



**Hosting Information
2021 Basketball Tournament Series**

SCHEDULE OF GAMES

GAME DATES/TIMES

Girls Regionals – Tuesday, February 9, Friday February 12 and Saturday, February 13

Girls Sectionals – Thursday February 18 and Saturday, February 20

Boys Regionals – Tuesday, February 16, Friday February 19 and Saturday, February 20

Boys Sectionals – Thursday February 25 and Saturday, February 27

- Games should begin at 7:00pm on weeknights
 - Any change must be approved by the WIAA
 - Saturday Regional Final games may not begin prior to 4:00 pm for athlete recovery.
- In the event that a school has their Girls team competing in the Sectional Final game and their Boys team competing in the Regional Final game (Saturday, February 20), the Boys game must be held after 4:00 pm
- In the event a school is participating in both a Sectional Semifinal Boys game and a State Girls game, the Boys game must be moved to Wednesday night.
- **All games will be played at the home of the higher seeded team during the Regional and Sectional Rounds, provided that the Tournament Attendance Policy is met.**

WIAA STATE TOURNAMENT EVENT ACCOUNTABILITY

PRE-CONTEST SCREENING

- Athletes and coaches shall check their temperature at home before attending games. If a student- athlete or a coaching staff member has a temperature of 100.4 degrees or above, they should not attend the WIAA Tournament games.
- Any student-athlete that has symptoms and/or fever should not travel with the team or participate in any competition or team activities and should begin self-quarantine immediately.
- What if athlete is sick or exposed? – refer to the WIAA Fall Return to Play Considerations

VERIFICATION FORM

- When departing for each contest in the WIAA State Tournament Series, coaches must take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy.
- When arriving at the venue for a contest, COVID paperwork should be collected by the site manager, or someone acting in official capacity, in the parking area, prior to teams unloading their bus.
- If a coach cannot, or does not produce the verification form, it shall be reported to the WIAA office by the opposing coach.
- Failure to produce the verification form and/or the tracing sheet will result in a **forfeit**.

COVID-19 – Coach/Athlete Symptom Checklist Verification Form:

<https://www.wiaawi.org/Portals/0/PDF/Health/Covid/WIAA-Fall-Culminating-Event-Req-Verification.pdf>



COVID-19 - COACH/ATHLETE SYMPTOM CHECKLIST VERIFICATION FORM 2020-2021

I certify that our school has completed the prescreening of each person in our traveling party and team today before traveling to our WIAA Tournament contest. We have read, understand, and agree to abide by all of the information contained within the WIAA Return to Fall Sports Considerations. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

_____ **Circle one:** Regional | Sub Sectional | Sectional | State Sport

_____	_____
Opponent	Contest Date

School Name _____

Coach's Signature _____	_____	_____
	Please Print Name	Date

Athletic Director's Signature _____	_____	_____
	Please Print Name	Date

This form must be completed and carried to the WIAA Tournament contest. Schools involved in the contest will exchange a copy of this form. Coaches must also carry with them a copy of the COVID-19 Coach/Athlete Symptom Checklist and produce it if requested by the opposing team and/or host school.

NFHS ADJUSTMENTS

PREGAME PROTOCOL (3-4-5)

- Pre-game meeting with official: Referee, head coach and one captain from each team
 - Each team standing on the center circle on each side of the division line.
- All individuals maintain a social distance of 6 feet or greater at the center circle.
- Suspend handshakes prior to and following the Pregame Conference.

TEAM BENCHES (1-13-1)

- Social distancing
- Limit the number of bench personnel
- Additional chairs or rows may be added
- Create separation between the team bench and spectator seating behind the bench.
- Limit contact between players when substituting.
- All members of the team's travel party must be masked at all times.

OFFICIALS TABLE (2-1-3)

- The host should sanitize the table before the game and at half time.
- Place officials table sufficiently away from the sideline to allow for additional space for substitutes.
- Limit seats at the table to essential personnel (scorer, timer, announcer, timeout coordinator) with a recommend distance of 6 feet or greater between individuals.
- All individuals at the table must be masked at all times.

PRE AND POST GAME HANDSHAKES

- Suspend the pregame introduction handshakes.
- Suspend post game protocol of shaking hands.

OFFICIALS UNIFORM AND EQUIPMENT (5-3)

- Long-sleeved shirts are permissible. (5-1-3)
- Electronic whistles are permissible
- Cloth face coverings must be worn, unaltered.
- Gloves are permissible.

OFFICIALS ASSIGNED TO COMPETITIONS

POSTING OF OFFICIALS

- Assignments of officials will be posted by using the Official's ID number and can be found in the Officials Center on the WIAA website. Click Tournament > Basketball (Boys or Girls) > (scroll down) Officials Assignments > [Game Date]. Assignments will be available on the following dates:

Girls Tournament

February 9
February 12
February 13
February 18
February 20

Release of Officials (Tentative)

February 2
February 10
February 10
February 15
February 15

Boys Tournament

February 16
February 19
February 20
February 25
February 27

Release of Officials (Tentative)

February 9
February 17
February 17
February 22
February 22

- Tournament managers should have contracts available for officials to sign upon their arrival at the game, if not before. This information should be communicated to the officials when initial contact is made. If officials have not heard from schools to which they have been assigned in a timely manner, the official should contact the athletic director.
- If it becomes necessary for an official to decline a contract due to injury, illness, etc., please contact the WIAA office and we will work to secure a replacement. Suggestions for a replacement (by the official) are welcome, however the final decision will be up to the WIAA.
- Payment for officials follow this pay structure for 2021

Regional Tournament Game Fee	\$70
Sectional Tournament Game Fee	\$80

*Mileage of 45¢/mile will be paid to ONE CAR. The officials crew may choose to split the mileage. If officials choose to split the mileage, AD's can use this template to calculate the percentage to each. [Click Here](#)

WIAA EVENT INFORMATION

ATTENDANCE POLICY

The WIAA recognizes the significant importance of allowing family members and/or close friends to attend the culminating events of an athlete's season. In an effort to provide attendance opportunities, the following policy is in effect for the Winter Sports Seasons.

- **Regional Rounds** A minimum of 4 spectators per travel party member, as defined in Admission Policies – Tournament Regulations. At the Regional level, schools that can only accommodate 2 spectators per travel party member, may contact the WIAA office to discuss options. (Kassie Mortimer 715-344-8580)
- **Sectional Rounds** – A minimum of 4 spectators per travel party member, as defined in Admission Policies – Tournament Regulations).
- **State** – To be determined when venues are selected.
 - State tournament tickets are \$11 per session (one game)

* Venues must be able to maintain 6ft separation spacing for individuals and/or family groups.

Tickets must be equally distributed between participating schools. If a team does not need their full allotment of tickets, they will be made available to the opposing team(s)

Hosting preference will be given to those whose local health and district policy provides the ability to accommodate these parameters. If the host team is unable to meet the spectator parameters at their home facility, they may host at another facility. If no alternate location can be secured by the home team, the WIAA should be notified immediately and the event will be moved to the opposing school's facility (or an alternate location). In the event that neither team can meet the spectator requirement, the event will remain with the original host.

Hosts shall consult with their local health department when determining whether or not they can meet the spectator requirements listed above.

TRAVEL PARTY NUMBERS/ADMISSIONS

- The maximum number of players allowed in uniform is 18. Teams are allowed four additional personnel on the bench, for a total of 22 in the travel party. No exceptions. The make-up of the 22-member party is a local decision.
- Free admission is only provided for:
 - A party of 22 including players, coaches managers etc. No more than 18 may be players, in uniform.
 - No cheer leaders will be allowed free admission during the tournament series. If cheerleaders are allowed to perform (determined by the host school), they must be on the pass list, or purchase a ticket.
 - A COVID verification form must be signed and presented for the cheer team, if allowed to perform.

- 2 complimentary admissions for event supervisors/administration. These individuals will have crowd control responsibilities, including enforcement of the masking rule.
- Game officials, scorers, timers, ticket takers and sellers, ushers, concessionaires, workers. They shall not be provided with an additional ticket for a companion.
- Members of the working press (will have a press pass), radio and television.
- No bands will be allowed.

SOCIAL DISTANCING

- Benches shall be set up to allow for social distancing of athletes, leaving a space between chairs, utilizing every-other chair, or staggering chairs front to back.
- Team huddles must be conscientious of social distancing.
- Elimination of Handshakes – Teams may find other respectful ways to acknowledge each other before or after a competition, while maintaining social distancing.
- National Anthem – Align team members in a manner that allows them to maintain a 6 ft distance from others.
- Interaction with Officials – Coaches and officials should maintain the 6ft distance when interacting.
- Allow only essential personnel in the competition area. These are defined as athletes, coaches, medical personnel/trainers, and officials.
- Departing the Court (post game) – The opposing teams should depart the court immediately after the completion of the game, followed by the home team. Every effort should be made to ensure that a log-jam does not occur upon departure of the two teams.

SPECTATORS

- All spectators must be properly masked. Anyone who is not masked will not be allowed entry to the contest. Anyone who is not properly masked during the game will be asked to leave.
- Follow county guidelines on limiting spectators.
- All spectators are expected to check their temperature at home before attending games. If they have a temperature of 100.4 degrees or above, they should not attend the State Tournament games.
 - Any individual who has symptoms and/or fever should not travel to the game or attend the competition
- Tournament managers are encouraged to do a visual inspection of fans entering their facilities. At the State Tournament venue, spectators may be required to pass through a screening device. This could include a visual inspection of any carry-in items.
- Pedestrian flow – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion.
- Seating – Establish a procedure for all indoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.
- Ticket prices are:

○ Regional	Child/Student/Adult	\$6.00
○ Sectional	Child/Student/Adult	\$7.00
○ State	Child/Student/Adult	\$11.00
- Gym set-up should be created in an effort to keep fans separated by community.
 - Traffic flow patterns should allow for entrance and exit of the building that keeps the separate communities apart.

TIMING OF SPECTATORS

- Spectators should arrive as late as possible and leave the site immediately after the conclusion of the game.
- Hosts should open the stadium approximately 30 minutes prior to the start of each game. Ample time must be given to sanitize the facility between games, if multiple games are hosted in one facility.
- Family groups may sit together, but must maintain social distancing from other spectators
- Spectators should have no contact with the athletes while on the competition site.
 - Parents of competing athletes may not wait on-site to see their child.
- Masks – **All spectators will be masked.** Those without a mask will not be allowed to enter the event. Masks must be worn at all times. Those who do not comply will be asked to leave.
- Social-distancing shall be maintained throughout the venue.

PEDESTRIAN FLOW

- Post signage of access and venue precautions in all routes to and from the venue/facility that patrons would take to move between their vehicles and the venue.
- All team coaches and participating athletes must enter the site as a complete group.

Participants		Spectators
Pedestrian Flow	<ul style="list-style-type: none">▪ Post signage of access and venue precautions in all routes to and from the venue/facility (routes that would be taken once the patron exits their vehicle)▪ Consider restricting interaction with non-participants during ingress and egress from the facility▪ Create protocols to limit entrance and exit traffic, and designate specific facility entrances and exits. Establish protocols to ensure staggered pick-up and drop-off for practice and events	<ul style="list-style-type: none">▪ Consider implementing a design plan that allows attendees to park in the geographic area of facility gate entry.

TICKETING

- Each site will determine their own ticketing process. Participating schools should look at the information that has been provided by the host school/venue, for your specific division.
Ticketing can be done by:
 - Electronic Ticketing
 - Provide each team with ½ of total ticket allotment and allow them to purchase them electronically
 - Pass List
 - Send spread sheet to each school and ask them to complete it with names of spectators to whom they have sold the tickets. Money should match names on list.
 - All checks shall be made out to the host school.
- If tracking of attendees is necessary, participating schools will be notified to provide a name and phone number of each individual who will be in attendance.

PROGRAM INFORMATION

- Schools are asked to send a copy of their tournament roster to the athletic director of the school hosting each tournament game in which their school will be a participant.
- Schools who choose to use an outside provider for their spectator programs are asked to notify the schools involved that businesses in their communities may be contacted by these providers. The WIAA logo may not be used in conjunction with these programs provided by outside vendors.

LOCKER ROOMS

Venues are to provide a sanitized locker room for teams when they arrive at the venue. Locker rooms may not offer enough space for social distancing, and therefore teams may choose whether or not they will use them, or come dressed for the game. The locker room may be used for storing personal items during the game. Showers/towels, etc. will not be available for use.

STUDENT PHOTOGRAPHER & VIDEOGRAPHER GUIDELINES

School photographers must have a ticket to gain entrance. Each participating school will determine if they will use one of their allotted tickets for a school photographer/videographer.

AWARDS

It is possible that medals and/or trophies will be on site for the Regional and Sectional Championship, however there will not be an awards ceremony. If available, awards will be provided to the head coach or athletics director for distribution

to the athletes and coaches. If not available at the time of the championship, the trophies and medals will be mailed to the schools after the tournament.

MISCELLANEOUS

- Pre-order State Tournament apparel (T-Shirts, Sweatshirts, Joggers, Bags, Stocking Caps, etc.) at www.Madacustom.com
 - Store will remain open approximately a week after the State Championships have concluded.
- Programs – Available on line only this year at www.wiaawi.org

BROKEN BACKBOARDS

- Financial responsibility for broken backboards during the WIAA Tournament Series must be assumed by the school whose athlete caused the damage. Host schools should have a plan for completing the game if a backboard is broken.

VIDEOTAPING

- Tournament managers must determine if they are able to make space available for schools to videotape their game. If space is provided, equal space shall be provided for both teams.
- Do not ask tournament manager to tape your game.
- Tournament managers must not tape a game to give to another school who will be competing against participating teams later in the tournament series.
- Spectators are allowed to use hand-held video equipment from their seats. Tripods and power cables are not allowed.

PHOTOGRAPHY/MEDIA

- The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interest with publication information; exclusive arrangements to create recognition and exposure to school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interest; and the use of images or transmissions identifying students; administrative personnel and member school marks.

REPORTING SCORES

- Hosting school must report the game score using the Halftime reporting tool. If you are unable to enter a score, please e-mail Candace Ostertag costertag@wiaawi.org or text Kate Peterson Abiad at (715) 496-0456.

CELL PHONES

- State law (175.22) prohibits the use of cell phones (and other image recording devices) in locker rooms except in emergency situations.

NEUTRAL ENVIRONMENT

- The WIAA expects schools hosting a WIAA basketball tournament game, even though their school might be involved, to provide a neutral environment. Tournament managers are asked to make their announcer aware of their responsibilities in providing a neutral environment.
- Temporary banners are allowed with some restrictions.
 - Must be hand held and stationary
 - May NOT have offensive language, or be used to disrupt the players or officials.
 - May not interfere with spectators' view
 - May not be used in an inappropriate manner or carried around during an event
- Banners of the host school are allowed, such as those depicting conference schools, sportsmanship themes, or current team members recognition, or with welcoming messages.

SPORTSMANSHIP GUIDELINES

- Artificial noisemakers are prohibited by NFHS rule 1-18

- Laser Pens are prohibited at all WIAA Tournament competitions.
- Violators shall be removed from the contest and banned items confiscated.
- Shakers/Pennants/Homer Hankies/Etc.
 - Shakers and pennants attached to a wooden/plastic stick are allowed.
 - Homer Hankies, towels, No. 1 Fingers, hands, are allowed provided the printing includes only school name, nickname or mascot, and provided they do not cause crowd problems.
- Hand-held Banners are legal provided they are not offensive in nature, do not disrupt players, officials or interfere with spectators and are not carried around the gym before, during or after the game.
- Paper confetti is prohibited
- School flags are permitted as long as they are only used in front of their own fans.
- Schools participating in the WIAA Basketball Tournament Series are competing for the **Rural Sportsmanship Award**, which is presented annually to a team demonstrating a high level of sportsmanship throughout the entire basketball Tournament Series.

WIAA COMPETITION RULES

NO PRACTICE AT FACILITY/PRACTICING AT SECTIONAL SITE

- Host schools are not permitted to allow participating schools to practice at their facilities prior to tournament competition. Schools are prohibited during the regular season and the WIAA tournament series from practicing for sectional and State Tournament preparation at sites and facilities hosting WIAA tournaments.

MASKS

- All athletes, travel party members, and bench personnel will be masked at all times.
- There are no allowed exemptions to the mandatory mask rule during the WIAA State Tournament.
- Masks must be worn appropriately on the face.
 - **Improper masking should be addressed immediately**
 - **Coaches must continuously address their players whose masks have come down or been pulled down, to secure their masks properly.**
 - **Officials, may make a statement to the coaches asking them to enforce the mask rule with their players.**
 - **Officials may wait until all players are properly masked to put the ball back in play**
- If appropriate adjustments are not made and adhered to, the player(s) will be removed from the court until at least the next dead ball and a bench warning will be issued.
- **If a team receives two bench warnings due to improper masking, a bench technical will be issued.**
 - **Does not count toward coach ejection**
 - **Coach does not lose coaching box**
 - **Does not count as a Personal Foul on any individual or team**

***An official, coach, administrator may verbally warn a player to properly mask. No penalty is associated with this verbal warning. When an official deems that an individual(s) is not making the appropriate adjustments to keep their mask over their mouth, nose and chin, they will remove the individual(s) from the court. They will not be allowed to return until the next dead ball. The first bench warning is issued at this point. (If several players are sent to the bench at one time, this constitutes one bench warning). Any additional violations of the mask rule will result in the removal of the player(s) until next dead ball and a bench technical. Penalty: 2 free throws and the ball.**



Proper Masking
Covers nose, mouth and chin



Improper masking
Worn under the chin with
Nose and mouth exposed



Improper Masking
Nose or mouth uncovered

PLAYING FLOOR

- Schools may not use a tournament playing floor for a minimum of two hours prior to the start of a WIAA tournament game for shooting, passing, etc. If a game is scheduled to start at 7:00 pm, neither school is allowed to have any players on the court after 5:00 pm, or before the 15-minute warm-up period. This rule applies only to the floor that will be used for tournament play.
 - If a school violates this provision, the coach of that team will lose the use of the coaching box for the entire game and must remain seated for the entire game.
 - The game will not start with the shooting of technical foul free throws as a result of this violations, nor will there be team fouls awarded.

GAME BALL

- The official ball of the 2021 WIAA State Basketball Tournament is the Spalding Legacy TF-1000.
- Spalding will be sending each #1 seed Sectional school one game ball for use in the game.
 - Host school should place this ball and one additional NFHS approved Spalding ball at the scorer's table for use during the game.
 - These balls will not be used for warm-ups.
- Competing teams shall bring their own balls for warm-ups.
- The host school/venue should ensure that the ball is sanitized during time-outs, halftime, and during significant stoppage in play. The second game ball can be put into play, while sanitizing the other.
- Sanitizer should be provided by the host team at the table. See recommended basketball cleaning methods. [WilsonBallCleaningRecommendations.pdf \(wiaawi.org\)](http://wiaawi.org/WilsonBallCleaningRecommendations.pdf)

JERSEY COLOR

- For Regionals and Sectionals, the HOME team wears white. If playing at a neutral site, the higher seeded team wears white.

PREGAME WARMUP

- Warm-up procedures to be used during the WIAA Basketball Tournament are as follows:

Game Clock

15:00	Warm-up begins. Officials enter the court and go directly to positions to supervise
12:00	Official conduct pre-game meeting (see NFHS Pre-Game Protocol)
10:00	Officials proceed to scorer's table <ul style="list-style-type: none">○ Check score book○ Brief the Scorer and Timer○ Check game ball for NFHS authenticating mark○ Check alternating possession arrow
1:30	Officials introduce themselves to coaching staff and discuss legality of player equipment
0:00	National Anthem, followed by Player Introductions

PLAYER INTRODUCTIONS

- Announcer shall introduce all 5 starters for visiting team (team in dark jerseys)
 - Announcer shall introduce all 5 starters for home team (team in white jerseys)
- *For State Tournament games, Announcer will be provided with detailed information.

THROW-IN

- Official may stand 6 feet or greater away from player making the throw-in and bounce the ball to that player on a front court throw-in.

FREE THROW ADMINISTRATION

- The lead official shall stand on the end line and bounce the ball to the free thrower.

JUMP BALL

- The jump ball will be eliminated for all tournament games. The game will start with a throw-in by the higher seeded team.
- Alternating possession shall be used for the rest of regulation play
- To start the first overtime period, use a coin toss to determine which team is awarded the ball.
- Any additional overtimes will begin with the alternating possession.

CONTEST OFFICIALS

- Must be masked upon arrival to the site, and throughout the competition, until they depart.
- Officials are not responsible for monitoring activities on the sidelines, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.
- Explain the masking policy at the pregame coach/captain meeting.
 - Masks must be worn appropriately on the face.
 - If an athlete does not wear their mask appropriately, officials, coaches and game administrators are to immediately address the situation.
 - If appropriate adjustments are not made and adhered to, the player(s) will be removed from the court until at least the next dead ball and a bench warning will be issued.
 - **If a team receives two bench warnings due to improper masking, a bench technical will be issued.**

***See Competition Rules**

- Bring personal hand sanitizer.
- Wash hands frequently.
- Don't share uniforms or equipment.
- Follow social distancing guidelines.
- Eliminate handshakes, etc.

ANNOUNCER

- The PA may be used only to make tournament-related announcements. Schools may not use the PA system during the tournament series for the purpose of prayer.
- The following announcements are required:
 - Social Distancing Announcement (prior to the start of the game and additional times during contest)

"Fans, thank you for observing social distancing and making every effort to keep our players healthy and in the game. Per WIAA rule and the Governor's order, masks are required at this event. The teams are limiting exposure and will wait for the stands to clear and spectators to exit before leaving the field or court today/tonight."
 - Sportsmanship Announcement (printed in program also requested)

"[Insert School Name], [Insert School Name], and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated."
 - National Anthem Announcement

"To honor America and those defending our freedom, we ask those who are able to stand, remove your hats, and place your hand over your heart for the playing/singing of the National Anthem."
 - Departing the Venue Announcement

"We thank you for observing social distancing and making every effort to keep our players healthy and in the sport. We will be putting 10 minutes on the scoreboard at the end of the contest and are asking that everyone please exit before it runs down to zero. This will help our teams limit exposure as they will wait for the stands to clear and spectators to exit the stadium/gym before leaving today/tonight. Thank you for your cooperation."

SCORER

- Required to wear a black and white striped shirt.
- An X should be placed on the floor in front of the scorer, to be easily identified by substituting players

IN-GAME ACTIVITIES

RECORDED MUSIC

- All music used before, during, and following a contest must be reviewed and have school administration approval. Lyrics may not be lewd, offensive or profane, and must be appropriate for an educational setting. Please play the music at a reasonable level so it can be enjoyed.

GIMMICKS/RAFFLES

- Schools hosting a WIAA basketball tournament game may NOT conduct 50-50 raffles, half-time shot contests, or similar “gimmicks” as part of the tournament event.
- Political campaigning, distribution of leaflets, etc., is not appropriate at WIAA tournament games.
- Contact me if you are uncertain as to whether or not something should be allowed.

TOURNAMENT SUPPORT GROUPS

- Host schools will determine if halftime programs will be allowed. If allowed, the individual performers must be on the list of allowed spectators, and pay for admission.
- Half time programs may last a maximum of three minutes per school.

BANDS

- Bands are not allowed in this year’s tournament.

CHEERLEADERS/DANCE TEAMS

- No cheer leaders or dance teams will be allowed free admission during the tournament series. If cheerleaders/dance teams are allowed to perform (determined by the host school), they must be on the pass list, or purchase a ticket.
- For safety reasons, mini-tramps, spring boards, or any other rebounding devices or related pieces of equipment are prohibited. All legal pyramids are limited to two persons high. The top person must be in direct contact with the base(s) who is in direct contact with the floor or ground. Cheers which involve dunking a basketball are prohibited.
- Break-through hoops may be used at the discretion of the tournament manager. Contact the tournament manager hosting your game to seek their permission to use a break-through hoop.

FINANCES

- Financial forms are available on the WIAA website - AD Resource Page. Please complete these forms as quickly as possible following your event and submit them to the WIAA. It is NOT necessary to include payment with your report.

HOST SCHOOL ALLOWANCES

- A financial report provided by the WIAA must be filled by each school conducting a tournament game.
- The following items are authorized for payment out of tournament receipts.
 - Fees and expenses of officials (according to printed schedule).
 - 20% of total receipts, or \$240 whichever is greater to host school to cover items such as lights, workers, etc., including a fee for the host school manager \$70 per game.
 - 15% of total receipts to the WIAA. This amount is to cover administrative costs of setting up the tournament program.
 - The WIAA may make special financial arrangements, if necessary, with host schools which conduct tournaments in non-school facilities. However, these arrangements must be approved in advance by the WIAA.

- The balance remaining after the preceding items have been deducted from total receipts shall be allocated as follows:
 - Pre-state
 - 25% to the host school
 - 75% to the WIAA

ALLOWANCE TO PARTICIPATING SCHOOLS

- No allowance to participating schools at any level of the tournament series.

MISCELLANEOUS

REPLACING TEAMS EXITING DUE TO COVID

- There is a provision per WIAA Board of Control Covid-19 accommodations permitting replacement of a team or individual who has qualified from one level to the next but is unable to continue due to Covid-19 related circumstances.
- The provision extends ONLY to the most recently defeated team or the individual in the next place. Note: if the next place finisher is two individuals or more tied, there will be no replacement.
- There is no provision for moving up any other team or individual.
- Notification should be given as early as possible so the most recently defeated team or the individual in the next place can prepare. There is, however, no deadline. Substitution can be made up to the day of the event.
- If a vacancy occurs because there is no available or eligible team or individual, the scheduled opponent receives a forfeit.
- **A school whose team or individual is unable to continue in the tournament program is expected to IMMEDIATELY notify the following:**
 1. WIAA office.
 2. School hosting next round of competition.