



## **Wisconsin Interscholastic Athletic Association**

5516 Vern Holmes Drive – Stevens Point, WI 54482-8833

Phone (715) 344-8580 – FAX (715) 344-4241

email address dhauser@wiaawi.org

TO: Athletic Directors of Schools Sponsoring Basketball  
FROM: Debra Hauser, Associate Director  
DATE: December 2017  
SUBJECT: 2018 WIAA Regional & Sectional Basketball Tournament Information

*This material contains information necessary if you are hosting games in the 2018 basketball tournament series. The most current tournament groupings can be found on the WIAA website <[www.wiaawi.org](http://www.wiaawi.org)>. All tournament games are to be played on the dates specified and times provided, unless approval for change is granted by the WIAA. If you have additional questions, you are encouraged to call me at (715) 344-8580 or email me at <[dhauser@wiaawi.org](mailto:dhauser@wiaawi.org)>.*

### **REMINDERS & NEW ITEMS FOR 2017 TOURNAMENT SERIES**

#### **SCHEDULE OF GAMES**

Following is the schedule of games for the 2018 basketball tournament series:

Girls Regionals - Tuesday, February 20; Friday, February 23; and Saturday, February 24

Girls Sectionals - Thursday, March 1 and Saturday, March 3

Boys Regionals - Tuesday, February 27; Friday, March 2; and Saturday, March 3

Boys Sectionals - Thursday, March 8 and Saturday, March 10

Game should begin at 7 p.m. on week nights unless a change is approved by WIAA. Since the regional finals are played the day after the second round game, the Saturday regional final game may not begin prior to 4 p.m. so that the athletes have time to recover.

On Saturday, March 3, the boys will be competing in a regional final game and the girls in a sectional final game. If a school has both teams playing on this date, the boys game needs to be after 4 p.m. because they played Friday night --- girls game can be in the afternoon since they last played on Thursday night.

*In the event a Division 3 or Division 4 school is participating in both a sectional semifinal game and has their girls team competing in a State Tournament game that same night, the boys sectional semifinal game will be moved to Wednesday night. If you anticipate this happening, please be in touch with your local clergy to make them aware of this potential change in game date.*

#### **ON-LINE TICKETING**

Schools may use on-line ticketing options to assist in selling tickets for events they host. The WIAA ticket prices must be followed and *convenience fees provided by a third-party provider may not exceed \$1 in additional cost to the purchaser.*

## FREE ADMISSIONS

Schools will be allowed a party of 22. However, only **18 of the 22** may be players in a uniform.

## SETTING UP YOUR 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. We do know that there are schools that have boys games scheduled during the regional round of girls competition.

## SEEDING MEETINGS

Face-to-face seeding meetings are required and will be conducted only on Saturday and Sunday. The meeting dates, times, and sites are posted on the WIAA web site <[www.wiaawi.org](http://www.wiaawi.org)> under the respective girls and boys basketball tabs, tournament information page.

**Reminder: If your school is NOT represented at the seeding meeting, your coach will lose the use of the coaching box for the entire tournament series (including state) and the school will forfeit the right to host any home games they should host as a result of being the highest seeded team. Any school located 80 miles or more from the seeding meeting site may opt to participate via electronic means.**

## OFFICIALS

The WIAA will contract three officials for all levels of the basketball tournament series. Officials will be notified of the dates on which they will be working.

Once the seeding meetings have been conducted, specific game assignments for the first round games will be posted on the WIAA website under the respective boys or girls basketball page. I'm hopeful that the specific game assignments for the first round regionals can be made by Monday following the seeding meetings.

Tournament managers are not expected to mail game contracts, but instead just have the contracts available for the officials to sign upon their arrival at the game. ***Tournament managers must contact the officials.***

### Officials for First Round Games (Tuesday games)

Officials have a number that corresponds to a master list of officials that is posted on the WIAA website. Simply find your school and there should be two numbers to identify the officials contracted to work your game.

- Please immediately contact the officials to notify them of their game assignment. Three person crews will be used. They will also be checking the web to see where they are scheduled to work. However, you need to contact them and make them aware of game time, expected arrival times, mileage, etc. If officials elect to travel separately, total the mileage for one driver and split it between the officials. You should not be paying round trip mileage to each individual official.

### Officials for Second Round Games (Friday games)

The same procedure will be used for second round games as was used for the first round assignments. Check on the website on Wednesday for Friday's game officials.

● Please immediately contact the officials to notify them of their game assignment. Three person crews will be used. They will also be checking the web to see where they are scheduled to work. However, you need to contact them and make them aware of game time, expected arrival times, mileage, etc. If officials elect to travel separately, total the mileage for one driver and split it between the officials. You should not be paying round trip mileage to each individual official.

#### Officials for Regional Final Games (Saturday games)

Check on the website on Wednesday for Saturday's game officials.

- Please immediately contact the officials to notify them of their game assignment. They will also be checking the web to see where they are scheduled to work. However, you need to contact them and make them aware of game time, expected arrival times, mileage, etc. If officials elect to travel separately, total the mileage for one driver and split it between the officials. You should not be paying round trip mileage to each individual official.

#### Officials for Sectional Semifinal and Final Games

Check on the website on Tuesday of sectional week for your officials.

- Please immediately contact the officials to notify them of their game assignment. They will also be checking the web to see where they are scheduled to work. However, you need to contact them and make them aware of game time, expected arrival times, mileage, etc. If officials elect to travel separately, total the mileage for one driver and split it between the officials. You should not be paying round trip mileage to each individual official.

#### Game Fees

Regional Games	-	\$65 per game plus .45 per mile round trip mileage
Sectional Games	-	\$75 per game plus .45 per mile round trip mileage

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

### **GENERAL INFORMATION**

#### **SQUAD SIZE**

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.

A school may change its roster from one tournament game to the next. If a student athlete is suspended from one or more WIAA tournament games for a **Code of Conduct** violation, he/she is immediately disqualified for the remainder of the total tournament series in that sport.

#### **PLAYER BENCH**

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.

Teams shall occupy the benches so they are shooting at the basket in front of where their coaches and reserves

are seated for the second half of the game.

### **PRACTICE AT TOURNAMENT SITE**

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

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. Thus, if a game is scheduled to start at 7 p.m., neither school is allowed to have any of its players on the playing floor before the scheduled 15 minute warmup period to shoot, pass, etc. If a school has an auxiliary, or second gym, a team may shoot, pass, etc. on that specific playing floor. 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 tournament manager will be responsible for dealing with this issue and should notify the game officials of any violation of this rule prior to the start of the game.

The game will NOT start with the shooting of technical foul freethrows as a result of the coach losing the box. This will not count toward team fouls either. 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! Coaches and officials have been given this information as well.

### **JERSEY COLOR**

The **higher seeded team will wear white jerseys during regional competition**, including the regional final game.

The **FIRST school alphabetically** (according to WIAA Directory of Member schools) will wear white for **sectional and state** games. The school wearing white jerseys will be designated as the home team on the scoreboard when neither team is playing on its home court.

### **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.

### **WARM-UP PROCEDURE**

Each team participating in the game will be allowed a 15-minute pregame warm-up. If the host school is playing in the game, they are also restricted to the 15-minute warm-up. Teams which play the second game of a session are not allowed to warm-up during the half time of the first game.

It is recommended that the clock be started at 6:40 p.m. for games starting at 7 p.m. This will allow 15 minutes for the on-court warm-ups followed by the National Anthem and player introductions. Tip-off should be at 7 p.m. For games with starting times other than 7 p.m., start the clock 20 minutes prior to the announced starting time.

The warm-up procedure for all WIAA tournament games will be as follows:

- 15:00 Warm-up Begins. Officials enter the court and go directly to positions to supervise the pregame warm-up.
- 12:00 Officials conduct pregame meeting with team captains.
- 10:00 Officials proceed to scoretable 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.

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).

Players shall not seek out the opposing coach or the officials to shake their hands prior to the start of the game.

### **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.

Permanent banners hanging in your gym or in the hallway/entryway to your school do not need to be removed. However, all temporary motivational signs/banners must be taken down with the exception of welcome signs.

### **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.

### **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.**

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."

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."

### **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 and is not blasting people out of their seats.

### **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 pon 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**

A maximum of eight cheerleaders will be provided with free admission to the game. Additional cheerleaders are allowed, but must buy a ticket to gain admission.

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.

### **ETHNIC MINORITY 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 basis of race, religion, gender or national origin.

### **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 16.

(a) 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. No game will be moved after 12 noon on the day prior to it being played without both schools agreeing to the change.

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 Deb Hauser of the WIAA.

### **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.

Tournament managers are encouraged to do a visual inspection of fans entering their facilities. At the state tournament venues, spectators can expect to be screened for illegal items. This could include a visual inspection of any carry-in item or large coat that could conceal an illegal item. Please make spectator aware prior to the event that they will be screened.

### **TICKET PRICES**

Regional Ticket Prices:

Child/Student/Adult - \$5

Sectional Ticket Prices:

Child/Student/Adult - \$5

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.

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.

### **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 (15) 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.

### **FINANCES**

#### *Regional Tournament Financial Forms*

Regional tournament 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. The attendance at your game may become critical information as we determine sites down the tournament trail.

#### *Sectional Tournament Financial Forms*

For schools hosting sectional semifinals and finals, forms are available on the WIAA website - AD Resource Page and will be specific to the girls or boys sectional tournament. 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**

Consult the Winter Edition of the WIAA Season Regulations for specific information.

### **ALLOWANCE TO PARTICIPATING SCHOOLS**

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

### **STATE TOURNAMENT PARTICIPANTS**

If you are hosting a sectional final game you will be NOT be receiving a box of materials. Due to the state tournament teams now being seeded we will no longer sending you a box to give to sectional champions.

### **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 <dhauser@wiaawi.org>.

***AFTER EACH TOURNAMENT GAME YOU HOST .....***

***PLEASE REPORT THE GAME SCORE***

*using the Halftime reporting tool.*

***Immediately!!!!***

*If you are unable to enter a score, please email or text the score to Deb  
Hauser <dhauser@wiaawi.org> or (715) 701-3032*