



# 2023-24 BOYS & GIRLS BASKETBALL FINALS QUALIFYING TEAM MANUAL

## MSU – Breslin Center

### **BOYS SEMIFINALS** – Thursday & Friday, March 14-15, 2024

Session 1 DIVISION 3 Noon and 2:00 p.m., Thursday

Session 2 DIVISION 4 5:30 p.m. and 7:30 p.m., Thursday

Session 3 DIVISION 1 Noon and 2:00 p.m., Friday

Session 4 DIVISION 2 5:30 p.m. and 7:30 p.m., Friday

### **BOYS FINALS** - Saturday, March 16, 2024

Session 5 DIVISION 4 & 1 Championship Games – 10:00 a.m. & 12:15 p.m.

Session 6 DIVISION 3 & 2 Championship Games – 4:30 p.m. & 6:45 p.m.

### **GIRLS SEMIFINALS** – Thursday & Friday, March 21-22, 2024

Session 1 DIVISION 3 Noon and 2:00 p.m., Thursday

Session 2 DIVISION 4 5:30 p.m. and 7:30 p.m., Thursday

Session 3 DIVISION 1 Noon and 2:00 p.m., Friday

Session 4 DIVISION 2 5:30 p.m. and 7:30 p.m., Friday

### **GIRLS FINALS** - Saturday, March 23, 2024

Session 5 DIVISION 4 & 1 Championship Games – 10:00 a.m. & 12:15 p.m.

Session 6 DIVISION 3 & 2 Championship Games – 4:00 p.m. & 6:15 p.m.

## **IMPORTANT:**

Be prepared to finalize travel and hotel by:

Boys 9:30a.m. on Wednesday, 3/13/24

Girls 9:30a.m. on Wednesday, 3/20/24

**A mandatory Zoom meeting for Athletic Directors & Head Varsity Coaches  
will be held at 9:00 AM on Wed.**

**Also include, if available, your Cheer Coach and Band Director.**

**Any other school administrators are welcome.**

THIS IS THE COMPETING SCHOOL GUIDE FOR COMPETITION AT  
QUARTERFINAL, SEMIFINAL, AND FINAL GAMES.

PARKING PASSES, TEAM AND CHEERLEADER ENTRANCE  
FORMS WILL BE GIVEN TO SEMIFINAL MANAGERS TO GIVE TO  
QUALIFYING TEAMS.

# REMINDERS

- Coaches box will be enforced.
- Only team members in uniform (listed on roster, 15 maximum) and coaching staff (no more than 7) will be allowed in the bench area.
- Ball persons are not needed.
- **Respect for the National Anthem is a must. No celebrations until the Anthem is concluded.**
- **Head coach is required to be present for official's pre-game conference.**
- Practice balls will be provided.
- Towels will not be provided or available.
- All spectators, including student cheer sections, attending an MHSAA tournament must wear shirts at all times.
- **Image-taking devices (including camera phones) of any kind are not to be used in the locker rooms during MHSAA tournaments.**
- **Coaches – No spiked heels allowed on the playing surface or bench area.**



## ITEMS PERMITTED AND RESTRICTIONS

Security measures will be in place to help assure spectator safety. Fans will be subject to a visual search, and arena personnel will reserve the right to request that patrons open their coats, purses, bags and other personal totes for visual inspection; and deny entrance to individuals who do not cooperate.

**Prohibited Items:** Items which fans will be prohibited from bringing into the building include, but are not limited to, the following: Aerosol cans; alcoholic beverages; animals (except assistive animals for people with disabilities); bags (grocery, duffle, backpacks, luggage, large purses, etc.) 8 1/2" x 14" x 10" is maximum size for entry; balloons (air & helium); balls (beach balls, footballs, baseballs, etc.); banners; beverages; cameras (professional) or cameras with lenses over five inches long and/or 50mm and above; cans & bottles; confetti or glitter; coolers of any kind, including small soft pack coolers; fireworks; food; hard objects that can be used as missiles or projectiles; illegal substances; large camera cases; liquids (bottled or boxed); laser pointers; **noisemaking devices (bells, horns, kazoo's, thunder sticks, whistles, etc.); sticks, bats or clubs; strollers; tripods; umbrellas; and weapons.**

**Costumes, mask and political references:** Students are NOT permitted entry while wearing animal costumes or mask (i.e., monkey or gorilla.) No hangman's noose. No political statements or costumes.

**Permitted after Inspection:** The following items are permitted after inspection: Binoculars and cases; small still cameras and small camera cases (must comply with the camera/lens limits); diaper bags (only if accompanied by a child); hand-held signs; purses and fanny packs (must comply with the above bag limits); small radios (must be used with an earpiece); and small video cameras, no tripods. All spectator videotaping and still photography must be done for private use -- any reproduction, sale or retransmission of the images is prohibited.

**2023-24 BOYS & GIRLS BASKETBALL**  
**TOURNAMENT INFORMATION**

1. TOURNAMENT HEADQUARTERS --

BOYS SEMIFINALS – MSU Breslin Center – March 14-15, 2024  
GIRLS SEMIFINALS – MSU Breslin Center – March 21-22, 2024

MHSAA Offices, 1661 Ramblewood Dr., East Lansing, MI 48823  
Phone 517-332-5046

2. PAIRINGS -- Quarterfinal, Semifinal, and Final pairings, game locations and times will be found on the MHSAA Web Site: [www.mhsaa.com](http://www.mhsaa.com).

TOURNAMENT FORFEITURE POLICIES - Individuals or teams that are defeated by an ineligible opponent or teams that allowed one or more ineligible students to participate do not advance in MHSAA tournaments.

If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

3. PRACTICE - QUARTERFINAL FLOORS -- If one of the competing teams won their District or Regional on that floor, Quarterfinal Managers **may** permit the opponent one practice session on that floor.

**NOTE:** *The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying Regional Winner will be playing a Quarterfinal game on its own home floor.*

4. UNIFORMS -- The team on the top line of a bracket will wear white colored jerseys and the opponent will wear the opposite color. Each school will **bring two sets of jerseys**, white and dark, numbered front and back, in the event there is a similarity in team colors.

5. CLOCK – A running clock will be used at MHSAA tournament games when point differential games are involved.

6. CUTTING OF NETS -- By action of the Representative Council, nets are not to be cut down after tournament Games. You are asked to advise your teams of this action by the Council. Tournament Managers shall not waive this rule.

7. LODGING AND EXPENSE ALLOWANCES FOR TEAMS -- Generally, arrangements for lodging teams for Tuesday Quarterfinal games, where it is necessary, should be made in the cities where these games are played. Lodging allowance is the current hotel rate for a maximum of fifteen individuals and meal allowance is \$3 for breakfast and \$4 for lunch and \$6 for dinner for the same number of individuals.

Transportation allowance is one-way mileage with a 75-mile deductible from the home city of the school to the Quarterfinal Center or to Semifinal and Final Centers, (see chart below). Schools defeated in Quarterfinal or Semifinal Games will be allowed expenses from their home cities to Centers where they play, but not to succeeding tournament rounds. Because Regional winners play other Regional winners on a geographical basis, it is not expected that lodging will be necessary for many teams due to their proximity to the Quarterfinal locations.

75 - 100 miles - \$1 per mile	251 - 350 miles - \$2.50 per mile
101 - 150 miles - \$1.50 per mile	351 miles & over- \$3 per mile
151 - 250 miles - \$2 per mile	

**Teams playing in Semifinal Games must email the Hotel Reservation Form included in this document to [tkinder@lansing.org](mailto:tkinder@lansing.org) of the Greater Lansing Sports Authority Office and [will@mhsaa.com](mailto:will@mhsaa.com) of the Michigan High School Athletic Association by 9:30 a.m., Wednesday,**

**March 13 for BOYS and March 20 for GIRLS whether they plan to stay or not in East Lansing.**

Teams are asked to indicate plans for travel and housing needs on Thursday, Friday and Saturday. Housing for all Semifinal and Finalist teams staying overnight will be arranged at area facilities.

**Overnight lodging can be arranged through the GLSA but WILL NOT be reimbursed for schools located within 75 miles of the tournament site, unless competition begins before 10 AM the next day.**

Please ensure that you have approval from your Board of Education before confirming rooms. You will be held responsible for rooms that you request! There are no "if win" requests! Competing teams are to make arrangements to pay for all hotel and meal costs. The MHSAA will reimburse per the established formula at a later date. **(Have available school tax ID information)**. All room rates are per night and require double occupancy. Reimbursement is based on 15 individuals. For example, \$119 room rate, divided by 2 = \$59.50 x 15 = \$892.50 reimbursement.

<u>Tournament Facilities</u>	<u>Rate</u>	<u>Reimburse Amount</u>	
Best Western	\$119	\$892.50	(Both)
Comfort Inn- Okemos	\$99	\$742.00	(Girls)
Courtyard- Lansing	\$140	\$787.50	(Boys)
	\$110	\$825.00	(Boys)
	\$135	\$1012.50	(Girls)
Courtyard-East Lansing	\$159	\$1192.50	(Both)
Hampton Inn- Okemos	\$130	\$975.00	(Girls)
	\$131	\$982.50	(Boys)
	\$128	\$960.00	(Boys)
Hampton Inn- East Lansing	\$109	\$817.50	(Both)
SpringHill Suites- East Lansing	\$139	\$1042.50	(Girls)
Staybridge Suites-Lansing/Okemos	\$149 - \$209	Varies	(Both)
University Quality Inn	\$85	\$637.50	(Both)

A team is limited to a maximum of 22 people (15 team members, 7 coaching staff adults). Please do not bring any more. Schools must make their own arrangements for cheerleaders, bands, etc. at a different location.

**An email is to be sent whether the team is staying overnight or not.** Lodging allowance will be the current hotel rate. As in the past, schools will pay their own lodging and meal costs while at Tournament Centers, and reimbursement per the prescribed formula will be made to them. Teams failing to check out of the hotel by noon must make arrangements with the hotel for late check out.

An allowance of \$100 per day will be paid to each school for the number of days its' team competes in the Final Tournament, in addition to mileage one way, lodging at current hotel rate, and the necessary meals per day (\$13 maximum) for each of the fifteen individuals.

- EXPENSE ACCOUNT CHECKS** -- Expense checks will be mailed to schools competing in Quarterfinal, Semifinal and Final Tournament Games directly from the MHSAA following the tournament.
- ASSIGNMENT OF OFFICIALS** -- Officials will be assigned for Quarterfinal, Semifinal, and Championship games by the Tournament Officials Assignment Committee. They will work through the tournament as named.
- TICKETS FOR COMPETING SCHOOLS NOTICE:** MHSAA basketball ticket prices are \$12 for each Semifinal session (2 games) and \$12 for each Final session (2 games). Michigan State University will assess a \$3 "processing fee" on all telephone and mail orders (one handling charge for the entire order) to MSU. Internet orders will be possible, with applicable charges.

QUARTERFINAL TICKETS - (All tickets \$10) - (General Seating) Tickets must be purchased through GoFan [www.gofan.co](http://www.gofan.co). An allotment of tickets - approximately one-half the house for each competing team.

SEMIFINAL & FINALS TICKETS – (All tickets are \$12 – Plus \$3 processing fee). GENERAL ADMISSION. There is no longer any reserved seating. Competing schools, however, will each have 200 lower bowl bleacher seats reserved for their student section.

## STUDENT SECTION SEATING:

Game 1: Student section will be directly BEHIND their team bench.  
Home Team Aisles 109 & 106 | Visiting Team Aisles 110 & 113

Game 2: Student section will be directly ACROSS from their team bench.  
Home Team Aisles 128 & 131 | Visiting Team Aisles 127 & 124

### WRISTBAND REQUIRED

- Schools advancing to the Semifinal or Final will receive 200 color-coded wristbands in their Qualifier packet.
- The color-coded wristband is required to sit in the designated bleacher section RESERVED for the competing school student sections.
- Following Game 1 of the session, Game 2 spectators can fill in seats vacated by the Game 1 student section.
- The color-coded wristband will be required in the Game 2 student section during BOTH Game 1 and Game 2 of the session.
- Signage indicating the designated student section and the corresponding wristband color will be posted.
- Competing school administrations must have a plan to distribute student section wristbands prior to arriving at the Breslin Center. Breslin Center and MHSAA staff will not be involved in distribution.
- Schools advancing to the Finals will be given a second set of wristbands before leaving the Breslin Center on Thursday/Friday. Finals wristbands are a different color than the Semifinals.

### TICKETS ALSO NEEDED

- **IMPORTANT NOTE: The wristband is NOT A TICKET. All students will need to purchase a ticket through the MSU Ticket Office**, either [online](#) or at the box office. Again, this wristband does NOT allow them admission into the arena – it will only allow them access to the student section once in the arena. ALL STUDENTS STILL NEED TO PURCHASE A TICKET.

### ADDITIONAL TICKETING NOTES

- School administration and chaperones are expected to work with Breslin Center staff and ushers to ensure the students get to the appropriate sections, and the designated sections are not over capacity.
- There will be GENERAL ADMISSION seating directly adjacent to the student section if you have more than 200 students, but these are GENERAL ADMISSION. If the section is full, the section is full.
- Wristbands may be used for parents. We do not recommend this – this section is intended for STANDING students. However, anyone you want in your 200-seat designated competing school section may be given a wristband, but everyone in the reserved section for your game needs a wristband.
- All other seating outside of the 200-seat reserved competing school section is GENERAL ADMISSION – first come, first served.
- **Is your school bringing a performing pep band? Is your school bringing a cheer team? We need to know this information IMMEDIATELY. Send this information to [will@mhsaa.com](mailto:will@mhsaa.com).**

11. CONTESTANTS, COACHES, CHEERLEADERS, CHEER COACH, PEP BAND DIRECTOR AND PEP BAND MEMBERS – All individuals names must be added to the Accountability List (sent via Email) for entry in the tunnel at Breslin.

12. FINAL GAME INFORMATION:

(A) TEAM WARM UP - (See attached information for Semifinals) - When time permits teams may enter onto the championship floor for warm up not more than 60 minutes (1 hour) prior to game time. Teams must be in uniform (no street clothes allowed).

Team arrival at Final site - Locker rooms for competing teams will not be available for team use earlier than 90 minutes (1½ hours) prior to Game time.

**Girls time schedule for team arrival:**

Division 4 - Game time - 10 a.m. – Teams may not arrive earlier than 8:30 a.m. Teams may not enter locker rooms before 8:30 a.m. Warm up will begin at 9 a.m.

Division 1 - Game time 12:15 p.m. - Teams may not enter locker rooms before 10:15 a.m. Warm up will begin at 11:15 a.m. or immediately following the Division 4 Final game.

Division 3 - Game time – 4 p.m. - Teams may not arrive earlier than 2:30 p.m. Teams may not enter locker rooms before 2:30 p.m. Warm up will begin at 3 p.m.

Division 2 - Game time 6:15 p.m. - Teams may not arrive earlier than 4:45 p.m. Warm up may begin at 5:45 p.m. or immediately following the Division 3 Final game.

**Boys time schedule for team arrival:**

Division 4 - Game time - 10 a.m. – Teams may not arrive earlier than 8:30 a.m. Teams may not enter locker rooms before 8:30 a.m. Warm up will begin at 9 a.m.

Division 1 - Game time 12:15 p.m. - Teams may not enter locker rooms before 10:15 a.m. Warm up will begin at 11:15 a.m. or immediately following the Division 4 Final game.

Division 3 - Game time – 4:30 p.m. - Teams may not arrive earlier than 3:00 p.m. Teams may not enter locker rooms before 3:00 p.m. Warm up will begin at 3:30 p.m.

Division 2 - Game time 6:45 p.m. - Teams may not arrive earlier than 4:45 p.m. Warm up may begin at 5:45 p.m. or immediately following the Division 3 Final game.

(B) ADMISSION - All coaches, contestants and cheerleaders must have authorization forms to be admitted. The designated maximum number of passes will be distributed to qualifying teams when entering for Final games. Coaches, contestants, cheerleaders and pep band members are to enter as a group. Cheerleaders are to enter as a group.

Non-Participating Sessions - Final teams desiring to see games other than those during their session are to contact Will McKoy in advance.

(C) TRAINERS AND OTHER MEDICAL PERSONNEL - Will be available during all sessions of Final Tournaments.

13. PASSES: See pass sheet in the Semifinal packet.

- Enter South Shaw Lane, Tunnel entrance to receive pass and entry:
  - BENCH: 7
  - BOOKKEEPER:1
  - ATHLETIC TRAINER: 1

- CHEER COACHES: 2
- Enter any gate: (tickets & passes provided in qualifying team packet)
  - CHAPERONE: 6 (tickets provided, pass to be worn after entry)
  - BUS DRIVER: (ticket provided, no pass)
  - SCHOOL ADMIN (athletic director, principal & superintendent): 3 (tickets provided, pass to be worn after entry)
- Enter Through Accountability: (passes provided in qualifying team packet) Names to be added to the accountability list (sent via email).
  - TEAM VIDEO: 1
  - SCHOOL PHOTO: 1

14. TEAM BENCH CHAIR LIMIT- Seventeen (17) chairs maximum for players, substitutes, coaches and team statisticians. Only the bench pass is acceptable.

15. PARTICIPATING TEAM/SPECTATOR INTERNET STREAMING - For information on credentials, drones, locker room privacy policy, microphones, photographers, flash photography, postgame interviews, press box, results, streaming (audio and video), and videotaping, go to this [Media/Streaming Information PDF](#).

16. SCHOOL PHOTOGRAPHER INSTRUCTIONS - A school has received **ONE** photo pass for the MHSAA Basketball Semifinals/Finals. The photographer will enter through the Accountability Entrance at Breslin Center. The pass is only good for when the school is playing games in the event, and the person given the pass is treated the same as other media about MHSAA tournament policy prohibiting photographers in the locker rooms. The images taken by the photographer become the property of the school and may not be sold by the photographer. The MHSAA has a licensing agreement covering the sale of photos from this event. A generic or nameless pass will not be credentialed. Schools will also be provided with one Video pass in the Semifinal packet. The Video pass will allow access to Platform 127 for filming. The name of the Video person will also need to be included in the accountability list and enter through the accountability door. Teams that advance to Saturday will be given new passes for school photographer and school videographer.



## Boys & Girls Coaches

### TIMING FORMAT FOR FINALS

Here is the timing format for this year's Finals:

#### Semifinals

- Clock will hit 00:00, for the National Anthem and player introductions will be as follows for the first game of each session:
  - Division 3 - 12:00 p.m. (Thursday)
  - Division 4 - 5:30 p.m.
  - Division 1 - 12:00 p.m. (Friday)
  - Division 2 - 5:30 p.m.
- 20-minute pre-game clock for second game will start once both teams have taken floor for warm-up and have had their official team pictures taken.
- **Quarter breaks** are **120 seconds** in length (2:00). **Warning horn at 105 (1:45) seconds.**  
Please stay in huddle until first horn sounds.
- **Halftimes** are **10 minutes**. Coach of team leading at halftime will be interviewed by MHSAA Radio Network as teams leave floor; coach of team trailing at halftime will be interviewed as teams return to floor.
- At game's end, the winning coach may be interviewed on the floor by the MHSAA Radio Network. No other interviews may be conducted on the floor. Coach of winning team and 3 players will be escorted to general press conference first, then to interviews with Bally Sports Detroit. Coach of other team and 3 players will follow winning team to general press conference.

#### Finals

- Clock will hit 00:00, for the National Anthem and player introductions will be as follows for the first game of each session:
  - Division 4 - 10:03 a.m.
  - Division 3 – Girls 4:03p.m. Boys 4:33 p.m.
  - Division 1 – Once teams take floor
  - Division 2 – Once teams take floor
- 20-minute pre-game clock for second game will start once both teams have taken floor for warm-up, unless directed by MHSAA staff.
- A media timeout will be called each quarter on the first dead ball with 4:00 or less on the clock **IF** a timeout – Full or 30-seconds - has not already been called in that period below the 6:00 mark. TV timeouts will be controlled by the Time Out Coordinator. The team calling a 30-second timeout will only be charged with that.
- **Quarter breaks** are **120 seconds** in length (2:00). **Warning horn at 105 (1:45) seconds.**  
Please stay in huddle until first horn sounds.
- **Halftimes** are **15 minutes**. Coach of team leading at halftime will be interviewed by Bally Sports Detroit as teams leave floor; coach of team trailing at halftime will be interviewed by MHSAA Radio Network. Interview order will be reversed as teams return to floor.
- At game's end, the winning coach may be interviewed on the floor by the MHSAA Radio Network and Bally Sports Detroit. No other interviews may be conducted on the floor. Coach of losing team and 3 players will generally be escorted to general press conference first. Coach of winning team and 3 players will follow winning team to general press conference.

Jon Ross, Communications Director

# TIME SCHEDULE FOR TEAM ARRIVAL FOR SEMIFINALS

Locker rooms for competing teams will not be available for team use earlier than 90 minutes prior to game time.

## Time Schedule for Team Arrivals

**Boys Semifinals: Thursday, March 14, 2024**

**Girls Semifinals: Thursday, March 21, 2024**

### **Session 1:**

- (Game 1) Division 3 - Game time - Noon - Teams may not arrive earlier than 10:30 a.m. Teams may enter onto the floor for warm up at 11:00 a.m. Official team photos will be taken at 11:25 pm.
- (Game 2) Division 3 - Game time - 2:00 p.m. - Teams may arrive after 12:30 p.m. and may enter onto the floor for warm up at after the floor is cleared. Twenty (20) minutes for warm up will be guaranteed. Official team photos will be taken immediately when you come on the court.

### **Session 2:**

- (Game 1) Division 4 - Game time – 5:30 p.m. - Teams may not enter locker rooms before 3:30 p.m. Warm up will begin at 4:00 p.m. Official team photos will be taken at 4:25 pm.
- (Game 2) Division 4 - Game time - 7:30 p.m. - Teams may arrive after 6:00 p.m. and begin warm up after the floor is cleared. Twenty (20) minutes for warm up will be guaranteed. Official team photos will be taken immediately when you come on the court.

**Boys Semifinals: Friday, March 15, 2024**

**Girls Semifinals: Friday, March 22, 2024**

### **Session 3:**

- (Game 1) Division 1 - Game time - Noon - Teams may not arrive earlier than 10:30 a.m. Teams may enter onto the floor for warm up at 11:30 a.m. Official team photos will be taken at 11:25 a.m.
- (Game 2) Division 1 - Game time - 2:00 p.m. - Teams may arrive after 12:30 p.m. and may enter onto the floor for warm up at after the floor is cleared. Twenty (20) minutes for warm up will be guaranteed. Official team photos will be taken immediately when you come on the court.

### **Session 4:**

- (Game 1) Division 2 - Game time – 5:30 p.m. - Teams may not enter locker rooms before 3:30 p.m. Warm up will begin at 4:30 p.m. Official team photos will be taken at 4:25 pm.
- (Game 2) Division 2 - Game time - 7:30 p.m. - Teams may arrive after 6:00 p.m. and begin warm up after the floor is cleared. Twenty (20) minutes for warm up will be guaranteed. Official team photos will be taken immediately when you come on the court.

## **Team Bench Chair Limit**

Seventeen (17) chairs maximum for players, substitutes, coaches and team statisticians. Contestant passes will not be allowed on team bench during contest. Only the bench pass is acceptable.