

2009 Lacrosse Tournament Manager's Manual

Tournament Opt Out Due Date: April 29, 2009
Girls Regional Draw Dates: April 29-May 4, 2009
Regional First Round Games: May 20-22, 2009
Regional Semifinal Games: May 26 or 27, 2009
Regional Final Games: May 29 or 30, 2009
Semifinal Tournament Games: June 3, 2009
Final Tournament Games: June 6, 2009

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GIRLS LACROSSE TOURNAMENT MANAGERS MANUAL

1. **ASSIGNED SCHOOLS** – Only those schools assigned to your Regional Tournament are allowed to compete. Any other requests for entry must be referred to the MHSAA Office before competition is granted.

2. **ENTRY MATERIALS** – Two obligations of membership and participation include:
 - a. Schools must notify their Tournament Managers by the **Opt Out Due Date** (April 29, 2009) if they DO NOT intend to participate in the assigned MHSAA tournament, and;
 - b. Schools must see that Tournament Managers receive an accurate Eligibility List and Team Roster by the Opt Out Due Date. These forms are available at mhsaa.com. Failure to fulfill the above obligations by the specified Opt Out Due Date will result in MHSAA penalties as stipulated in the MHSAA *Handbook*. The Opt Out Due Date is **Wednesday, April 29, 2009**.
 - c. The draw meeting for Girls Lacrosse is between April 29 and May 4, 2009.

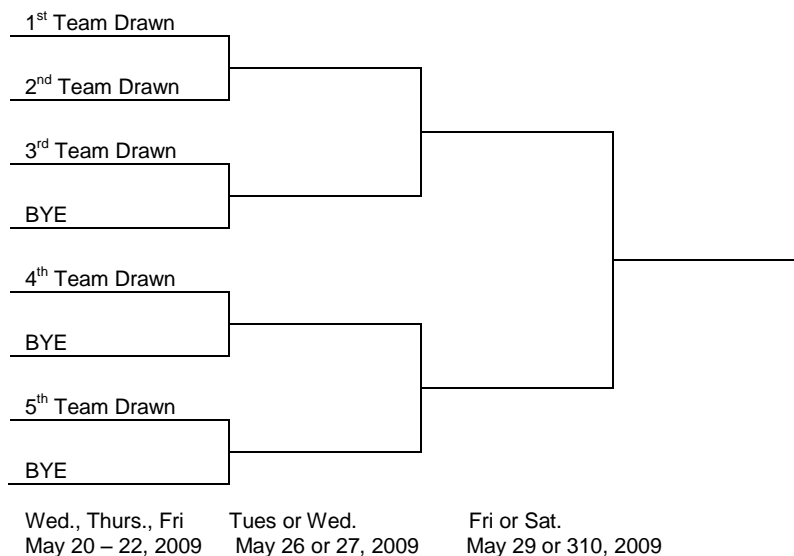
3. **TOURNAMENT WITHDRAWAL POLICY** – A school shall not enter the MHSAA tournament if it knows in advance it cannot complete all rounds of the tournament as scheduled. Tournament management is to contact the MHSAA Office if a school withdraws or fails to show for a scheduled competition after the Opt Out Due Date for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in that sport.

The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by the MHSAA Staff, the MHSAA Executive Director will place the school on probation for the next two years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

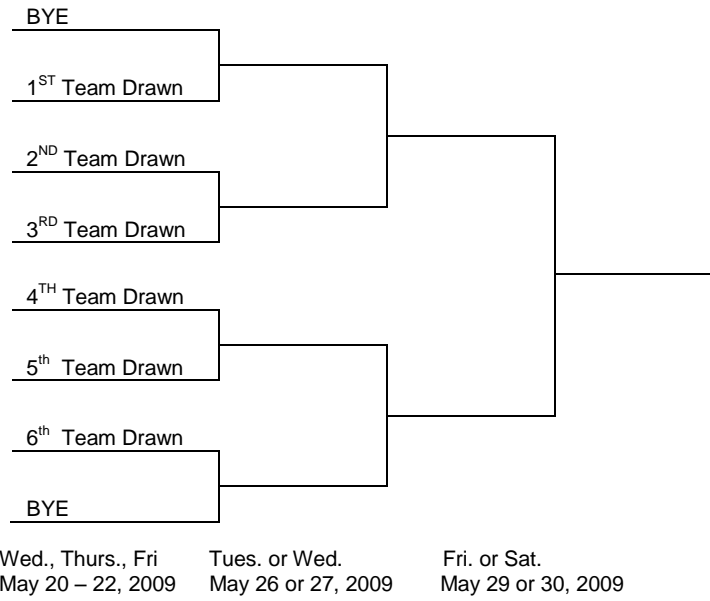
4. **INFORMATION PACKETS TO COMPETING SCHOOLS** – Regional Girls Lacrosse Managers shall notify competing schools of the date, time and location of the Draw Meeting. Once the draw has been conducted, each team must receive a copy of the results of the draw. In addition, each school should be provided with information about the Regional championship game time and site. **Please use the attached GLAX Draw Results Form for your draw and return the information to the MHSAA after the draw has been conducted.**

Girls Lacrosse Regional Managers must designate prior to the draw whether Regional First Round Games (May 20-22) will be conducted at the Regional site.

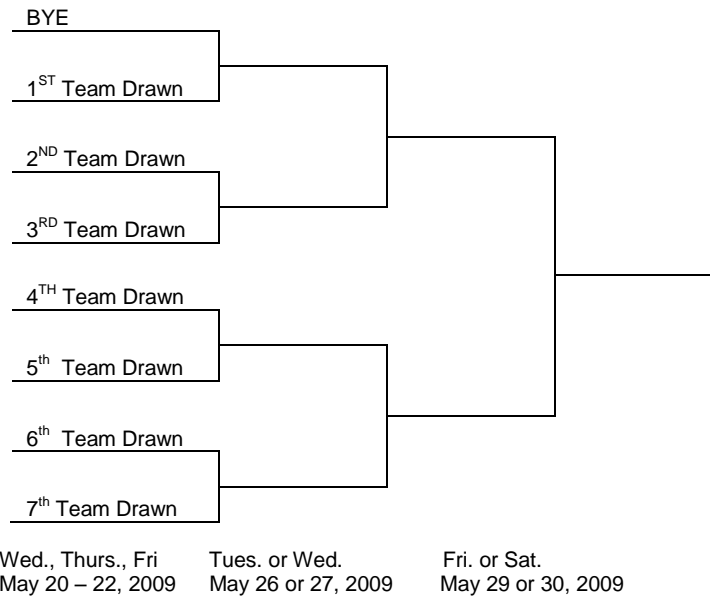
FIVE TEAM REGIONAL:



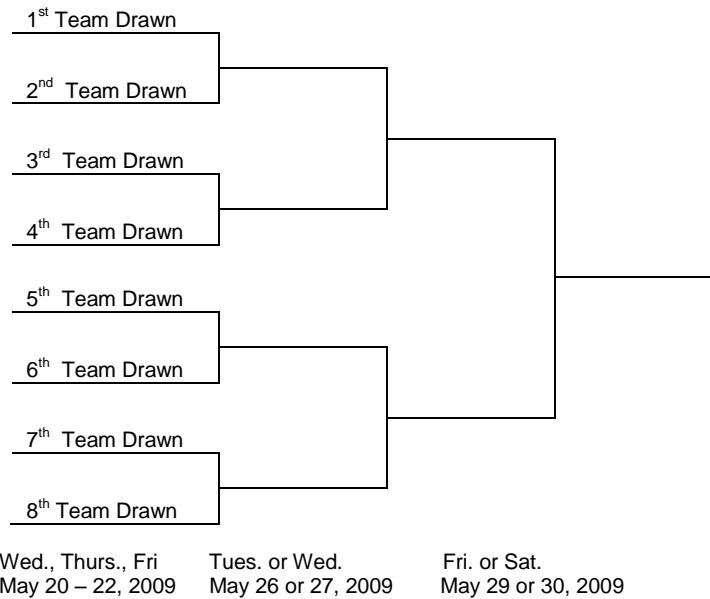
SIX TEAM REGIONAL:



SEVEN TEAM REGIONAL:



EIGHT TEAM REGIONAL:



5. **SCHEDULE OF GAMES** – The games will be as follows:

- a. Regional First Round May 20-22, 2009
 - c. Regional Semi-finals May 26 or 27, 2009
 - d. Regional Finals May 29 or 30, 2009
 - e. Semi-Finals June 3, 2009
 - f. Finals June 6, 2009
- Div. 2 @ 2 p.m.
Div. 1 @ 5 p.m.

6. **REGIONAL WINNING TEAM PACKETS** – Semifinal Tournament Managers must prepare an informational packet for each Regional Manager to give to the winning team. This packet should include a map with directions to the Semifinal field; starting time of the Semifinal games; location of dressing and shower facilities; location of restaurants; host school facility rules and parking arrangements for buses or cars of competing schools. The Regional Tournament Manager will give the packet to the winning team at the regional championship game.

7. **SEMIFINAL WINNING TEAM PACKETS** – The Finals Tournament Manager must prepare an informational packet for each Semifinal Manager to give to the winning team. This packet should include a map with directions to the Finals field, starting time of the Finals game; location of dressing and shower facilities; location of restaurants; host school facility rules and parking arrangements for buses or cars of competing schools. The Semifinal Tournament Manager will give the packet to the winning team at the semifinals.

8. **REGIONAL TROPHIES AND MEDALS** – Trophies and medals are being sent to all Regional Tournament Managers and are to be awarded to the winning team in each class. Trophies and medals should be examined immediately upon receipt by the Tournament Manager to make certain that engraving is correct and that there is no shortage or breakage. All trophies will be supplied by A-1 TROPHIES of Indianapolis, Indiana (800-444-9569). Medals will be supplied by Erffmeyer and Son Company, Inc. of Milwaukee, Wisconsin (800-852-4266). Trophies and medals should be received no later than **May 1, 2009**.

The MHSAA (not Tournament Managers) will make payment for trophies and medals directly to the above companies. If trophies and/or medals are not received by the due date, the Tournament Manager should contact the supplier directly.

9. **FINALS TROPHIES AND MEDALS** – Trophies and medals are being sent to all Finals Tournament Managers and are to be awarded to the winning team in each class. Trophies and medals should be examined immediately upon receipt by the Tournament Manager to make certain that engraving is correct and that there is no shortage or breakage. All trophies will be supplied by A-1 TROPHIES of Indianapolis, Indiana (800-444-9569). Medals will be supplied by Erffmeyer and Son Company, Inc. of Milwaukee, Wisconsin (800-852-4266). Trophies and medals should be received no later than **May 1, 2009**.

The MHSAA (not Tournament Managers) will make payment for trophies and medals directly to the above companies. If trophies and/or medals are not received by the due date, the Tournament Manager should contact the supplier directly.

10. **TICKETS** – All Regional Managers and Semifinal Managers should use their own stock tickets for students and adults. The Finals Manager will receive a supply of tickets from the MHSAA for use at the Finals Tournament. Unsold final tickets must be returned to the MHSAA. The ticket is good for both competitions throughout the day.

11. **SPECTATOR ADMISSIONS** – The following chart should be used to determine ticket prices. The Tournament Manager should provide the ticket stock to be used at Regional or Semifinal games.

Level	Price	Good For (Game/Session)
Regionals	\$5	Single Game/Session
Semifinals	\$6	Single Game/Session
Finals	\$7	2 Games

General policies include the following:

- a. Infants in arms not requiring individual seats shall be admitted free of charge.
 - b. No reduced rates are allowed for elementary school students, senior citizens, etc.
 - c. All seating is general admission. There will be no reserved seating. No effort should be made to reserve special sections for season ticket holders, etc. Host schools may designate special seating areas for the opposing team's fans, but there should be no special reserved seating.
 - d. Managers should make provision for re-entry to the field since one ticket will allow a spectator to see competition throughout the entire day.
12. **PRESS PASSES** – Adequate arrangements should be made to take care of working personnel and other press representatives at Regional and Final Tournament sites. Managers may find it helpful to contact press or radio services prior to tournament time so that methods of recognition and seating of their representatives may be expedited. News media representatives are encouraged to call managers in advance of the event that they desire to cover. It is recommended that managers designate a specific door for media entrance.
13. **SALE OF MERCHANDISE** – The sale of merchandise such as t-shirts, sweatshirts, hats, etc. is not permitted at MHSAA sponsored events except when coordinated with the MHSAA staff.
14. **HOSPITALITY** – By Representative Council action, the MHSAA is not permitted to reimburse tournament hosts for refreshments served to coaches and other invited guests. Such hospitality is generous and recommended however the host school will assume the financial responsibility.
15. **RADIO, TELEVISION, CABLE TELEVISION BROADCASTING** – All radio, television, cable television stations requesting to broadcast competition live or delayed must obtain approval through the MHSAA Office (John Johnson at 517-332-5046) prior to the date of the event.
16. **SPECTATOR VIDEOTAPING/FILMING** – Spectators must receive permission from the Tournament Manager for any live action taken of athletic events other than snapshots. If permission is granted for spectators to film the entire event or take clips, it is to be with the understanding the tape/film may not be sold, leased, borrowed, or rented for commercial purposes, or shown on television. The Tournament Manager should not permit spectators to interfere with the view of other spectators or news media personnel covering the activity and is not required to provide electrical hook-ups and/or tripod space. The Tournament Manager may require spectator videotaping from a designated location. If there is any question as to the purposes of filming or taping, the local tournament management has the right to deny the request for taping.
17. **REPORTING REGIONAL RESULTS TO THE SEMI-FINAL AND FINAL TOURNAMENT MANAGER** – Each Regional Manager will report to the Semifinal Tournament Manager the team that qualified from his/her Regional Tournament. In addition, the Lacrosse Roster and Master Eligibility List of the qualifying team must be forwarded to the Semifinal Manager and the Finals Manager. Semifinal Managers are requested to fax this information to the Final Tournament Manager. The Girls Finals Tournament Manager is Ms. Eve Claar (Bloomfield Hills Lahser) FAX 248-341-5897.

Regional Tournament Managers are also required to fax tournament results immediately to the MHSAA on the form furnished. Please fax your Regional Tournament results to the MHSAA (517-332-4071) using the Results Reporting form.

18. **REPORTING TOURNAMENT RESULTS** – Regional Tournament Managers may wish to report results to local TV, radio and newspapers. They should also call the following newspapers:

DETROIT NEWS: Detroit, local calls (not long distance), dial 222-2260. From other areas of the state, call toll free, 1-800-804-1773.

DETROIT FREE PRESS: Detroit, local calls (not long distance), dial 222-6661. From other areas of the state, call toll free, 1-800-678-6728, or call collect, 313-222-6661.

The Finals Manager is to report results to the newspapers listed above and the Associated Press.

ASSOCIATED PRESS: Detroit, local calls (not long distance), dial 259-0650. From all other areas of the state, dial WATS line 1-800-642-4125 (if no response, call collect, 313-259-0650).

19. **HOST REIMBURSEMENT** – All expenses of member schools which host MHSAA Lacrosse Tournaments will be reimbursed by a scale determined by the MHSAA Representative Council. The scale is listed on the Host School Expense Form.

Hospitality rooms, lunches at drawings for order of competition, refreshments for teams, etc., are not to be included in tournament expenses to the MHSAA.

The MHSAA does not reimburse workers who are hired by the local tournament manager for any activity which produces revenue for the local site. This includes concession workers, sellers of programs or merchandise, and parking attendants. No rental fee is appropriate.

Payment by separate check or money order is to be made PAYABLE TO THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, and sent to the MHSAA at 1661 Ramblewood Drive, East Lansing, Michigan 48823. Please file your report within 7 days after the conclusion of your tournament.

20. **OFFICIALS FEES** – Only approved MHSAA Registered officials may officiate at MHSAA tournament games. The number of officials who may be scheduled for the tournament games may not exceed the following without advanced approval of MHSAA staff:

	<u>Girls</u>
Regional Games	2
Regional Finals:	2
Semifinals:	3
Finals:	3

The MHSAA will assign all officials to all regional through final sites. Regional officials will receive \$50 and semifinal and finals officials will receive \$55 plus a minimum of \$8.00 per official. If an official travels in excess of 50 miles, those miles in excess of 50 will be reimbursed at \$.20 per mile in addition to the first \$8.00. The MHSAA will notify you by email of assigned officials as well as replacement officials.

21. **SOUVENIR PROGRAMS** – Regional Tournament Managers shall produce a souvenir program for their site. Regional Tournament Managers have the option to use the program provided by the MHSAA publisher or produce their own. Locally produced programs must identify the MHSAA as the sponsor of the tournament, using the camera-ready materials provided by the MHSAA. These materials may be found on the administration page of the MHSAA Website.

Programs shall include the rosters of the participating teams and the tournament bracket. Such information as team pictures and season scores could also be included.

Regional Tournament managers may cover the cost of producing their programs by securing local advertising. This is an acceptable practice to keep the cost of the program to a minimum for the spectator. Advertisers should be selected with care, and should not include mention of products or services in conflict with MHSAA philosophies, such as tobacco, liquor or beer and their sale at bars, party stores, restaurants, lounges and team summer camps. If you have any questions regarding programs, please address them to John Johnson, MHSAA Communications Director@517-332-5046. **Please forward the MHSAA a copy of your program as soon as it is printed.**

22. **FINALS PROGRAM SALES** – The MHSAA will print and deliver a program to the finals site. The host school will share in profits based on total programs sold at the site. It is to the advantage of the host to “sell out” all programs. The Tournament Manager should appoint one person as the director of program sales, responsible for organizing the sales force, assigning locations and justifying the money and programs.
23. **TEAM BENCH AREAS** – Both teams shall be in designated team bench areas on one side of the field of play.
24. **ADULT SCORER AND TIMER** – A qualified adult scorer and timer shall be provided by the Tournament Manager. The Tournament Manager becomes the assigning authority as per the NFHS/ US Lacrosse rules. Scorer and timers should be provided copies of their duties as printed in the NFHS/US Lacrosse Rule Book. An air horn must be present at the scorers table at field level to signify substitutions and the end of a quarter or half.
25. **TEAM ROSTERS** - Each team must provide a complete line-up (first and last name, number, and position of each player and substitutes) and names of all other bench personnel. The line-up must be submitted to the scorer at least five (5) minutes prior to game time.
26. **SCOREBOARD CLOCK** – It is recommended that a visible clock and scoring device be in use for all tournament games.
27. **FORFEITURE** – Failure to be ready for competition by thirty minutes after the scheduled starting time of the tournament will result in forfeiture; unless the team in question has communicated with tournament management of a delay due to unforeseen circumstances.
28. **AWARDS PRESENTATION** – Regional and Finals Managers shall make arrangements for a brief awards presentation. Presenters may be school administrators, Tournament Managers, Representative Council members, MHSAA staff members or other persons who are representative of the MHSAA philosophy of interscholastic competition. Only MHSAA approved awards are to be presented to student athletes at MHSAA tournaments.
29. **PROCEDURE FOR SUSPENSIONS/DISQUALIFICATIONS** – The following guidelines shall apply:
- a. **Coach:** Unless a school or the MHSAA applies additional conditions, suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.
 - (1) If a school fails to enforce a suspension that is required by the MHSAA, tournament management shall require the coach to comply with the terms of suspension and shall report the school to the MHSAA for further action.
 - (2) If the coach fails to comply with the terms of suspension, tournament management shall report the school and coach to the MHSAA, which shall prohibit the school from the remainder of the current tournament and impose additional penalties as circumstances warrant.

Note: Suspensions are required for violations of Regulation I, Section 10 and Regulation II, Section 13(A) and 15 and may be imposed under Regulation V in all other circumstances.
 - (3) A coach who is ejected during a contest for unsportsmanlike conduct shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next day of competition for that team. This is true even if the coach is a parent of a player.
 - (4) If a school fails to enforce the subsequent disqualification with respect to its coach or the coach fails to comply, the Tournament Manager or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

- b. **Player:** Unless a school or the MHSAA applies additional conditions, a suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not recommended, that the player may sit with the team. The minimum requirement is that the suspended student shall not enter the contest as a participant.

(1) If a school fails to enforce a suspension with respect to one of its students, which is required under MHSAA regulations, tournament management or any representative of a member school who becomes aware of the violation shall report it to the MHSAA for further action, which shall include (but not be limited to) forfeiture of the contest and thus elimination from the remainder of the tournament.

Note: Suspensions are required for violations under Regulation I, Sections 10, 11, 12 and 13 and Regulation II, Section 15 may be imposed under Regulation V in all other circumstances.

(2) A player who is ejected during a contest for unsportsmanlike conduct shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team.

(3) If a school fails to enforce the subsequent disqualification with respect to one of its students, the Tournament Managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

- c. **Coach & Player: Disqualification From MHSAA Tournament:** Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the Tournament Manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

30. **GAME POSTPONEMENT (BEFORE THE START OF GAME)** – When MHSAA tournament lacrosse games must be postponed due to severe weather conditions or hazardous field conditions that may be injurious to players. The Tournament Manager has the authority to postpone the game and schedule it on the next playable day, **excluding Sunday**.

31. **GAME SUSPENSION** – For all regular season and MHSAA tournament games, a regulation game consists of two 25-minute periods for girls and four 12-minute quarters for boys unless extended because of a tie score. If darkness, rain or other causes interfere with play so that the game is called (ended by referee), it is a regulation game if:

For Boys: At least three quarters of play has been completed.

For Girls: Forty minutes of playing time has elapsed (80% of 50 minutes).

All tournament games called prior to being a regulation game (as above) shall be resumed from the point of suspension whether continued on the original date or a future date.

32. **GAME SUSPENSION POLICIES (INCLEMENT WEATHER)** – On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.

When suspending an outdoor contest, officials and game management shall follow these guidelines.

1. Lightning necessitates that contests be suspended. The occurrence of lightning is not subject to interpretation or discussion -- *lightning is lightning*.
2. Severe weather in the form of rain or snow may make the field unplayable.

When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.

1. Contestants and support personnel shall be moved to appropriate indoor facilities.
2. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
3. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

In considering resumption of competition, the following steps shall be followed.

1. Delays for contests scheduled prior to 3 p.m. must not exceed three hours. Delays for contests scheduled for 3:00 p.m. or later must not exceed one and one half hour.

Delays on nights not followed by school for all the competing teams may be longer by mutual agreement of participating schools. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.

MHSAA Lacrosse Tournament Policy includes: Because of the necessary progression of the tournament the above stated regular season weather delays may be extended for MHSAA lacrosse tournament games by Tournament Managers.

2. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.
3. In all cases contests should be resumed at the point of suspension as soon as permitted by policy. If not that day or night, then the contest should be rescheduled for the next possible date, not including Sunday.
4. The home school is responsible for facilities and will be given priority consideration in the final decision if there is no consensus among the three parties.
5. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest and finally the quality of all other options.

NOTE: More restrictive local policies and MHSAA tournament policies would supersede these policies and should be shared with the opponents and officials prior to the contest, preferably in writing. Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

33. **TORNADO POLICY FOR MHSAA EVENTS** – If there is a tornado watch or warning at a tournament site:

If the watch or warning is issued **at least three hours** prior to the event:

1. If the local district policy closes the tournament facility, all participating teams must be called and informed of postponement with information pertaining to next playing date and time included in the call.

2. If the host district policy **does not** close the facility, all participating schools who have not called the host must be called to be sure all who are scheduled to play will be present. (The participating school local policy must prevail).
 - a. If one team of a dual type (i.e. Softball) competition cannot be present by their policy, no contest shall be held. The competition for that day/night must be rescheduled on the next possible day, not including Sunday.
 - b. If the competition is multiple team type (i.e. Track, Tennis), the meet shall be conducted as long as a reasonable number of teams (60%) can be present.

If the watch or warning is issued **less than three hours** before event:

- a. If the competing teams are in route, no decision shall be made until both teams in a bracket have arrived or contact has been made, unless local policy forbids use of facility once the watch or warning has been issued.
 - b. If competing teams arrive, are on the premises, and local policy permits, play the contest when and if time permits.
 - c. If it is not possible that date, reschedule for next playable date, not including Sunday.
 - d. Local policy shall always prevail.
3. Watch or warning first issued during contest:
 - a. Suspend play.
 - b. Take necessary steps and precautions as directed by local policy.
 - c. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date, not including Sunday.

II. If the watch or warning is in an area of one or more competing schools and not at a tournament site:

1. It shall be the responsibility of the competing school to inform the manager of the tournament immediately.
2. The decision as to play or not to play shall be made by the Tournament Manager, based on the information presented and the type of sport event involved.
 - a. If one or more local policies do not permit travel or competition, the game, games, or tournament shall be postponed.
 - b. If the scheduled competition is of a multiple team nature (i.e. Track and Field), the competition may take place even though all teams are not able to be present. (60% is suggested guideline).
 - c. The rationale for No. 1 and No. 2 hinges on the fact that in No. 1, both teams of a dual type competition must be present if a contest is to take place. No. 2 permits competition, even though all teams cannot be present.
3. If one or more schools are on the road to the tournament site at the time of watch or warning, no decision shall be made until contact has been made with all concerned. (An authorized person from the assigned schools).

4. If one school arrives on site and the opponent cannot travel due to local policy, the game shall be postponed and rescheduled on the next possible date, not including Sunday.

GENERAL GUIDELINE: The local Tournament Manager has full jurisdiction over the policies of the tournament site. If the above guidelines do not cover a certain situation, the decision on the matter shall be that of the Tournament Manager.

34. **REGULAR-SEASON CONTEST DELAYS** – When a league or conference does not have a written policy regarding late contest start time, the following MHSAA policy shall apply:
 1. If a team fails to arrive for a regular-season contest at the time stated on the contract, it shall be necessary for the host administration to delay the contest, declare the game forfeited, reschedule the contest, or declare the event “no contest.”
 2. If the host management has been notified of the reason for the delay and projected arrival, the officials must stand by for 60 minutes beyond the scheduled starting time. When the team arrives, a reasonable amount of time must be provided for the visiting team to conduct a pre-game warm-up. In any case, warm-up shall not be less than 15 minutes.
 3. If the host management has not been notified that there is a delay and the reason for it, the officials have permission to leave the site, without obligation, 30 minutes after the contracted start time has passed. (In MHSAA tournament play, the Participating School Tournament Information for each sport will prescribe the specific action to be taken. For regular-season play, league and conference policy supersedes the policy above, so coaches and officials should inquire with their league to see if any policy exists.)
35. **OFFICIALS ACCOMODATIONS** – Tournament managers can develop a routine which can provide officials with a few comforts that will make their arrival and stay pleasant. There should be someone waiting for the officials to ensure an escort to the dressing/locker room. The room set aside for the officials should be private, clean and contain a place to secure his/her belongings. The coach’s office is often used, but it may not allow for privacy, nor does it always offer a space for the official to store his/her clothing or equipment.

Schools hosting MHSAA tournament events in every sport have a responsibility to prepare a place for the officials assigned to their site. The MHSAA has created a list of guidelines to aid Tournament Managers in this preparation. Adherence to the essential elements is the expected minimum for tournament hosts.

The Tournament Manager is expected to provide the following for all tournament contests that are hosted:

- a. **HOST** – An identifiable person who will meet the official, escort the official to the dressing area, and assist the official as necessary.
- b. **SECURITY** – A person or persons identified to the official who will assist in passage from the contest site to the dressing area. The security person will be able to unlock and lock the dressing area when necessary. A security person can be assigned to the dressing area to assure that officials are not interrupted by the media, the fans, the players or the coaches.
- c. **OFFICIAL’S ROOM** – The room for officials should be private and separate from the dressing area of any contestants and provide security for valuables belonging to officials. An adjacent office within a locker room is not desirable. The area should be absent of distractions to enable a proper pre-game meeting. Separate facilities are expected for male and female officials. At no time is it reasonable to expect an official to use an area accessible to the public.
- d. **SHOWERS/RESTROOMS** – Showers and restroom facilities should be available to officials for private use. It is unacceptable to place officials in a position which requires them to share public facilities. In the event that facilities must be shared with contestants, it is best that use be separate and uninterrupted.

36. **PICTURE PHONES** – By Representative Council action in May, 2005, picture phones and cameras of any kind are not be used in locker rooms, weigh-in rooms, or training rooms during MHSAA Tournaments. Privacy issues are involved as still or video images can be transmitted instantly, stored and possibly used without the permission of the individual for posting on the Internet or in other areas. The small size of some of these devices, as well as the fact that many students and adults rely upon them for daily communication creates additional problems.

If a Tournament Manager or athletic director discovers that someone has possibly photographed or transmitted inappropriate material, managers and athletic directors should:

- a. Obtain and record identification information in the event that images are later discovered, the person responsible may be located.
- b. Inform the head coach or athletic director of the school involved as soon as possible.
- c. Record pertinent facts such as date, team, location, time, etc.
- d. Local district policy should govern if police are to be called.

37. **PARTICIPATING SCHOOL TOURNAMENT INFORMATION** – Each member school that offers lacrosse has also received tournament information. In addition to this Manual, each tournament manager should read the Participating School Tournament Information.

Regional Girls Lacrosse Draw Results (Schedule of Regional Tournament Games)



IF A 1ST ROUND REGIONAL GAME IS NOT PLACED AT THE REGIONAL SITE, ALL ADMINISTRATIVE EXPENSES ARE TO BE BORNE BY THE HOME TEAM (TOP LINE OF BRACKET). EACH TEAM WILL ASSUME ITS OWN EXPENSES FOR COMPETITION IN THE TOURNAMENTS AT ALL LEVELS OF PLAY.

REGIONAL NO. _____ DIVISION _____ HELD AT _____

DATE _____

DATE _____

DATE _____

at _____ Time _____			
at _____ Time _____			
at _____ Time _____	at _____ Time _____	Time _____	
at _____ Time _____	at _____ Time _____		
at _____ Time _____	at _____ Time _____		
at _____ Time _____	at _____ Time _____		

NOTE: If a 1st round regional game is not played at the regional site and a school draws into the top line of a 1st Round Regional bracket (and thus would be the host) but does not have a field which is a minimum of 60 yards wide x 110 yards long, the game will be held at site of the school which draws to the bottom line of the bracket. If neither school has a field at least 60 yards wide x 110 yards long, the game will be held at the field of the school on the top line of bracket.

**FAX IMMEDIATELY AFTER DRAW AND AFTER EACH GAME TO KATHY VRUGGINK WESTDORP
AT 517-332-4071.**



RESULTS REPORTING FORM FOR TEAM SPORTS
MHSAA FAX: 517-332-4071
NO COVER SHEET NECESSARY

*Use this form for submitting all MHSAA Tournament Scores. Please submit after each day/night of play.
 Please list in order of games played, first to last.*

GIRLS LACROSSE

CLASS/DIVISION: _____

TOURNAMENT LEVEL (Please indicate site number) CONTEST DATE: _____

REGIONAL # _____ SEMIFINAL # _____ FINAL # _____

Winning School - Score

Losing School - Score

CHAMPION & Season Record to Date: _____
(Upon completion of this round of the tournament)

GOOD SPORTS ARE WINNERS! AWARD RECIPIENT: _____

Following each round of the MHSAA Tournament, management is required to submit the name of a participating school that meets the standards of sportsmanship as outlined in the Good Sports Are Winners! Award forms. More than one school per site can be recognized. Please place your selection(s) on the line above following the completion of your tournament. NOTE: If any school conducts itself so poorly at your venue that it should not be considered for the award in subsequent rounds, please indicate here:



TOURNAMENT MEDICAL INCIDENT REPORT
 The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

___ Spectator
 ___ Event Official
 ___ Athlete _____ School _____
 ___ Other _____

___ Male ___ Female Dist # ___ Reg # ___ QF # ___ SF # ___ F # ___ Date ___/___/___

CIRCLE SPORT: BA BKT BL CC XC FB GL GO GY IH SK SO SB
 SWD TN TR VB WR OTHER: _____

INJURY/CONDITION: ___ Sprain ___ Laceration ___ Concussion ___ Fracture ___ Nose Bleed
 ___ Dislocation ___ Strain ___ Respiratory ___ Communicable Disease
 Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: ___ Ice ___ Tape ___ Wrap ___ Suture ___ Compress
 Other _____

ACTION: ___ Treat/Release ___ Observation/Release ___ Transport ___ Hospitalize
 ___ Return to Competition (see other side) ___ Remove from Competition
 ___ Referred to _____
 Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? ___ Yes ___ No
 If "yes" Name: _____ Title: _____

COMMENTS:

TOURNAMENT MANAGER SIGNATURE: _____

DATE ___/___/___ PRINT NAME _____

SCHOOL _____

Copies to: MHSAA
 1661 Ramblewood Drive
 East Lansing, MI 48823 Fax: 517-332-4071
 Optional Copies: Athletic Director
 Team Coach



**UNCONSCIOUS ATHLETE
RETURN TO COMPETITION**

National Federation Rules require written authorization from a physician in order for an athlete to return to competition within the period of time required by National Federation rule, if that athlete is or appears to be rendered unconscious as determined by the contest officials.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, their decision to not allow a student to return to competition may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date: _____

REASON FOR ATHLETE’S INCAPACITY

PHYSICIAN’S ACTION

I have examined the named student-athlete following this episode and determined the following:

Permission granted for the athlete to return to competition.

COMMENT: _____

DATE _____
PHYSICIAN’S SIGNATURE (MUST BE M.D. OR D.O.)

PHYSICIAN’S NAME – Printed: _____

Copies to: Official, Team Coach, Athletic Director, MHSAA

Duplicate as Needed

Michigan High School Athletic Association, 1661 Ramblewood Drive, East Lansing, MI 48823



EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Delivery will take 4-6 weeks.

ORDER

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL - RUNNER-UP	_____ @ \$5 =	\$ _____
_____ FINAL - CHAMPION	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL

\$

ATHLETIC DIRECTOR _____ SCHOOL ID: _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

Date _____ Signature _____

(Athletic Director)

*** ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**
 SEND TO MHSAA, 1661 RAMBLEWOOD DR,
 EAST LANSING, MI 48823



2009 GIRLS LACROSSE REGIONAL

Failure to return the required financial reports within 30 days of the final game in this tournament will cause the Host School to lose any expense reimbursement it otherwise would receive

Date: _____ Regional # _____ Division: _____
 Held At: _____ Manager: _____

REVENUE

Spectator Admissions = _____ @ \$5 per Person **GROSS REVENUE = \$ _____ (1)**
 (Enter Total From Back Page and on Line "A" Below)

EXPENSES

Host School Share (Greater of 10% of Gross Revenue or the Amount From Back Page) = \$ _____ (2)
 Manager's Honorarium (Enter Amount From Back Page) = \$ _____ (3)
 Total of Game Officials Expenses (Enter Amount From Back Page) = \$ _____ (4)

Other Expenses Scorers (\$20 for 1st game + \$10 for each additional game): _____
 Timers (\$20 for 1st game + \$10 for each additional game): _____
 (Itemize on lines Ticket Seller: _____ Misc: _____
 to the right) Misc: _____

NOTE: ALL EXPENSES ARE SUBJECT TO MHSAA APPROVAL Other Expenses Sub-Total = \$ _____ (5)
 The MHSAA does not reimburse for workers hired by the Trnmt. Mgr. for any activity which produces revenue for the local site. This includes concession workers, program sellers or merchandise & parking attendants **TOTAL EXPENSES (Lines 2-5)= \$ _____ (6)**
 (Enter This Total on Line "B" Below)

INCOME CALCULATION

LINE "A"		= GROSS REVENUE	
LINE "B"	-	= TOTAL EXPENSES	
		= SURPLUS (To Be Sent To MHSAA)	
		OR	
		= Amount Due to Host School	

Date: _____ Signature: _____
 (Tournament Manager)

Please send this form & check or money order for the surplus funds payable to the MHSAA to Kathy Westdorp, Asst. Director, Michigan High School Athletic Association, 1661 Ramblewood Drive, E. Lansing, MI 48823. Keep a copy for your records

SEE REVERSE SIDE FOR EXPENSE WORKSHEET

REVENUE WORKSHEET

<u>GAME</u>	<u># Tickets Sold</u>	
Regional 1st Round:	_____	@ \$5 per Ticket = \$ _____
Regional 1st Semifinal:	_____	@ \$5 per Ticket = \$ _____
Regional 2nd Semifinal:	_____	@ \$5 per Ticket = \$ _____
Regional Final:	_____	@ \$5 per Ticket = \$ _____
TOTAL ATTENDANCE:	_____	TOTAL REVENUE = \$ _____

(Enter on Line 1 on Front Page)

HOST SCHOOL SHARE

If Hosting 3 or More Games of the Same Regional = \$ 300

If Hosting 2 Games of the Same Regional = \$ 225

If Hosting Regional Final Only = \$ 150

- Enter Applicable Dollar Amount on Line 2 on Front Page -

MANAGER'S HONORARIUM

If Hosting 3 or More Games of the Same Regional = \$ 120

If Hosting 2 Games of the Same Regional = \$ 80

If Hosting Regional Final Only = \$ 50

- Enter Applicable Dollar Amount on Line 3 on Front Page -

GAME OFFICIALS EXPENSE WORKSHEET

<u>OFFICIALS</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for)</u>
		<u>each mile roundtrip over 50 miles)</u>
Regional 1st Round (If Used): _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional 1st Round (If Used): _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional 1st Semifinal: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional 1st Semifinal: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional 2nd Semifinal: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional 2nd Semifinal: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional Final: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
Regional Final: _____	50 + _____	(\$8 + miles over 50 roundtrip = \$ _____)
		TOTAL OF OFFICIALS EXPENSES = \$ _____

(Enter on Line 4 on Front Page)



2009 GIRLS

LACROSSE SEMIFINAL

Failure to return the required financial reports within 30 days of the final game in this tournament will cause the Host School to lose any expense reimbursement it otherwise would receive

Date: _____ Semifinal # _____ Division: _____
 Held At: _____ Manager: _____

REVENUE

Spectator Admissions = _____ @ \$6 per Person GROSS REVENUE = \$ _____ (1)
(Enter Total Line "A" Below)

EXPENSES

Host School Share (Greater of 10% of Gross Revenue or the Amount From Back Page) = \$ _____ (2)
 Manager's Honorarium (Enter Amount From Back Page) = \$ _____ (3)
 Total of Game Officials Expenses (Enter Amount From Back Page) = \$ _____ (4)

Other Expenses Scorers (\$20 for 1st game + \$10 for each additional game): _____
 Timers (\$20 for 1st game + \$10 for each additional game): _____
 (Itemize on lines Ticket Seller: _____ Misc: _____
 to the right) Misc: _____

NOTE: ALL EXPENSES ARE SUBJECT TO MHSAA APPROVAL Other Expenses Sub-Total = \$ _____ (5)

The MHSAA does not reimburse for workers hired by the Trnmt. Mgr. for any activity which produces revenue for the local site. This includes concession workers, program sellers or merchandise & parking attendants

TOTAL EXPENSES (Lines 2-5) = \$ _____ (6)
 (Enter This Total on Line "B" Below)

INCOME CALCULATION

LINE "A"		= GROSS REVENUE			
LINE "B"	-	= TOTAL EXPENSES			
		= SURPLUS (To Be Sent To MHSAA)			
		OR			
		= Amount Due to Host School			

Date: _____ Signature: _____
(Tournament Manager)

Please send this form & check or money order for the surplus funds payable to the MHSAA to Kathy Westdorp, Asst. Director, Michigan High School Athletic Association, 1661 Ramblewood Drive, E. Lansing, MI 48823. Keep a copy for your records

SEE REVERSE SIDE FOR EXPENSE WORKSHEET

HOST SCHOOL SHARE

If Hosting 1 Semifinal = \$ 200

If Hosting Any 2 Semifinals = \$ 300

- Enter Applicable Dollar Amount on Line 2 on Front Page -

MANAGER'S HONORARIUM

If Hosting 1 Semifinal = \$ 50

If Hosting Any 2 Semifinals = \$ 100

- Enter Applicable Dollar Amount on Line 3 on Front Page -

GAME OFFICIALS EXPENSE WORKSHEET

OFFICIALS:

	<u>Fee</u>	<u>Mileage (\$8 minimum or 15 cents/mile roundtrip)</u>	
Field Official: _____	55 + _____	(_____ miles x 15 cents) =	\$ _____
Field Official: _____	55 + _____	(_____ miles x 15 cents) =	\$ _____
Table Official: _____	55 + _____	(_____ miles x 15 cents) =	\$ _____

TOTAL OF OFFICIALS EXPENSES = \$ _____

(Enter on Line 4 on Front Page)



2009 GIRLS LACROSSE FINAL

Failure to return the required financial reports within 30 days of the final game in this tournament will cause the Host School to lose any expense reimbursement it otherwise would receive

Date: _____ Final # _____ Division: _____
 Held At: _____ Manager: _____

REVENUE

Spectator Admissions = _____ @ \$7 per Person GROSS REVENUE = \$ _____ (1)
 (Enter on Line "A" Below)

EXPENSES

Host School Share (Greater of 10% of Gross Revenue or \$300) = \$ _____ (2)
 Manager's Honorarium = \$ _____ (3)
 Total of Game Officials Expenses (From Back Page) = \$ _____ (4)

Other Expenses Scorers (\$20 for 1st game + \$10 for each additional game): _____
 Timers (\$20 for 1st game + \$10 for each additional game): _____
 Ticket Seller: _____ Misc: _____
 (Itemize on lines to the right) Misc: _____

NOTE: ALL EXPENSES ARE SUBJECT TO MHSAA APPROVAL Other Expenses Sub-Total = \$ _____ (5)
 The MHSAA does not reimburse for workers hired by the Trnmt. Mgr. for any activity which produces revenue for the local site. This includes concession workers, program sellers or merchandise & parking attendants

TOTAL EXPENSES (Lines 2-5) = \$ _____ (6)
 (Enter This Total on Line "B" Below)

INCOME CALCULATION

LINE "A"		= GROSS REVENUE			
LINE "B"	-	= TOTAL EXPENSES			
		= SURPLUS (To Be Sent To MHSAA)			
		OR			
		= Amount Due to Host School			

Date: _____ Signature: _____
 (Tournament Manager)

Please send this form & check or money order for the surplus funds payable to the MHSAA to Kathy Westdorp, Asst. Director, Michigan High School Athletic Association, 1661 Ramblewood Drive, E. Lansing, MI 48823. Keep a copy for your records

SEE REVERSE SIDE FOR EXPENSE WORKSHEET

GAME OFFICIALS EXPENSE WORKSHEET

OFFICIALS

Fee Mileage (\$8 minimum + 20 cents per mile for)
each mile roundtrip over 50 miles)

Division 1 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 1 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 1 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 1 Table Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 2 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 2 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 2 Field Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____
Division 2 Table Official: _____	55 + _____	(\$8 + miles over 50 roundtrip) = \$ _____

TOTAL OF OFFICIALS EXPENSES = \$ _____

(Enter on Line 4 on Front Page)