Athletic Directors, Coaches & Officials

We are pleased that you will have an important role in this year’s tournament and we are grateful for your commitment to making it a positive and memorable event.

2019-20 TOURNAMENT SERIES

Schedule of Games

Girls Regionals - Tuesday, February 25; Friday, February 28; and Saturday, February 29
Girls Sectionals - Thursday, March 5 and Saturday, March 7

Boys Regionals - Tuesday, March 3; Friday, March 6; and Saturday, March 7
Boys Sectionals - Thursday, March 12 and Saturday, March 14

• Games should begin at 7 p.m. on week nights
  o Any change must be approved by WIAA.
  o Saturday regional final game may not begin prior to 4 p.m. so that the athletes have time to recover.

• In the event that a school has a girl’s team competing in the Sectional final game and their boys team competing in the regional final game (Saturday, March 7) the boy’s game must be after 4 p.m.

• In the event a Division 3 or Division 4 school is participating in both a sectional semifinal boys’ game and their girls team competing in a State Tournament game on the same night, the boy’s game must be moved to Wednesday night.

Moving a Basketball Tournament Game

Schools have been afforded the opportunity to host games through the regional finals if they are the higher seeded team provided they can provide adequate seating.

The WIAA maintains a list of gym capacities and schools have the ability to update it annually. Updates must be submitted prior to Friday, February 14.

If a school hosting is unable to handle the crowd interest in a game they are hosting, the following options are available:
  (1) Surrender hosting rights and WIAA will assign the game to a neutral site.
  (2) Host at an alternate site.
  (3) Surrender finances to another school or simply work out a financial arrangement to use someone else’s facility.
Note: Opponent will be required to sell their half of the ticket allotment and guarantee that sale in advance. Contact the WIAA and your opponent for assistance if these scenarios develop.

The WIAA will allow games to be moved to a central location to avoid excessive travel. All schools involved in the game will be given an opportunity to be heard. The decision to move the game will be coordinated by Kate Peterson Abiad of the WIAA.

INFORMATION REGARDING OFFICIALS

Assignments
Assignments will be posted by using Official’s ID number and can be found in the Officials Center on the WIAA website. Click Sports > Basketball (girls or boys) > Tournament / Officials Assignments. Assignments will be available on the following dates:

- **Game Date (Girls)**
  - Game Date (Girls)
  - Tuesday, February 25
  - Tuesday, February 18
  - Friday, February 28
  - Wednesday, February 26
  - Saturday, February 29
  - Wednesday, February 26
  - Thursday, March 5
  - Tuesday, March 3
  - Saturday, March 7
  - Tuesday, March 3

- **Game Date (Boys)**
  - Game Date (Boys)
  - Tuesday, March 3
  - Tuesday, February 25
  - Friday, March 6
  - Wednesday, March 4
  - Saturday, March 7
  - Wednesday, March 4
  - Thursday, March 12
  - Tuesday, March 10
  - Saturday, March 14
  - Tuesday, March 10

Contracts
Tournament managers should have contracts available for officials to sign upon their arrival at the game. This information should be communicated to the officials when initial contact is made. If officials have not heard from school in a timely matter, please contact the athletic director.

Playing Floor
Remember that 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 p.m., neither school is allowed to having any of its
players on the playing floor after 5pm and before the scheduled 15-minute warmup 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 the coach losing the box. Nor will this count toward team fouls. The game will start with a jump ball. The coach whose team violated simply forfeits the use of the coaching box for the entire game. Officials are NOT responsible for dealing with violations ---- if someone reports this to you, refer them to the tournament manager!

Declining a Contract

If it becomes necessary for you to decline a contract or you become injured or ill, please call the WIAA and we will work to secure a replacement. Suggestions for a replacement are welcome. The WIAA will make contact, when appropriate to assign the official.

Game Fees

Regional Tournament Game Fee - $70 per game
Sectional Tournament Game Fee - $80 per game.
Mileage will be paid for both Regionals and Sectionals by taking the distance traveled by ONE CAR and providing a reimbursement of .50 per mile. The officials crew may choose to split this or ride together. To properly divide mileage by percentage, please feel free to use this template. Click Here

Officials Family Members

Family members or other individuals accompanying officials to a tournament game must pay the full admission price and should not expect complimentary admission.

GAME DETAILS

Jersey Color

Regional Games: HOME team wears white. If a neutral site is used, higher seed will wear white. Sectional Games: First school alpha will wear white jerseys this year.

Maximum Number of Players

The maximum number of participants for each tournament game is 18. Each participating school will be allowed a maximum of 18 players in full uniform for each tournament game. Noncompliance with this regulation, once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach.
resulting in his/her immediate ejection (leave premises) when brought to the attention of the game officials. Note: If no other coach or faculty member of that school is present to supervise the team, the game shall be forfeited and the team disqualified from further participation in the tournament.

The Penalty for this Violation is a technical foul, assessed to the head coach. The opposing team will shoot two free throws plus receive the ball for a division-line throw-in.

Pregame Warm Up

The pregame warm-up procedures will be used during the WIAA basketball tournament series.

15:00   Warm-up Begins. Officials enter the court and go directly to positions to supervise the pre-game warm-up.
12:00   Officials conduct pre-game meeting with team captains.
10:00   Officials proceed to score table and check scorebooks, brief scorer and timer, check game ball for NFHS authenticating mark, and check alternating-possession arrow.
1:30    Officials introduce themselves to coaching staff and inquire about legality of player equipment.
0:00    National Anthem or Pledge of Allegiance followed by introduction of players.

Tournament managers are to start the clock 20 minutes prior to the scheduled game time to allow the game to start as published - 7 p.m., etc. The warm-up time on the floor is still limited to the 15 minutes as prescribed above. However, the extra 5 minutes should accommodate the playing of the anthem and the introductions . . . . thus a 7 p.m. start.

Teams playing the second game of a session are not allowed to warm-up during the half time of the first game.

Player Introductions

The following procedure shall be used to introduce players at all WIAA tournament games:
- Introduce all five starters for visiting team (or team in dark jerseys if neither team is the host school).
- Introduce all five starters for home team (or team in white jerseys if neither team is the host school).
Benches & Baskets

Teams will shoot at the basket at the opposite end of their bench for the first half, and in front of their bench in the second half.

Each team will be allowed to have a total of 17 individuals on their PLAYER BENCH. This is in addition to the five players on the floor. A maximum of 13 eligible players in uniform are allowed on the PLAYER BENCH.

Pre-Game Conference

Officials will conduct a pre-game conference. This meeting should consist of a review of officiating responsibilities, court coverage, NFHS mechanics and positioning, unusual situations, last-minute situations, new rules, coaching box regulations, etc. Each officiating team will determine their individual officiating responsibilities (referee, U1 and U2).

Game Rules & Game Ball

All WIAA rules and regulations along with NFHS basketball playing rules should be followed for each WIAA tournament game. At the sectional tournaments, the Spalding TF 1000 Classic ZK basketball will be used. At the regional level, any NFHS approved basketball is allowed. If at any time there is an issue with the basketball, simply use any NFHS approved basketball to continue/finish a game.

Reporting Ejection, Injuries, Facilities, Sportsmanship

Following the Contest, officials should use the appropriate Report Form to report: a) Coach Ejection, b) Player Ejection, c) Fan Ejection, d) Sportsmanship Concerns, e) Substandard Facilities, f) Serious Injury, and /or g) Loss of Coaching Box Privilege. It is imperative that the WIAA receive this information in a timely manner.

GENERAL INFORMATION

On-Line Ticketing & Presale

Schools hosting tournament games are strongly encouraged to do a presale of tickets in both communities prior to the game. Each school participating in the game is entitled to one-half of the tickets as determined by the seating capacity of the gymnasium (see list posted on WIAA website).

Schools may offer on-line ticket options to those interested in attending basketball events. The WIAA ticket prices must be used and convenience fees provided by a third-party provider may not exceed $1 in additional cost to the purchaser.
Tournament managers are authorized to indicate to schools requesting a full allotment of tickets that they may be required to prepay for the tickets or return unsold tickets by a designated time as determined by the tournament manager.

Admission Policies

Free admission shall be provided only for:
1) A party of 22 including players, coaches, managers, etc., competing at a given site on a given day/night, no more than 18 players in uniform.
2) Eight cheerleaders. Additional cheerleaders are allowed but must purchase a ticket for admission.
3) Eight admissions for personnel designated by the school. The same allotment may be applied to host school who is not playing in this particular game. Whether a program is a stand-alone or part of a multi-school co-op, a maximum of 8 individuals will be provided free admission.
4) Game officials, scorers, timers, ticket takers and sellers, ushers, concessionaires, workers are entitled to free admission only at those sessions in which they work, and shall not be provided an additional ticket for a companion.
5) Members of the working press, radio and television.
6) Host school band only if it performs.

If the host school is not playing, the host school may retain 50 tickets to sell to their patrons.

Ticket Prices

Regional Ticket Prices: Child/Student/Adult - $5  
Sectional Ticket Prices: Child/Student/Adult - $6

Host schools may sell, if their facilities permit, single admission tickets for $1 for children under 6 years of age if accompanied by a parent/guardian.

Setting Up Gym

The gym should be split in half at the midcourt line. All adult fans should be placed on the same side of the gym being placed behind their respective player benches. Students fans should be placed directly across from their adult fans. No student fans for any team should be placed behind their opponent’s player bench.

Rushing the court during or immediately following a game is prohibited.

Determining Game Sites

At the seeding meetings, sites for the first and second round regional games will be determined. The higher seeded team will host through the regional final game. Please
make sure your coach knows the availability of your facility prior to attending the seeding meeting.

Practice at Tournament Site

Host schools are not permitted to allow participating schools to practice on their facilities prior to the tournament.

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.

Scorer

Please remember the scorer is required to wear a black and white striped shirt. Also, make sure to place a “X” on the floor in front of the scorer.

Broken Backboards

The 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 the tournament manager to tape your game. Tournament managers should 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 camcorders from their seats. Tripods and power cables are not allowed.

Schools receiving requests to videotape or live stream WIAA Tournament Series contests with the intent of airing contests live or delayed on the internet, television or
on the local cable access channel must direct those requests to Tim Knoeck of NFHS Network at (608) 850-7411 ext. 201.

**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, band director, etc., aware of their responsibilities in providing a neutral environment.

Temporary banners are allowed, with some restrictions. Banners and signs must be hand held and stationary. These banners may NOT have offensive language, be used to disrupt players or officials, interfere with spectators’ view, used in an inappropriate manner or be carried around a facility during an event. Banners of the host school are allowed, such as those hanging depicting conference schools, sportsmanship themes, current team members recognition or with welcoming messages.

**Spectator Screening**

Tournament managers are encouraged to do a visual inspection of fans entering their facilities. At the state tournament venue, spectators will be required to pass through screening devices. This could include a visual inspection of any carry-in item or large coat that could conceal an illegal item. Please make spectators aware prior to the event that they will be screened.

**Awards**

**Regional Awards:** Plaque to Championship Team

Our jeweler, ESCO, will send the regional final awards to those designated as the higher seeds in a given bracket.

**Sectional Awards:** Plaque to Championship Team

Medals (18) to members of Championship Team and Runner-Up Team

Schools may purchase additional medals for members of the championship and runner-up teams from the WIAA following the tournament competition.
Sportsmanship Guidelines

Noisemakers
● All artificial noisemakers are prohibited by NFHS rules (1-18)

Laser Pens
● Laser pens are prohibited at all WIAA tournament contests. Violators shall be removed from the contest and laser pen(s) confiscated.

Shakers/Pennants/Homer Hankies/Etc.
● Shakers and/or pennants attached to wooden/plastic sticks are allowed.
● Homer hankies, towels, No 1 fingers, hands, are allowed provided:
  - Printing includes only school name, nickname, or mascot.
  - They do not cause crowd problems.

Hand-Held Banners
● 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 should be permitted. However, the flag should be used only in front of its fans.

Rural Insurance Sportsmanship Award
● 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.

Photography/Media Guidelines

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 interests; and the use of images or transmissions identifying students; administrative personnel and member school marks.

After Each Tournament Game You Host ..................

PLEASE REPORT THE GAME SCORE using the Halftime reporting tool.
If you are unable to enter a score, please email or text the score to Kate Peterson Abiad <kpabiad@wiaawi.org> or (715) 496-0456
PA ANNOUNCEMENTS

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.

Sportsmanship Announcement

The WIAA would like the following statement to be printed in your game program and read prior to the start of each basketball tournament game:

"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

Please use the following introduction for the National Anthem:

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

Spectator Conduct Statement

The Wisconsin Interscholastic Athletic Association objects to activities, materials, logos, apparel, mascots or gestures that are profane, vulgar, insulting or offensive to others. The membership disapproves of any form of taunting or expression that is intended or designed to embarrass, ridicule, disrespect or demean others under any circumstances including on the basics of race, religion, gender or national origin.

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

Half time programs may last a maximum of three minutes per school.

Bands

Competing schools must be allowed to bring a band and have a group (e.g., pom pom squad, drill team, etc.) perform at half time of their game. Free admissions shall not be given to members of a band or persons involved in half time or between game entertainment, except the host school’s band may be admitted free if it performs.

Bands may use amplifying devices with permission from the tournament manager.

Bands will be permitted to play only before and after competition, during time-outs, and between periods when not in conflict with other scheduled events.

Cheerleaders

For safety reasons, minitramps, 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

Regional & Sectional Tournament Financial Forms

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) A financial report provided by the WIAA must be filled by each school conducting a tournament game.

b) The following items are authorized for payment out of tournament receipts.
1) Fees and expenses of officials (according to printed schedule).
2) 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.
3) 15% of total receipts to the WIAA. This amount is to cover administrative costs of setting up the tournament program.
4) 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.
c) The balance remaining after the preceding items have been deducted from total receipts shall be allocated as follows:
   Pre-state
   1) 25% to the host school
   2) 75% to the WIAA

**Allowance to Participating Schools**

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

**Questions**

If you have any questions that are unanswered by this communication, please do not hesitate to contact me at (715) 344-8580 ext. 319 or kpabiad@wiaawi.org.