 Warm-up (North Basket)  
5:28-5:35 p.m. – Cl. 3A Group 5 Shooting  
5:28-5:35 p.m. – Cl. 4A Group 6 Shooting  
5:36-5:39 p.m. – Cl. 3A Group 7 Warm-up (South Basket)  
5:36-5:39 p.m. – Cl. 4A Group 8 Warm-up (North Basket)  
5:40-5:47 p.m. – Cl. 3A Group 7 Shooting  
5:40-5:47 p.m. – Cl. 4A Group 8 Shooting  
5:48-5:51 p.m. -- Tiebreaker Warm-up  
5:52-5:59 p.m. -- Tiebreaker Shooting

### Class 3A and 4A Meetings, Meal Functions (Thursday, March 5)

- 6:15 p.m. -- Meeting of Elite Eight School Administrators, Team Hosts, ISU Staff @ Doubletree Hotel  
7:00 p.m. –Class 3A and 4A Girls Basketball Celebration Banquet@ Doubletree Hotel  
8:15 p.m. (approximately) -- Meeting of Floor Officials Assigned to State Final@ Doubletree Hotel

### Class 3A and 4A Tournament, Redbird Arena (Friday-Saturday, March 6-7)

#### Semifinal Session 1 (Friday)

- 12:00 p.m. – Cl. 3A Game No. 1  
1:45 p.m. (Approx.) – Cl. 3A Three-Point Finals  
2:00 p.m. (Approx.) – Cl. 3A Game No. 2

#### Semifinal Session 2 (Friday)

- 6:30 p.m. – Cl. 4A Game No. 3  
8:00 p.m. (Approx.) – Cl. 4A Three-Point Finals  
8:15 p.m. (Approx.) – Cl. 4A Game No. 4

#### Finals Session 3 (Saturday)

- 12:00 p.m. -- Game 5 – Cl. 3A Loser Game No. 1 vs. Cl. 3A Loser Game No. 2 (3<sup>rd</sup> Place Game)  
1:30 p.m. (Approx.) – Three-Point Queen of the Hill  
2:00 p.m. (Approx.) -- Game 6 – Cl. 3A Winner Game No. 1 vs. Winner Game No. 2 (Championship)

#### Finals Session 4 (Saturday)

- 6:30 p.m. -- Game 7 – Cl. 4A Loser Game No. 3 vs. Cl. 4A Loser Game No. 4 (3<sup>rd</sup> Place Game)  
8:15 p.m. (Approx.) -- Game 8 – Cl. 4A Winner Game No. 3 vs. Cl. 4A Winner Game No. 4 (Championship)

### Class 3A and 4A Three-Point Shooting Finals, Redbird Arena (Friday, March 6)

- 12:00 p.m. – Cl. 3A Semifinal Game No. 1 Begins  
1:45 p.m. (Approx.) – Cl. 3A Three-Point Finals  
2:00 p.m. (Approx.) – Cl. 3A Semifinal Game No. 2 Begins  
6:30 p.m. – Cl. 4A Semifinal Game No. 1 Begins  
8:00 p.m. (Approx.) – Cl. 4A Three-Point Finals  
8:15 p.m. (Approx.) - Cl. 4A Semifinal Game No. 2 Begins

### Queen Of The Hill, Redbird Arena (Saturday, March 7)

- 12:00 p.m. – Cl. 3A Consolation Game Begins  
1:30 p.m. (Approx.) -- Queen Of The Hill, Redbird Arena  
2:00 p.m. (Approx.) – Cl. 3A Championship Game Begins  
6:30 p.m. – Cl. 4A Consolation Game Begins  
8:15 p.m. (Approx.) – Class 4A Championship Game Begins



# **INSTRUCTIONS TO AND DUTIES OF THE ANNOUNCER FOR IHSA BOYS' AND GIRLS' BASKETBALL STATE SERIES GAMES**

*This document is provided to IHSA Boys' and Girls' Basketball State Series Managers for their use and is created from information provided by the National Federation of State High School Associations. Managers should make sure tournament announcers are given a copy of this prior to the regional, sectional, or super-sectional tournament for their review.*

In a very real sense, the public address announcer at a high school event is a "Champion of Character". The public address announcer can influence the atmosphere of a 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. The announcer, like the scorer and timer, are extensions of the officiating crew, and by nature, are neutral parties to the contest. 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 high school sports are educationally-based activities.

## **Announcer Responsibilities**

1. The announcer shall be prohibited from making an announcement:
  - a. While the clock is running
  - b. While the clock is stopped and the ball is live (such as during a free throw, throw in, etc.)
2. Announcements or comments shall be made during those times when there is stoppage of the clock and the ball is not live, such as time outs, between quarters, or during pre-game, half-time, or post-game.
3. Unless there is an emergency, the announcer shall be prohibited from interrupting the game through the use of the microphone.
4. 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, if announced, could mislead fans and others.

## **Examples of Allowable Comments**

- Player who scored (quick notification without extreme emphasis)
- Player charged with a foul
- Player attempting a free throw
- Team granted a time out
- Length of time out (30 seconds or 60 seconds)
- Player entering game
- Team rosters/starting lineup

## **Examples of Unapproved Comments**

- Number of points player scored
- Number of fouls on player
- Number of team fouls
- Number of team times outs or number of time outs remaining
- Type of foul or violation
- Emphatic 2 or 3 point goal

# INSTRUCTIONS TO AND DUTIES OF THE SCORER FOR BASKETBALL GAMES

## RULES COVERAGE:

**Rule 1-17:** The scorer's location at the scorer's and timer's table must be clearly marked with an "X."

**Rule 2-1-3:** It is recommended that the official scorer and timer be seated next to each other.

**Rule 2-4-3:** The referee designates the official scorebook and the official scorer.

**Rule 2-11:** The duties and responsibilities of the official scorer are indicated. In case of doubt, signal the floor official as soon as conditions permit to verify the official's decision.

**Rule 2-11-12:** The official scorer is required to wear a black and white vertically striped garment.

## RESPONSIBILITY:

The scorer's responsibility is so great that floor officials must establish the closest cooperation and understanding with them. The scorer must be accurate.

## EQUIPMENT:

Scorebook, pencils, possession arrow and signaling device with sound different from that of the timer. The scorebook must be available for inspection at the table from 10 minutes prior to game time until the referee has approved the final score.

## BEFORE THE GAME:

1. Ten minutes before scheduled game time, the scorer shall be supplied with each team's roster and numbers.
2. Ten minutes before scheduled game starting time, the scorer shall be supplied with the starting lineup.
3. Notify the referee if either list is not submitted on time or is altered after time specified.
4. If there are discrepancies, notify the referee before the ball is tossed.
5. Have coach sign that lineup is correct.

## DURING INTERMISSIONS:

1. Either the official scorer or a delegated assistant must be at the scorer's table with the official scorebook at all times.
2. 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 should check each entry with the official scorebook.
2. The 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.

## SCORING: (Use the following recommended symbols)

1. P for personal foul, followed by proper numeral indicating number of personal fouls charged to player as P<sup>1</sup>, P<sup>2</sup>, etc., or cross out appropriate number.
2. T for technical foul (direct or indirect on coach).
3. Successful field goal: figure 2 or 3.
4. Free-throw attempt: ○
5. Successful free throw: ⊗
6. Two or three free throws awarded: ○ ○ ○

7. First of one-and-one: ○  
First made, bonus awarded: ⊗ ○ ○  
Bonus free throw made: ⊗ ○ ○

8. Record the number of charged time-outs (who/when) for each team.
9. 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.

# INSTRUCTIONS TO AND DUTIES OF THE TIMER FOR BASKETBALL GAMES

## RULES COVERAGE:

**Rule 2-4-2:** The referee shall designate the official timepiece and its operator.

**Rule 2-12:** Duties and responsibilities of the timer are indicated. An efficient timer will carefully study these sections and become thoroughly familiar with all their responsibilities. The timer shall sound a warning signal 15 seconds before the expiration of an intermission, a time-out (60- or 30-second) and the 20-second interval to replace a disqualified or injured player, or a player directed to leave the game. The timer shall also signal when the time has expired for an intermission, a charged time-out or a replacement interval.

## EQUIPMENT:

Electric clock timer and one stopwatch, or a table-clock timer and one or two stopwatches. A gong, loud siren or electric air horn to signal the end of playing time. When present, a red/LED light is permitted to end a quarter or extra period; otherwise, the audible signal ends the quarter or extra period.

## BEFORE THE GAME:

1. The official timer should ascertain the game starting time and suggest that the referee and coaches synchronize their watches.
2. Review the official signals for starting the clock, time-out, a foul or violation.
3. Notify the scorer 10 minutes prior to the starting time.

## TIMING REGULATIONS:

1. Playing time shall be:
  - a. For teams of high school age — four quarters of eight minutes each with intermissions of one minute after the first and third quarters and 10 minutes between halves. Halftime may be extended to a maximum of 15 minutes upon proper notification.
  - b. For teams younger than in (a) — four quarters of six minutes each with intermissions same as for (a).
2. Overtime Play:
  - a. If the score is tied at the end of the second half, play shall continue without change of baskets for one or more extra periods, with a one-minute intermission before each.
  - b. The length of each extra period shall be four minutes (or half the time of a regulation quarter for non-varsity contests).
  - c. As many such extra periods as are needed to break the tie shall be played. Game ends, if, at end of any extra period, the score is not tied.
  - d. Extra periods are an extension of the fourth quarter.
3. A time-out charged to a team is of either 60-seconds or 30-second duration unless both teams are ready to resume play sooner.
4. No time-out is charged to a team when:
  - a. The floor official grants a player's request because of displaced eyeglasses or lens.
  - b. A correctable error as in 2-10, or a timing, scoring or alternating possession mistake has been prevented or rectified.
5. The sounding of the scorer's signal or game horn does not cause the game timepiece to be stopped.

## START THE OFFICIAL TIMEPIECE WHEN:

1. A tossed ball is legally tapped when play is started by a jump.
2. The ball touches a player on the court during a throw-in (if clock has been stopped).
3. An official signals "start the clock." If he or she neglects to do so, the official timepiece should be started unless an official specifically signals that it should not be started.
4. The ball touches or is touched by a player on the court provided the ball is to remain live if the free throw is missed. In these cases, the official will give the start-the-clock signal, but if he or she neglects to do so, the official timepiece should be started when it is apparent the ball touches a player and is to remain live.

## STOP THE OFFICIAL TIMEPIECE WHEN:

1. Any period ends.
2. An official gives a time-out signal. The official will order time-out when:
  - a. A foul is called by holding hand with fingers closed at arm's length above head.
  - b. A jump/held ball is declared by giving the jump-ball signal (holding thumbs up at shoulder height away from body and motioning upward with both arms extended).
  - c. A violation occurs by giving the time-out signal (holding hand with fingers extended at arm's length above head) after which the proper violation signal is given.
  - d. There is to be a charged time-out, or an official's time-out for a technical foul, or other stoppage indicated by a floor official who holds a hand at arm's length above the head with fingers extended.

## NEAR THE END OF PLAYING TIME:

1. If a watch is being used as the official timepiece, place it so that the timer may see it and the ball. The watch must be stopped the instant the signal ending the game is sounded.
2. When a timing device other than a watch is the official timepiece, the timer must assist in determining the position of the ball when time expires.
3. Some timers, in order to avoid misunderstanding concerning the position of the ball when time expires, have one person watch the official timepiece and count aloud 10 - 9 - 8 - 7, etc., while another person watches the ball and notes its position at the exact moment time expires.
4. If a quarter or extra period ends and:
  - a. The timer has been unable to make an official hear the signal, the timer must immediately notify the official.
  - b. The timing signal fails or is not heard by an official, the timer must be prepared to advise the referee as to whether the ball was in flight when time expired, or whether a foul occurred before or after the period had ended.
  - c. The timing signal is not heard by the officials, testimony of the timer may determine whether a score shall count or a foul shall be charged, unless the referee has information which would alter the situation.

2014



# IHSA Pass Gate List

Illinois High School Association  
 2715 McGraw Dr., Bloomington, IL 61704  
 Phone: 309-663-6377  
 Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

**The following are the only persons representing a member school to be admitted free to this contest. The top seven (7) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.**

**Participating schools must complete this form and return it to the tournament manager prior to the start of the event.**

**Sport/Activity:**

**Host School:**

**Level:**    Regional            Sectional            Super-Sectional

**Your School:**

The top seven (7) are allowed to have one (1) guest.

**Administration**

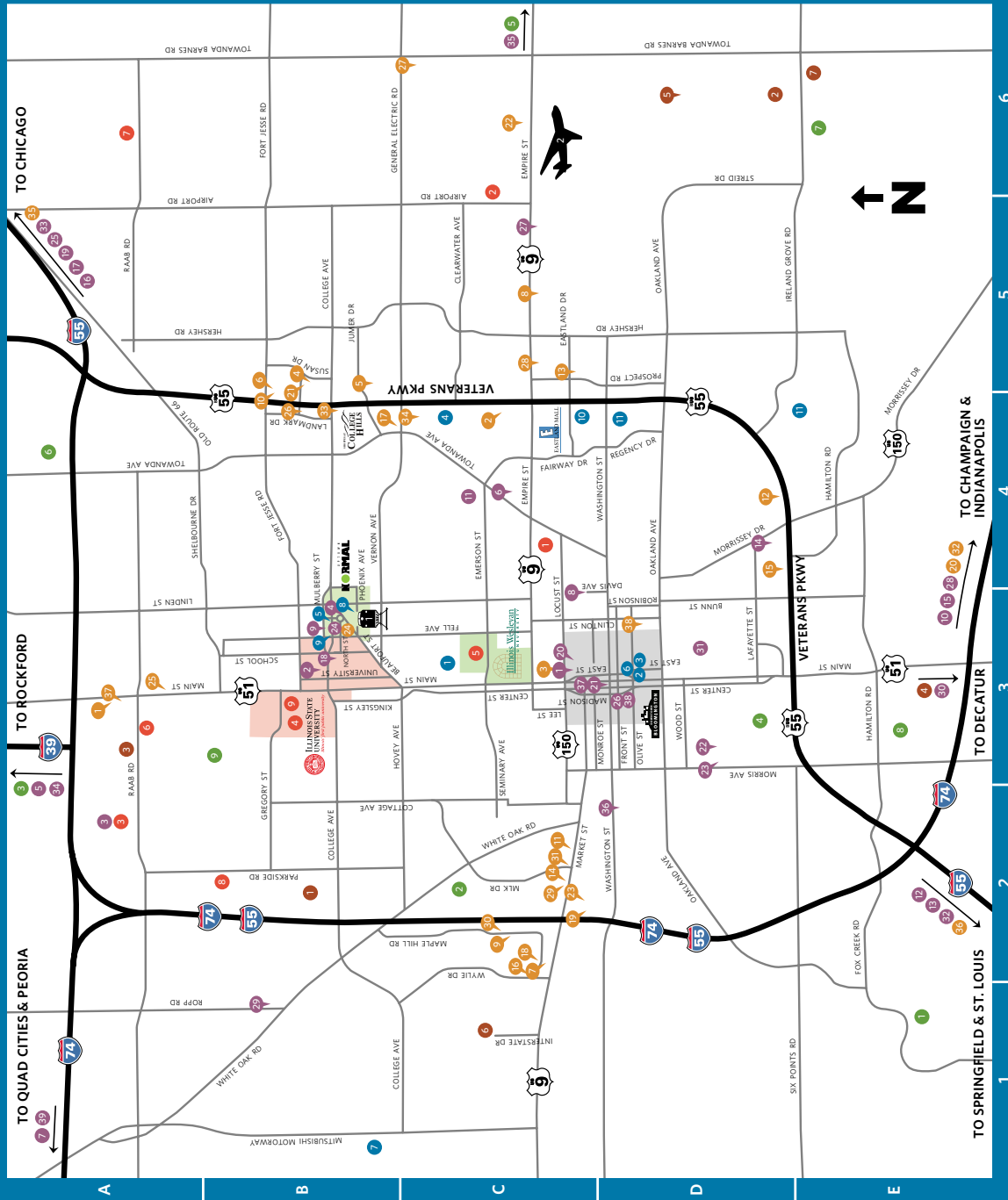
1.	<input type="text"/>	Guest	<input type="text"/>
2.	<input type="text"/>	Guest	<input type="text"/>
3.	<input type="text"/>	Guest	<input type="text"/>
4.	<input type="text"/>	Guest	<input type="text"/>
5.	<input type="text"/>	Guest	<input type="text"/>
6. <b>Head Varsity Coach</b>	<input type="text"/>	Guest	<input type="text"/>
7. <b>Assistant Coach</b>	<input type="text"/>	Guest	<input type="text"/>
<b>Assistant Coach</b>	<input type="text"/>		
<b>Assistant Coach</b>	<input type="text"/>		
<b>Assistant Coach</b>	<input type="text"/>		
8. <b>Manager</b>	<input type="text"/>		
9. <b>Scorekeeper</b>	<input type="text"/>		
10. <b>Video/Camera Operator</b>	<input type="text"/>		
11. <b>Bus Driver</b>	<input type="text"/>		
12. <b>Athletic Trainer</b>	<input type="text"/>		
13. <b>All rostered players according to the terms and conditions.</b>			

**All other representatives from your school must pay to attend an IHSA tournament.**

**In case of emergency or need to communicate changes to your school:**

<b>Contact Person:</b>	<input type="text"/>	<b>Contact Person:</b>	<input type="text"/>
<b>Cell Phone:</b>	<input type="text"/>	<b>Cell Phone:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

# Bloomington-Normal Area Map



## ACCOMMODATIONS

- Americas Best Value Inn
- Burmont Inn & Suites
- Burr House Bed & Breakfast
- Candlewood Suites Hotel
- The Chateau Hotel & Conference Center
- Comfort Suites East
- Comfort Suites West
- Country Inn & Suites Airport
- Country Inn & Suites West
- Days Inn by Wyndham
- DoubleTree by Hilton
- Eastland Suites Hotel & Conference Center
- Ecotodge
- Extended Stay America
- Fairfield Inn & Suites
- Hampton Inn & Suites
- Hampton Inn West
- Hawthorn Suites & Conference Center
- Holiday Inn Express LeRoy
- Holiday Inn Express Hotel & Suites
- La Quinta Inn
- Holiday Inn Hotel & Suites
- Marriott Hotel & Conference Center
- Motel 6
- Parke Hotel & Conference Center
- Quality Inn & Suites East
- Quality Inn & Suites West
- Ramada Limited & Suites
- Real Roof Inn Bloomington
- Real Roof Inn LeRoy
- Signature Inn
- Super 8 Bloomington
- Super 8 Chicago
- Super 8 McLean
- Super 8 Normal
- Super 8 Normal
- Yvesman Mansion Bed & Breakfast

## AREA EDUCATION

- Bloomington High School
- Central Catholic High School
- Hartland Community College
- Illinois State University
- Illinois College-Normal
- Normal Community High School
- Normal West High School
- University High School

## COMMUNITY

- AdvocateBroMm Medical Center
- Bloomington City Hall
- Bloomington Public Library
- COURTYN Financial Office
- Economic Development Council
- McLean County Chamber of Commerce
- Mitsubishi Motors North America
- Normal City Hall
- Normal Public Library
- OSF St. Joseph Hospital
- State Farm Home Office

## SHOPPING

- Eastland Mall
- Downtown Bloomington
- The Shoppes at College Hills
- Uptown Normal

## ATTRACTIONS

- Bloomington Center for the Performing Arts
- Chaplain Learning Center
- Children's Discovery Museum
- Comerio County Park
- Community Players Theatre
- Conklin's Barnill Dinner Theatre
- David Davis Mansion
- Ecology Action Center
- Evangelical Lutheran Historical Museum
- Living Cultural Center & Genevieve Green Gardens
- Funk's Grove Pure Maple Syrup
- Funk's Prairie Home & Gem & Mineral Museum
- Grady's Family Fun Park
- Grand Village of the Kickapoo Park
- Historic Route 66 Memory Lane
- ISU Farm
- ISU Planetarium
- Matthew T. Scott Home
- McLean County Arts Center
- McLean County History
- Miller Park Pavilion & War Memorial
- Miller Park Zoo
- Normal Theater
- Normal Log Cabin
- Peppas Ice Center
- Prairie Aviation Museum
- Prairie House Museum
- Rike House Cheese Farm
- Ropp Jersey Cheese Farm
- Simpkins War Museum
- Stevenson Graves at Evergreen Memorial Cemetery
- Sugar Grove Nature Center
- Telephone Museum of Gridley
- Timber Pointe Outdoor Center
- Twin Groves Wind Farm
- Upper Limits Rock Climbing
- USA Ballet
- U.S. Cellular Coliseum
- White Oak Vineyards, Inc.

## EVENT COMPLEXES

- Champion Fields
- Community Soccer Fields
- The Corn Crib
- Extra Innings
- Game Time Gym II
- McLean County Fairgrounds/Heritage Center Pony Fields at the Shira Baseball Complex

## GOLF COURSES

- The Dora at Fox Creek
- Golf Learning Center
- Hazy Hills Golf Course
- Highland Park Golf Course
- Indian Springs Golf Club
- Ironwood Golf Course
- The Links at Ireland Grove
- Prairie Vista Golf Course
- Weibright Golf Club at ISU

## TRANSPORTATION

- AMTRAK Station
- Central Illinois Regional Airport

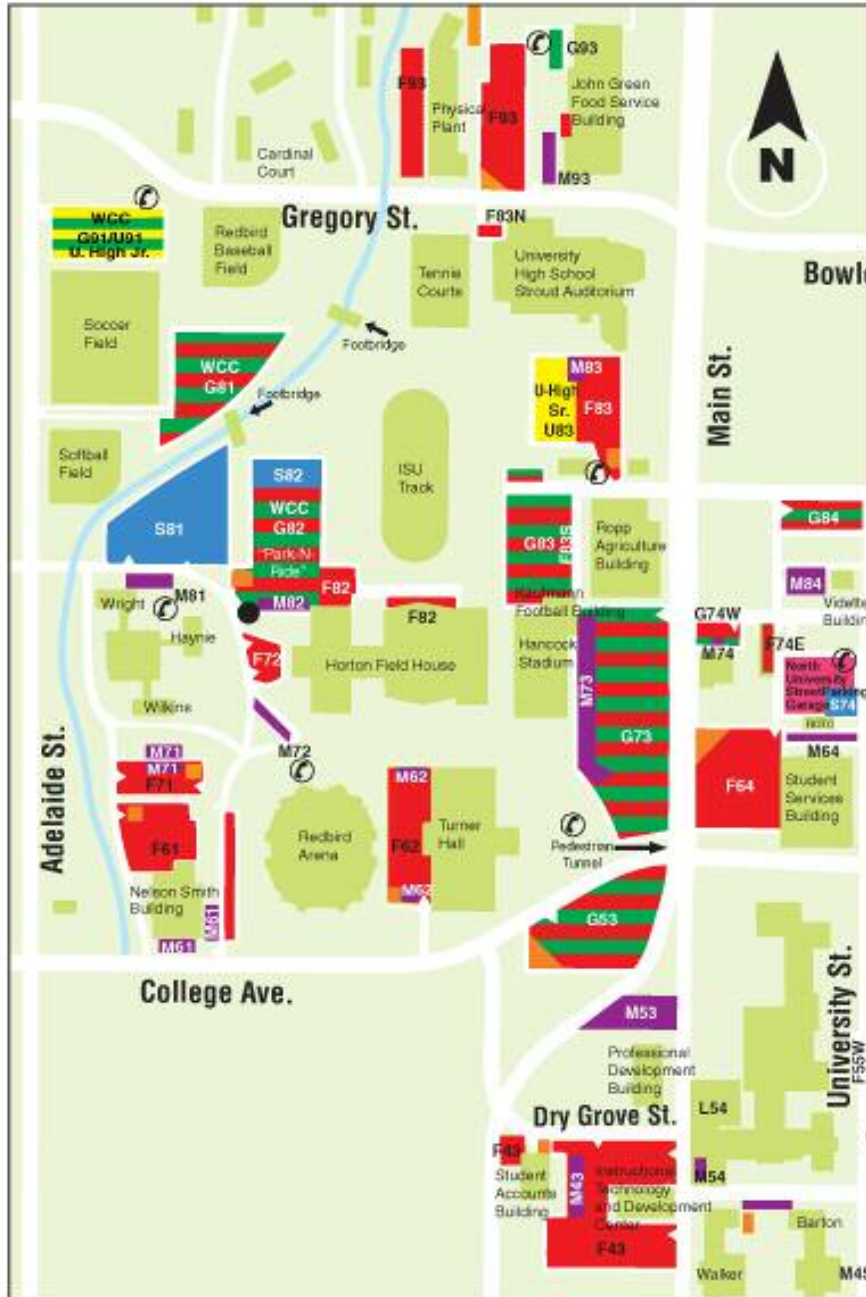
Map is not to scale. Please contact the Bloomington-Normal Area Convention and Visitors Bureau for help finding specific locations.

**IHSA Fan  
Parking  
Friday**

- G-53
- G-82
- G-73,
- G-81
- G-83
- G-91

**IHSA Fan  
Parking  
Saturday**

- U-83
- G-82
- F-61
- G-73
- G-81
- F-71
- G-83
- G-91
- F-43
- G-53,
- F-93
- F-64 &
- North  
University  
St.  
Parking  
Garage



- Faculty/Staff
- Commuter
- Guaranteed student storage
- Reserved Areas
- Meters/Pay lots
- Motorcycle/Moped
- University High School

**Do you have a question about parking?**

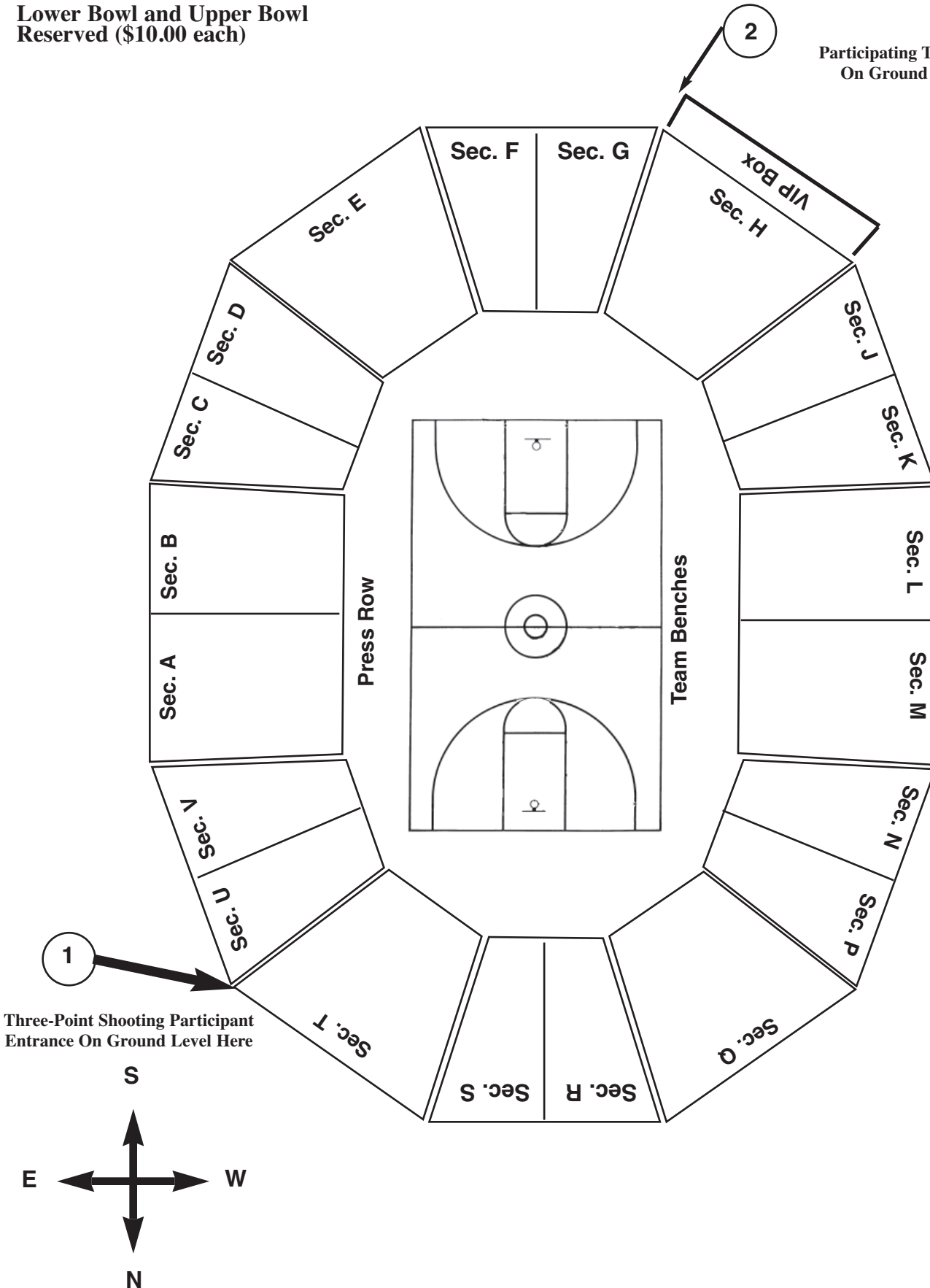
Office of Parking and Transportation  
(309) 438-8391  
University Police  
(309) 438-8631  
Recorded information  
(309) 438-PARK  
[www.parking.ilstu.edu](http://www.parking.ilstu.edu)  
[www.redbirdride.ilstu.edu](http://www.redbirdride.ilstu.edu)

- Lot entrance
- Emergency telephone
- Courtesy drop box

# Redbird Arena Seating Chart

Lower Bowl and Upper Bowl  
Reserved (\$10.00 each)

Participating Team Entrance  
On Ground Level Here





## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.



# Girls' 2015 COUNTRY Financial Three-Point Showdown Participant Instructions

As a participant in the 2015 Girls COUNTRY Financial Three-Point competition, we ask that you please review these instructions with your coach and family. We also would ask you to email a head and shoulder photo to be included in the official Girls Basketball State Final Program. Please note the information and deadline for photos to be emailed to the IHSA Office below. You may want to email your photo prior to actually qualifying for the competition. If you have any question afterwards, please contact Assistant Executive Director, Beth Sauser or Coordinator of Special Programs, Kayode Adegoke at the IHSA Office.

For the twenty-third time in the history of girls' basketball, as many as 256 more students will have the opportunity to come to Illinois State University at Redbird Arena and experience a special part of **America's Original March Madness**. We hope you will learn from your competitive experience, and we hope you will have fun doing it.

**Photo Deadlines:** Class 1A and 2A Three-Point – Saturday, February 21, 2015

Class 3A and 4A Three-Point – Saturday, February 28, 2015

Please use the following guidelines when emailing your photo: Save the file with a .JPG or .TIF extension. **In the subject area of the email, please include the participant's name and school.** This is very important as we will receive a large number of photos. Please email your photo to: [lmuxfeld@ihsa.org](mailto:lmuxfeld@ihsa.org)

**General Information:** Redbird Arena is located on West College Avenue, Normal, IL. Phone (309) 438-3513.

**Class 1A and 2A Dates of Competition:** Class 1A and Class 2A preliminaries in the COUNTRY Financial Three-Point Showdown will be conducted Thursday, February 26, 2015, at Redbird Arena in Normal. The preliminaries are scheduled to begin at 5:00 p.m. A Group Photo session will precede the competition at 4:35 p.m. Four contestants in the Class 1A competition of the Three-Point Shooting competition will qualify for the Class 1A Finals on Friday, February 27, 2015, between the Class 1A Semifinal Games (approx. 1:45 p.m.). Four contestants in the Class 2A competition of the Three-Point Shooting competition will qualify for the Class 2A Finals on Friday, February 27, 2015, between the Class 2A Semifinal Games (approx. 8:00 p.m.). The Class 1A and Class 2A champions will compete on Saturday,

March 7, 2015 with the Class 3A and 4A champions at the conclusion of the Class 3A Third Place Game (approx. 1:30 p.m.), for **Queen Of The Hill** honors.

**Class 3A and 4A Dates of Competition:** Class 3A and Class 4A preliminaries in the COUNTRY Financial Three-Point Showdown will be conducted Thursday, March 5, 2015, at Redbird Arena in Normal. The preliminaries are scheduled to begin at 5:00 p.m. A Group Photo session will precede the competition at 4:35 p.m. Four contestants in the Class 3A competition of the Three-Point Shooting competition will qualify for the Class 3A Finals on Friday, March 6, 2015, between the Class 3A Semifinal Games (approx. 1:45 p.m.).

Four contestants in the Class 4A competition of the Three-Point Shooting competition will qualify for the Class 4A Finals on Friday, March 6, 2015, between the Class 4A Semifinal Games (approx. 8:00 p.m.).

The Class 3A and Class 4A champions will compete on Saturday, March 7, 2015 with the Class 1A and Class 2A champions at the conclusion of the Class 3A Third Place Game (approx. 1:30 p.m.), for **Queen Of The Hill** honors.

**Transportation and Parking:** It is the responsibility of each contestant to arrange for transportation to and from Redbird Arena. Each day, contestants should park in any of the public lots near the Redbird Arena complex. No special parking will be provided on Thursday, Friday or Saturday.

**Lodging:** Rooms at Holiday Inn and Hotel Suites, 3202 E. Empire, Bloomington, IL will be provided by the IHSA Office to the **four finalists** in each of the Class 1A, 2A, 3A and 4A Three-Point Shooting Competitions. Each finalist using a room must be accompanied by an adult who registers for the room. These rooms will be available for the Class 1A and Class 2A Finalists on Thursday night (February 26), and for Class 3A and Class 4A Finalists on Thursday night (March 5). **Contestants who do not qualify for the Three-Point Contest Finals will be responsible for their own lodging, and rooms will not be available through the IHSA Office.** Finalists are not obligated to use housing provided through the IHSA Office.

**Entering Redbird Arena:** On Thursday, contestants must enter Redbird Arena at the lower northeast entrance. It is located in the northeast corner of Redbird Arena on the underground level just south of Horton Fieldhouse. See Redbird Arena diagram for

exact location. After entering Redbird Arena at the northeast entrance, pick up your packet of information and tickets. On Friday and Saturday, those contestants who do not qualify for the finals are to use their season ticket and may enter any of the regular gates. The four finalists in each class and their coach may enter Redbird Arena on their season ticket for the respective sessions.

**When To Report Thursday:** Class 1A and Class 2A Contestants are to report to Redbird Arena between 3:30 and 4:30 p.m., Thursday, February 26 and Class 3A and Class 4A Contestants on Thursday, March 5. Report to the personnel at the north baseline of the Arena to pick up a packet containing a season ticket and other material. Packets will be given only to properly identified, qualifying contestants. Contestants should report dressed in school uniform and warm-up. Contestants must report to the arena floor in uniform for the required group photo at 4:35 p.m. Preliminary competition will begin at 5:00 p.m.

**Contestant Tickets/Required Floor Passes:** Each qualifier for the **Three-Point Shooting** preliminaries will receive one (1) complimentary general admission season ticket to the respective Girls State Final Basketball Tournament. It is to be used for admission to Redbird Arena on Friday and Saturday. Each of the finalists in each of the Class 1A, 2A, 3A and Class 4A competitions will receive two (2) Girls Basketball State Tournament Contestant Tags on Thursday evening after the completion of the preliminaries for use Friday (when applicable).

**Tickets For Others:** Preliminary competition on Thursday, February 26 and Thursday, March 5 are free to everyone. In order to see the games of the tournament Friday and/or Saturday, or the Three-Point Competition Friday, a ticket of admission for the tournament will be required. Tickets will be on sale at the Redbird Arena Ticket Office each day of the tournament.

**Contestant Uniforms:** Each contestant shall wear their official school team uniform, which shall be uniform jersey and uniform shorts. Uniform color shall be at the discretion of the participant. Shooters who appear at the competition not in school uniform, shall be disqualified from the shooting contest. Each contestant should report to Redbird Arena dressed to compete each time. Dressing room(s) will not be available.

## Girls COUNTRY Financial 3-Point Shooting Participant Instructions

**Personal Belongings:** It is the responsibility of each contestant to make sure personal belongings are secure. We recommend contestants give them to their coach for safe keeping while you are competing. Neither Redbird Arena, nor IHSA, will be responsible for your personal belongings. Shower facilities following each competition will not be available.

**Contestant-Coach Seating:** All seats in the lower and upper bowl of Redbird Arena are general admission. On Friday and Saturday, all contestants and coaches may sit anywhere in which their season tickets allow access. Coaches may join their contestants on the arena floor Saturday only while the actual competition is under way.

**Group Photo:** We will take an official group photo of each of the Class 1A and Class 2A contestants on Thursday, February 26, and the Class 3A and Class 4A contestants on Thursday, March 5th, at 4:35 p.m. The group photos will be taken at mid-court on the arena floor. (See time schedule for additional information.) Contestants may order and purchase color prints of these group photos. Order information will be included in the contestant packet.

**Class 1A Schedule of Competition:** Report to the arena floor on Thursday, February 26, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, February 27, the four finalists should report to the tunnel entrance adjacent to Room 102 at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 1A Semifinal Game No. 1. Warm-up is scheduled to begin at approximately 1:45 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. (See building diagram attached.) The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 1:30 p.m.

**Class 2A Schedule of Competition:** Report to the arena floor on Thursday, February 26, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, February 27, the four final-

ists should report to the tunnel entrance adjacent to Room 102 at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 2A Semifinal Game No. 3. Warm-up is scheduled to begin at approximately 8:00 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. (See building diagram attached.) The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 1:30 p.m.

**Class 3A Schedule of Competition:** Report to the arena floor on Thursday, March 5, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, March 6, the four finalists should report to the tunnel entrance adjacent to Room 102 at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 3A Semifinal Game No. 1. Warm-up is scheduled to begin at approximately 1:45 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. (See building diagram attached.) The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 1:30 p.m.

**Class 4A Schedule of Competition:** Report to the arena floor on Thursday, March 5, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, March 6, the four finalists should report to the tunnel entrance adjacent to Room 102 at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 4A Semifinal Game No. 1. Warm-up is scheduled to begin at approximately 8:00 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. (See building diagram attached.) The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 1:30 p.m.

**Results of Competition:** Complete results will be posted on the IHSA website after competition each day.

**Required Press Interviews:** The four qualifiers in each of the Class 1A, 2A, 3A and 4A Three-Point Showdown, will be required to participate in an interview session with the press immediately following the conclusion of their respective preliminaries. The Press Interview Area will be located in room 101 at the end of the south tunnel off the arena floor. Any other participant on Thursday night may be interviewed by our local media on the arena floor after the event competition. The media has been given the same instructions. On Friday, the four finalists are required to participate in a press conference immediately following the conclusion of their respective competition. The four finalists Saturday also will be required to participate in a press conference following completion of both **Queen Of The Hill** events. All formal press conferences will take place in the Press Interview Area. Your coaches are most welcome to join you for any and all of the formal press conferences. The Queen of the Hill competitors will also be interviewed on the court as part of the state tournament telecast following the conclusion of their competition Saturday.

### Trophy Presentations:

- (1) Plaques will be presented to the three finalists for Class 1A, 2A, 3A and 4A in the **Country Three-Point Showdown** who do not advance to the Queen of the Hill competition.
- (2) Plaques will be presented to the winners of the overall competition between the respective Class 1A, 2A, 3A and 4A winners in the Three-Point Shooting Contest.
- (3) A Queen of the Hill Champion award will be presented to the winner of the overall competition between the respective Class 1A, 2A, 3A and 4A winners in the **COUNTRY Financial Three-Point Showdown**.

**Use of Photos:** Photographs supplied to the IHSA Office, on or before the deadline dates listed, by each contestant in the shooting competition, will be used in the Official Program. Programs will be on sale at the tournament Thursday-Saturday.

# 2015 COUNTRY Financial Three-Point Showdown Participant Information

To be completed by participants in the COUNTRY Financial Three-Point Showdown. Please print clearly and **email this form along with a photo by the dates listed below:**

## IMPORTANT DATES

Girls Class 1A & 2A Three-Point: Saturday, February 21

Girls Class 3A & 4A Three-Point: Saturday, February 28

Boys Class 1A & 2A Three-Point: Saturday, March 7

Boys Class 3A & 4A Three-Point: Saturday, March 14

## Please use the following guidelines to email your Participant Information and Photo:

DIGITAL PHOTOGRAPHS – We greatly prefer digital photographs over scans.

SCANNED PHOTOGRAPHS – Scan the photograph at a **high resolution**, at least 500 dots wide.

Save the file with a .JPEG (.JPG) or .TIF extension.

E-Mail to: [kadegoke@ihsa.org](mailto:kadegoke@ihsa.org) In the subject area of the email, please indicate the participants name and school.

## Please check the skill contest(s) in which you will be participating:

Class 1A       Class 2A       Class 3A       Class 4A

Boys       Girls

Your Name \_\_\_\_\_

Name of School \_\_\_\_\_

City \_\_\_\_\_ Year in School \_\_\_\_\_

**This form can be scanned and emailed with your picture or include all the information listed above (name, school name, class, city and year in school) in the body of an email with your picture attached.**