



2011-12 GIRLS & BOYS BASKETBALL

TOURNAMENT PLAN – KEY POINTS OF REVIEW

Schools are assigned to one of 128 Districts, 32 Districts in each of four Classes.

Traditional or Non-traditional draw procedures may be used.

District tournament dates are Feb. 27 & 29 March 2 (girls) and March 5, 7 & 9 (boys)

District champions advance to one of 32 Regionals, eight Regionals in each Division.

Regional dates are March 6 & 8 (girls) and March 12 & 14 (boys)

Regional winners advance to Quarterfinal games March 13 (girls) and March 20 (boys)

The MHSAA Semifinals and Finals for Girls and Boys are at the Breslin Center at MSU

Semifinal and Final dates are March 15, 18 & 17 for girls and March 23, 24 & 25 for boys.

Bands are not allowed at District, Regional and Quarterfinal games.

Raffles and 50-50 drawings are not allowed at MHSAA Tournament events.

Admission is \$5/person for District & Regional games and \$6/person for Quarterfinal games.

Admission is \$8 per session for Semifinal and Final games.

The MHSAA assigns officials at all levels of the MHSAA Tournament.

Managers must file a financial report within 30 days of the conclusion their District, Regional or Quarterfinal tournament.

Rawlings is the official basketball used at all levels of the MHSAA Tournament.



**GIRLS & BOYS BASKETBALL
DISTRICT, REGIONAL & QUARTERFINAL
TOURNAMENT MANAGER MANUAL
(Alphabetical by topic, Forms follow topics)**

ADMISSION, TICKETS

District, Regional, Quarterfinal - Tickets will be sent directly from the ticket manufacturing company and should be received by managers not later than Feb. 8, 2012. Original invoices for tickets will be rendered to the MHSAA and payment for same will be made directly to the company furnishing the tickets by the MHSAA (not Tournament Managers). A completed Ticket Control Receipt must be completed upon conclusion of tournament.

Managers should make arrangements to divide tickets equally between the competing schools on a given night for pre-game sale. Each competing team must have an equal opportunity for an allotment of tickets on the days its team plays. Do not oversell the capacity of the gymnasium. When tickets are collected at the door, they are to be torn in half. This will protect management and prevent duplication of admissions by fans.

A host school not competing at a local District or Regional Tournament, or one whose team was eliminated at an earlier session, should be entitled to a limited number of tickets (approximately 50 in most cases) for purchase by local school patrons before divisions of tickets are made between competing schools provided the latter procedure is followed.

Overprints - Each tournament will have tickets with an overprint unlike that of a nearby tournament. Ticket takers are to be advised of the purpose of the overprint. Example -- D-11; R-16; QF-1.

Unsold tickets are to be retained by tournament managers for at least 90 days after the completion of the tournament. On recommendation of the MHSAA auditors, all or a random sampling of tournaments may be requested to return unsold tickets to the MHSAA office for audit.

Ticket prices:

District - All tickets - \$5

Regional - All tickets - \$5

Quarterfinals - All tickets - \$6

(parking not included)

ADMISSION POLICIES - Participating Teams - A maximum of 15 team members for each competing team and a maximum of 5 individuals in street clothes are permitted on each team bench and admitted without charge. An exception is allowed for those teams that have more than 15 players on the regular season roster.

Members of teams still playing or defeated in District or Regional Tournament games are entitled to attend all of the games at that tournament. Rather than giving out contestants' tickets ahead of time to competing schools, it is suggested that a group plan of admission upon recognition by the coach or other school official be followed.

Passes - League passes, coaches' passes, local booster club passes, officials' association passes, etc., are not to be honored at any tournament. There are no passes to be honored except those distributed by the local management for supervision purposes. Managers are urged to issue complimentary tickets for visiting school administrators for the purpose of crowd supervision. Complimentary tickets should be limited to the school's administration and/or designated security staff. A written plan suggesting placement, duties, and contacts should be available to persons acting in these capacities. There is to be no free admission for college coaches.

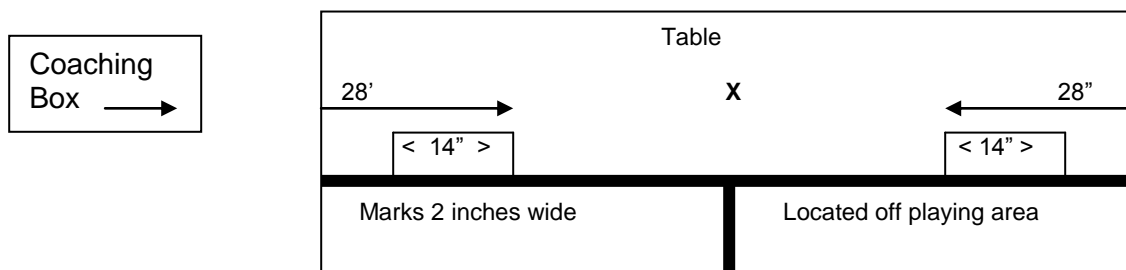
BANDS – Pep Bands are not allowed at the MHSAA District, Regional and Quarterfinal games.

CAMERAS IN LOCKER ROOMS - Picture phones and cameras of any kind are prohibited in locker rooms during the MHSAA Tournament.

CHEERLEADING POLICIES - A maximum of twelve cheerleaders in uniform, including mascots, plus the coach/advisor from each school, may be admitted without charge on nights their school competes. Up to 12 at one time may lead cheers from the floor, although local management may limit the number of sideline cheerleaders to any number under 12 if circumstances of the venue require. Cheerleaders should not be allowed to sit or stand too close to the edge of the playing court during tournament games.

At all MHSAA tournaments all cheer squads shall follow the National Federation Spirit Rules Book guidelines approved by their local school district for regular season sideline cheerleading, whichever is more restrictive and limiting. Local school districts are responsible for enforcing restrictions which are more limiting than the MHSAA guidelines. All cheer squads shall adhere to all guidelines provided by the manager of the tournament where the contest is hosted. Cheerleaders may not bring signs to be posted at the Breslin Center for the MHSAA Semifinals and Finals.

COACHING BOX - The 14' coaching box will be used during tournament competition. The coaching box shall be outlined outside of the court on the side of the court where the scorer's and timer's table and team benches are located. The area shall be bounded by a line 28 feet from the end line, the side line, a line no more than 14 feet from the 28 foot line towards the end line and the team bench. These lines shall be located off the court and be 2 inches wide.



CROWD CONTROL - It is evidence of good tournament administration to have adequate police protection at Tournament Centers. Uniformed officers are preferable. Managers should make every effort to have a sufficient number of uniformed officers available. If they are present many unfortunate situations can be avoided. Managers must be sure that adequate attention has been

given to this important administrative detail. Managers are urged to issue complimentary tickets for visiting school administrators for the purpose of crowd supervision. Complimentary tickets should be limited to the school's administration and/or designated security staff. A written plan suggesting placement, duties and contacts should be available to persons acting in these capacities.

By National Federation rule - artificial noisemakers of any kind are prohibited.

Shirts must be worn by all spectators at MHSAA indoor tournament venues.

Under no conditions should spectators be permitted to "RING" the floor or to enter onto the floor after a contest. It may be beneficial to have crowd control help from the competing schools.

A minimum of 10 tickets could be utilized for a competing school's administration and security.

CUTTING OF NETS -- Nets are not to be cut down after tournament games. You are asked to advise the teams of this policy. Managers may not waive this regulation.

TRADITIONAL DRAW PROCEDURES – District managers must conduct a draw, informing participating schools of the time and place. The draw may take place anytime after the first day of practice, and must be concluded by Dec. 23, 2011. Either a standard draw may be conducted or a non-traditional draw.

The draw should be done in the presence of representatives of competing schools desiring to attend.

New for 2011-12 The Representative Council has approved that for all traditional draw districts, all schools including the selected host, shall have the opportunity to receive a bye.

Place names of all schools on separate draw slips (byes are placed on the bracket before the draw as indicated on the next page).

Three Team Districts – 1 Bye

Four Team Districts – No Byes required

Five Team Districts – 3 Byes

Six Team Districts – 2 Byes

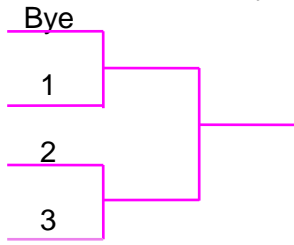
The team on the top of the bracket is the home team at all levels of tournament competition.

NOTE: Should the selected host school randomly draw onto a bottom (visiting) bracket line, the order of the bracket play will reverse. The selected host will become the top line team of that bracket, wear white (home) jerseys and sit on the designated home bench. As the tournament progresses and the selected host continues to win, the same modification in bracket placement will occur.

When the draw has been completed, managers should provide a photocopy of the draw sheet for each team in the District. It is essential that all District Managers fax (517-332-4071) one copy of the draw to the MHSAA office as soon as the draw is complete.

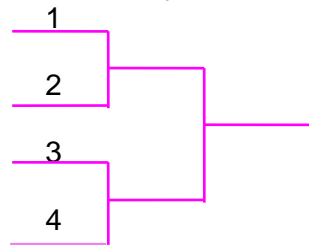
Three-Team Tournament

Two Rounds of Play - 2 Games - 1 Bye



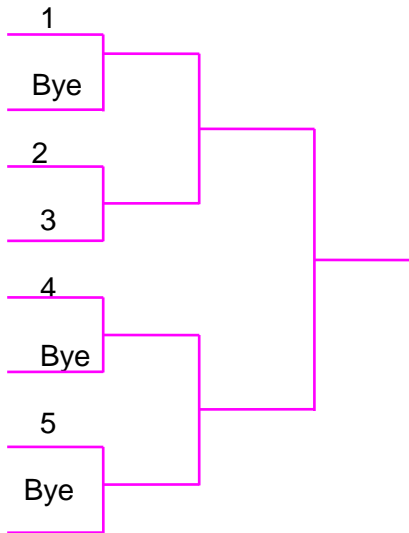
Four-Team Tournament

Two Rounds of Play - 3 Games



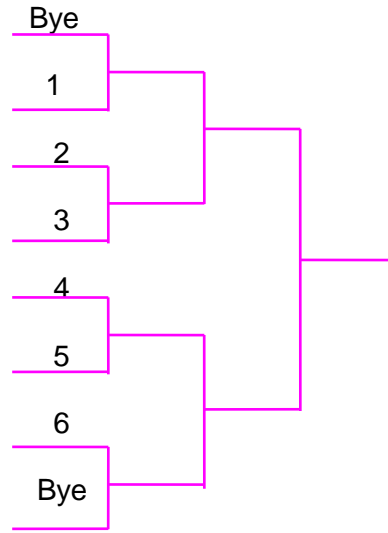
Five-Team Tournament

Three Rounds of Play - 4 Games - 3 Byes



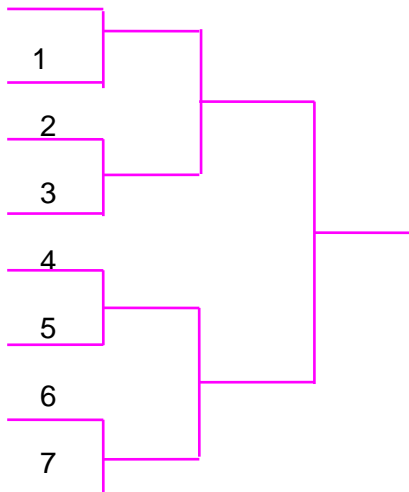
Six-Team Tournament

Three Rounds of Play - 5 Games - 2 Byes



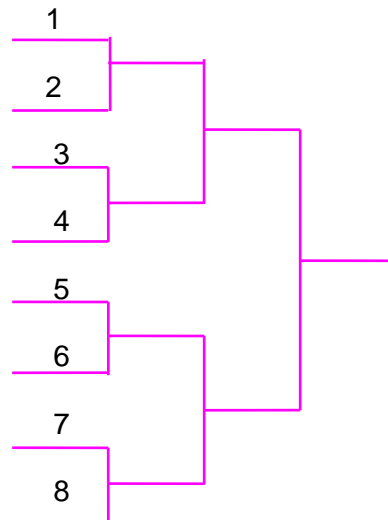
Seven-Team Tournament

Three Rounds of Play - 6 Games - 1 Bye



Eight-Team Tournament

Three Rounds of Play - 7 Games - Perfect Bracket



Non-Traditional Draw Procedures (Optional-except as required) - Responding to travel concerns related to mileage and increasing fuel cost the Upper Peninsula Athletic Committee, the Representative Council and the Lower Peninsula Basketball Site Selection Committee now support an optional non-traditional tournament draw and competition format for District competition that may allow for less travel and increase spectator attendance. Tournaments which are using the non-traditional draw format, due to excessive travel, should conduct a draw earlier in the draw period and submit the draw information to the MHSAA as soon as possible to facilitate the assignment of officials.

- a. Required Sites: Districts 12A, 63B, 64B, 91C and all 7 & 8 team districts
- b. Option for any other district where all competing schools agree before the draw: schools may elect to conduct a Non-Traditional draw and tournament competition schedule.
- c. Option for any two competing teams following the draw and during tournament competition with the approval of the MHSAA and host manager, when travel mileage is a concern: schools may opt for a Non-Traditional competition venue.

Non-Traditional Manager Duties and Responsibilities – (Selected Host)

Schedule and conduct the draw meeting (earlier than usual).

Order from MHSAA and Distribute game tickets to top line host.

Assign officials to contest, as selected by the MHSAA.

Ensure that trophy and medals are received by the District final site.

Serve as host site if a top-line host facility is determined to be unsuitable. MHSAA must be involved in the final determination and discussion. There are three options available if the top-line host facility is determined to be unsuitable:

Option 1: The top-line host of that game may arrange for a suitable facility.

Option 2: The assigned opponent may host the game.

Option 3: The selected host may host the game.

Criteria for determining a facility is unsuitable:

- Consider use for regular season.
- School not willing to host contest.
- Spectator capacity or seating arrangement is not satisfactory.
- Playing surface does not meet minimum regulation standards.
- Other issues deemed sufficient to host contest.

NON-TRADITIONAL FINANCIAL -Each alternative site should be treated the same as the selected site and be responsible for conducting each game date using the existing financial forms for revenue sharing.

DRAW FOR REGIONAL GAMES, TIME SCHEDULE – As determined by the MHSAA Basketball Site Selection committee by random draw (Regional managers do not conduct a draw), pairings for the 2011-12 boys & girls basketball Regional games are posted on the MHSAA Web site and are as follows:

Lowest District winner vs. Second Highest District winner

Highest District winner vs. Second Lowest District winner

In determining the times and dates for Regional Tournament game schedules, the following criteria is to be observed by Regional Tournament Managers:

If there are two Semifinal games to be played, the one in the upper half of the bracket is to be played on the first date of competition for that class. The game in the lower half of the bracket will be played on the next date of competition. When two games are to be played on the same date, the time of each game may be determined by the Regional Manager; however, the second game must be scheduled to start prior to 8:30 p.m.

DRAW/PAIRINGS FOR SEMIFINAL GAMES– Pairings and brackets for boys and girls Quarterfinal games are posted on the MHSAA Web site and are as follows:

Class “A”

Quarterfinal winner #1 vs. Quarterfinal winner #3
Quarterfinal winner #2 vs. Quarterfinal winner #4

Class “B”

Quarterfinal winner #5 vs. Quarterfinal winner #8
Quarterfinal winner #7 vs. Quarterfinal winner #6

Class “C”

Quarterfinal winner #10 vs. Quarterfinal winner #9
Quarterfinal winner #12 vs. Quarterfinal winner #11

Class “D”

Quarterfinal winner #15 vs. Quarterfinal winner #14
Quarterfinal winner #13 vs. Quarterfinal winner #16

Note: The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying Regional Winner will be playing its Quarterfinal game on its home floor or if travel is inordinate for both teams.

EXTRA BASKETBALL GOAL ASSEMBLY - Tournament managers are urged to have an extra goal and net available in case a goal assembly breaks or becomes damaged.

FLOOR MARKING, PAINTING OF BASKET RING ASSEMBLIES - Floors are to be marked in accordance with the provisions of Rule 1, and Court Diagram of the National Federation Basketball Rule Book. In accordance with the provisions of Rule 1, Section 10, all basket ring assemblies are to be painted bright orange in color. No orange colored nets are to be used for tournament games in accordance with this rule. White nets only are official.

FORWARDING OF ENTRY MATERIALS – District Managers - Immediately after completion of the final game of the District Tournament, managers are to forward the winning Team’s Roster and Master Eligibility List to the proper Regional Manager. Regional Managers are to be notified by District Managers not later than Saturday night, March 3 for the girls tournament and March 10 for the boys tournament of the team in each class qualifying for their Regional Tournament. **Regional Managers** - As soon as your tournament program is printed, forward a copy to the appropriate Quarterfinal Manager. This is the most expedient procedure for the Quarterfinal Manager to obtain a copy of the winning Regional Team Roster. Immediately upon completion of the final Regional game send a copy of the Team Roster and Master Eligibility List of the winning Regional team to the MHSAA and the original to the appropriate Quarterfinal Manager.

FINANCIAL PLAN – Managers at all levels of the MHSAA Tournament must submit a financial report to the MHSAA in a timely fashion. Forms are available on the MHSAA Web site showing allowed expenses, revenue formulas, etc. The MHSAA will not reimburse for 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. Participating school expenses policies are as follows:

Transportation Expenses - At all tournament levels, competing teams will absorb their own travel expenses where the distance to the tournament site is 75 miles or less from the competing school. Beginning with the 76th mile, one way, a competing team at District, Regional and Final Tournament levels will be reimbursed at the following rate per mile from the home city to the tournament site for each trip after the 75 mile deductible:

076 - 100 miles - \$1 per mile
101 - 150 miles - \$1.50 per mile
151 - 250 miles - \$2 per mile
251 - 350 miles - \$2.50 per mile
351 miles & over- \$3 per mile

Those schools which travel 100 or more miles (one way) to a tournament site are allowed a maximum of \$200 for hotel expenses (receipts required). A school cannot receive both hotel and additional travel allowances (another trip from home city to Tournament center city) if games are played on successive days. This applies to travel in both District and Regional Tournaments.

Meal Allowance -- The maximum allowance for meals is three dollars (\$3) for breakfast, four dollars (\$4) for lunch, and six dollars (\$6) for dinner, per person for a maximum of fifteen individuals.

Lodging -- The maximum allowance is the current hotel rate secured for a maximum of fifteen individuals (2/room) and includes the head coach. Allowance for expenses of competing schools at the Final Tournament will continue twenty-four hours after the time of their elimination provided they remain at the tournament location.

Schools which are defeated in Quarterfinal games will not receive expense allowances for coming into the Final Tournament Center to attend Semifinal or Final Games. Overnight lodging will not be arranged or reimbursed for schools located within 75 miles of the tournament site, unless competition begins before 10 a.m. the next day. **It is intended that schools participating in the final rounds use the hotels designated by the MHSAA if team overnight travel is desired. Reimbursement will not exceed the lowest room rate secured by the MHSAA for those who use accommodations other than those designated by the MHSAA.**

Additional per diem school allowance -- In addition to the above allowances, schools competing in the Final Tournament are to be paid one hundred dollars (\$100) for each day their teams play in Quarterfinal, Semifinal, and Final Games. Any of the four Upper Peninsula schools which win their QUARTERFINAL games on Tuesday, will be paid the additional \$100 above allowed expenses for Wednesday, the following day, if they cannot return home Tuesday.

School reimbursement procedures -- Competing schools at all levels of competition are to pay for their own housing, meals, etc. The MHSAA will mail checks to schools competing in the Tournament. Expense Account Blanks for competing teams are supplied to Tournament Managers. They are to be filled out before teams leave tournament sites. It is recommended to map quest mileage (city to city) of all competing teams beforehand in order that maximum transportation may be figured out ahead of time. Travel allowances should be paid to competing schools by tournament managers by check immediately following the conclusion of District and Regional Tournaments only.

FINANCIAL FORMS, POLICIES - Financial reports for all levels of the MHSAA Tournament are to be filed within 30 days of the conclusion of the tournament with the MHSAA. Only expenses listed on the Final Report form (i.e. officials fees, timers & scorers, PA, etc.) will be allowed, with the division of proceeds specified on the Final Report Form. Such items as hospitality rooms, custodial services, ticket handlers, bleachers, etc. are to be paid from the host school share. Expenses for competing schools when applicable will be paid by tournament host managers at the District and Regional level. Expenses of competing teams at the Quarterfinal, Semi Final and Final will be paid by the MHSAA. (See Financial Plan)

Managers Honorarium -- Tournament manager receive an honorarium with a suggested minimum of \$100 for District Managers, \$75 for Regional and Quarterfinal Managers. This honorarium is to be paid from the host school's share of the receipts. For those tournaments that result in a deficit, the maximum allowance for a manager's honorarium will be \$100 for District Managers and \$75 for Regional and Quarterfinal Managers.

Audit Policy - All MHSAA tournament sports sites are subject to audit. These sites are to be randomly selected and require documentation of all income and expenses. Tournament expenses different from regular season host site expenses in that same sport will require justification before said expenses are approved for payment to or retention by the host site.

INJUNCTION, RESTRAINING ORDER - In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participating (individual competition). If the meet or game has begun, it shall be completed.

MERCHANDISING - Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites. Raffles and 50-50 drawings are not allowed.

MEDIA/MULTIMEDIA - Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager.

The tournament manager shall communicate the results of the draw and game results at the conclusion of each contest to the MHSAA Office, the local media outlets of the participating schools and the Detroit Free Press and Detroit News. Draw results shall include the dates, locations and starting times. Game results shall include the final score or team standings, team records (when applicable), individual event results (by weight, distance, discipline, etc.), who qualifies to further play and the upcoming schedule. Some media may be willing to receive such information via e-mail.

News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – as long as they are

attending the game in a working capacity. Managers are under no obligation to admit or provide press row/box accommodations for non-working companions of media members. It is recommended that managers designate a specific door for media entrance.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable. Under no circumstances should a member of the media who makes advance arrangements for accommodations be required to arrive early to ensure seating or venue access. Press row/box seating should be not used to accommodate non-workers such as school administration, board members, booster clubs, etc. Radio stations are limited to 3 seats when originating broadcasts in football, 2 in all other sports. Newspapers should be limited to 2 seats, unless its circulation (Daily newspapers only) exceeds 40,000, when a third seat may be granted on a space-available basis. Websites should be limited to 1 seat. Daily newspapers may receive a maximum of 2 photo passes, and weekly newspapers may receive 1 photo pass. A complete list of credentialing guidelines can be found in the MHSAA Multimedia Regulations, available on the Media page of the MHSAA Website.

Media should also be provided information about the participating teams (usually in the form of a program for team sports, or heat/flight sheets), and printed results as available (if you're providing printouts for participating schools, they should also be provided to the media).

Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events (baseball, football, lacrosse, soccer, softball), a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. For indoor team events (basketball, competitive cheer, ice hockey, volleyball, team dual wrestling), a school may have a maximum of one authorized representative for still images, and one for moving images. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

Photographers **MAY** use electronic flash/strobe cameras during the progress of a sporting event as long as, in the opinion of the contest officials, the flash does not hinder the actions of or endanger the contestants. The final decision as it relates to electronic flash/strobe equipment rests with the judgment of the site management and contest officials when MHSAA staff is not present at an event. **IMPORTANT** -- When determining whether or not the use of electronic flash/strobe equipment represents a hindrance to an event, do not evaluate the situation while looking directly at the strobe, but rather by taking the view of the game participant or the official who is focusing on the action, not the strobe, and is not aware of when the strobe is about to go off. Strobes properly positioned **DO NOT** pose a threat to the conduct of most contests. If, after careful consideration, the strobe is determined to be a problem, game management should work with the photographer using the strobe to review the strobe's placement, flash strength and direction. Sometimes, adjusting a strobe so that the flash bounces off the walls or ceilings will correct any potential problems. The only sports in which the use of electronic flash/strobe equipment is prohibited are: competitive cheer, gymnastics and diving. Requests to use strobe lights mounted to fixed positions shall be made well in advance of the contest. As a courtesy, contest managers or the MHSAA should inform participating coaches and contest officials that photographers have been approved to use strobe lights in fixed positions. Strobes should be placed in corner or ceiling positions, and should never be placed in the direct line of a basket in basketball or focal point common to that sport. Camera-mounted strobes must always be positioned similarly as fixed

strobes. A camera operator with an on-board strobe shall shoot outside the edges of the free throw lane in basketball, for example.

Photographers for other sports shall be placed in positions in accordance with National Federation of State High School Associations National Rules. In the sport of football, for example, photographers shall be positioned behind the restraining line, which is two or more yards from the sidelines and end zones. In addition, photographers shall not be positioned in the team boxes between the 25-yard lines. Also, in the sports of baseball and Softball, photographers are prohibited from being in live ball areas. If a designated media area is used, it shall be established before the game begins, shall be a lined area and shall be considered a dead ball area. In soccer, photographers should not be positioned within two yards of any sideline or endline. Some venues and events will have designated areas where photographers may shoot from. Game officials and host management have the authority to remove any member of the media for not staying in their designated area in any sport.

MEDICAL EMERGENCY POLICY - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

Trainers are an allowed expense and encouraged but not required
All MHSAA concussion protocols will be followed
MHSAA tornado watches and warnings shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

Student, coach and spectator shelter for outdoor events
Host facility emergency equipment such as AED's, fire escape, etc.
Emergency communications, i.e. phone numbers, school administration contact
Coordination with facility management regarding evacuation, first aid, on-site responsibilities
Medical transport or first responder contact procedures
Proximity/directions of nearest medical facility

NATIONAL ANTHEM -- It is recommended that the National Anthem be played prior to the first game of each session.

OFFICIALS ASSIGNMENTS & PROCEDURES - The Basketball Officials Assignment Committee will assign officials for all District, Regional, Quarterfinal, Semifinal and Final games. The MHSAA will send an email to you prior to the tournament where you may view the names of the officials assigned to your site. The officials will be notified of their invitation by the MHSAA and will electronically accept or decline the officiating assignment.

District managers may assign officials to specific District Tournament contests after the draw has been completed. No contracts will be issued by the manager. The manager will decide which day(s) each official will work. You must contact your assigned officials immediately to confirm the game dates and times, make position or game assignments when necessary and provide driving directions to your facility. Include any other important information for officials at this time. ALL

If a replacement is needed FAX the Tournament Official Replacement Form to notify Nate Hampton, MHSAA, of your needs. PLEASE - **DO NOT CALL**.

District officials are to be assigned two (2) games with different partners. Regional officials are assigned for a specific game by the Officials Selection Committee. Three (3) officials will be assigned to each basketball tournament beginning at the District level and continuing through the Final level.

Tournament managers will prevent an official from working in a game in which he or she has personal relationship to city, players, coaches, or school officials of one of the competing teams. If a conflict of interest is discovered, the manager will contact Nate Hampton of the MHSAA who will arrange reassignment. Officials should be notified of game time, date, parking arrangements, etc. District, Regional and Quarterfinal Managers will pay officials. The MHSAA will pay officials used in Semi and Final games. If it develops an official is not needed for a part or all of a tournament the tournament manager should notify him or her immediately. Officials fees will be paid according to the following scale:

OFFICIALS FEES - District - Officials fee will be \$55 per game plus the round trip allowance of 20¢ per mile beginning with the 51st mile traveled from home city of official to tournament host location for each day he/she officiates.

Regional - Officials fee will be \$60 per game plus the round trip allowance of 20¢ per mile beginning with the 51st mile traveled from home city of official to Tournament Center City for each day he/she officiates.

Quarterfinal, Semifinal, Final – Officials fees will be sixty five dollars (\$65) per game plus round trip allowance of 20¢ per mile beginning with the 51st mile. Semifinal and Final officials will receive housing beyond 75 miles and meal allowance (\$14).

Timers and Scorers - Twenty dollars (\$20) each for one game; ten dollars (\$10) each for each additional game scored or timed on same date. These individuals should be the most competent people available. The official scorer is to wear a black and white striped shirt.

OFFICIAL TOURNAMENT BASKETBALL – The official basketball used for all levels of the MHSAA Tournament is the Rawlings COMP MICH. Each District manager will receive two complimentary game balls from Rawlings. Each Regional and Quarterfinal manager will receive one complimentary game ball from Rawlings. Game balls at the Semifinal and Finals games will be the Rawlings COMP MICHB for boys and the Rawlings COMP MICH285 for girls.

PARKING FACILITIES AND FEES - The MHSAA discourages charging for the parking of cars and other vehicles at basketball tournament sites. If directed parking is necessary, schools may charge for the service. It is recommended that the price for such service be \$1 for all vehicles unless the customary charge during the regular season is higher. In no event shall parking charges exceed \$3 per vehicle. If parking fees are assessed, it is not acceptable to list expenses for parking attendants as game management expenditure.

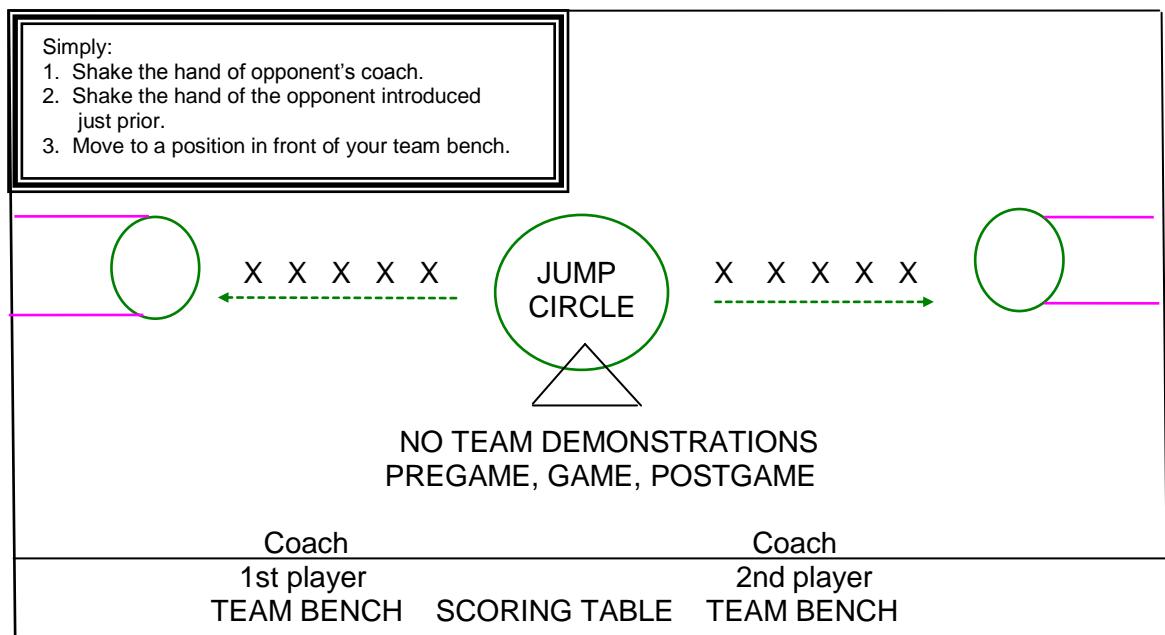
PROGRAMS - Host Schools are responsible for providing programs at all levels of the MHSAA Tournament, including Districts. At the District Level, schools will no longer receive printed programs inserts. Four pages of print-ready content and a program cover for boys and girls may be found on the Boys and Girls Basketball pages of the MHSAA Web site under “Downloads” beginning Feb. 1, 2012. Schools may continue to contact Royal Publishing for production of

tournament programs at any level. Contact Tanya Hollingsworth at 800-397-5834 to discuss a production timetable.

Be advised that should you choose Royal Publishing, a sales representative will contact all schools participating at your site to solicit advertising. You should notify the other schools at your site that this will take place. If schools at your site wish not to have Royal Publishing solicit businesses in their community, Royal must be made aware of this. For further questions regarding tournament programs, contact Rob Kaminski at the MHSAA, 517-332-5046.

PREGAME HANDSHAKE – By Representative Council action it will be a requirement for pre-game handshakes between the two competing teams in good faith and a show of good sportsmanship between teams to set the tone of the game for fans, parents and spectators.

PREGAME TEAM/COACH GREETING



PLAYING RULES – All National Federation playing rules will be followed. By state association adoption, the Point Differential Rule is to be used at all tournament levels. At all levels of play and in MHSAA tournaments, after the first half when one team has a lead of 40 points or more, a running clock shall be established. The clock shall revert to regular time schemes should the score be reduced to a 30-point lead or less. During any running clock mode, the clock shall be stopped as normal for all timeouts and between quarters; and for free throws during the last two minutes of the game. By league or conference adoption the point differentials (both to establish a running

PRACTICE ON TOURNAMENT FLOORS -- A host school competing in its own tournament may offer the opportunity to assigned schools in its class to practice on its floor if the facility is available at least once prior to the tournament. Either all or no schools should be allowed a pre-tournament practice session.

Quarterfinal Games - If one of the competing teams won their District or Regional on that floor, Quarterfinal Managers should permit the opponent one practice session on that floor if available. NOTE: The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying

Regional Winner will be playing its Quarterfinal game on its home floor or if travel is inordinate for both teams.

RAFFLES - EXHIBITIONS - Exhibitions are not permitted at halftime of tournament games. Non-players are not to shoot baskets at halftime. The distribution of miniature balls is prohibited. Other than school spirit items, the sale of merchandise such as tee shirts, hats, belts, etc. is not permitted at MHSAA sponsored events except at the Final Tournament when coordinated with the MHSAA staff. Food collection and other similar activities are not permissible. Lotteries, raffles, 50-50 drawings, or giving away the game ball is not allowed.

SCOREBOARD - It is expected that a scoreboard will be supplied which is visible to a large majority, if not all, of the spectators. The names of the competing teams, rather than "Home" and "Visitors", should be placed on the scoreboard.

SCORE REPORTING - Tournament managers are required to enter scores of all games at all levels online. This procedure is similar to the highly successful and popular method used for football. The MHSAA is the first source to be contacted with the score after each night's games. This will alleviate phone calls to and from various media outlets and other tournament sites and provide a valuable service to all interested parties on a statewide basis. Details regarding the procedure for reporting will be forthcoming to managers via e-mail.

SPECTATOR CONDUCT - Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site. Laser lights are not allowed at MHSAA Tournament events.

SIGNS, BANNERS - The Tournament Managers should inspect all signs to be posted by competing schools in or near their cheering section seats. Any signs that carry questionable implications or are degrading should not be allowed. Signs mounted on sticks hinder vision and are not acceptable at tournament games.

SCOREBOOKS – Scorebooks will not be provided. It is the responsibility of the host school to furnish the scorebook for their tournament(s). We have had many requests to allow schools the opportunity to use the book their scorers are accustomed to using during the regular season. It is not necessary to return the score sheets to the MHSAA office.

TOURNAMENT FORFEITURE POLICIES - Individuals or teams which are defeated by an ineligible opponent or teams which 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

TIMEOUTS – One-minute timeouts are to be 60 seconds. Advise scorer to beep the horn at 45 seconds. There is no change of 30-second timeouts. 70-second timeouts are for Semifinals and Finals only.

TEAM INTRODUCTIONS/PUBLIC ADDRESS ANNOUNCEMENTS -- When introducing teams prior to the game, no special recognition should be given to one team; especially a home team that would not be given to an opponent. It is recommended that players be introduced alternately, using the script provided on the MHSAA Web site. Additionally, only public address

announcements relevant to the tournament and the MHSAA should be made during your games. Scripts for your announcer to use may be found on MHSAA Web site (www.mhsaa.com).

TEAM ESCORTS - It is recommended that each host school provide a faculty member or reliable student to be at the service of a competing school to escort it to the dressing quarters and provide other services as needed during the session its game is played.

TEAM SEATING -- When possible, avoid placing the team bench in a section of bleachers with the opponent's fans. Teams must be seated at the side of the court where the scoring table is located.

TOURNAMENT PLANNING -- Managers should consider allowing competing schools to be involved in the plans for the tournament. This could include crowd control, ticket distribution, team property protection, and the responsibilities of visiting schools in helping with the smooth functioning of a tournament.

TOURNAMENT ENTRY - Schools must notify their tournament managers by the Opt-Out Due Date if they do not intend to participate in a previously assigned MHSAA tournament. 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. For girls basketball the Opt-Out Due Date is Wednesday, Feb. 3, 2010. For boys basketball the Opt-Out Due Date is Wednesday, Feb. 10, 2010.

No additions to the Master Eligibility List can take place after the tournament starts for any team in the first level of that tournament. All players on the Master Eligibility List submitted are eligible for tournament play even if the individual names are not on the Team Roster. Master Eligibility lists may be submitted via e-mail.

Late Forms - If the Team Roster and Master Eligibility List are received after the Opt-Out Due Date, but before the tournament starts for any team for the first level of the tournament, it may be accepted with the payment of a \$50 late fee. The \$50 late fee is due in the hands of the manager before the draw. The late fees are to be retained by the host school.

TOURNAMENT WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the Opt-Out Due Date. 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 MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school 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.

TROPHIES AND MEDALS – Beginning with the 2009-10 school year, the MHSAA Tournament trophies and medals will be provided by one company, ESCO of Milwaukee, Wisconsin, the same people who have been the MHSAA medal providers for many years. You will notice a new trophy design and some design changes in medals as well, with a much more efficient process of production, ordering and delivery working with one company.

Tournament managers will receive both trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments.

Trophies will be awarded to the winning team in each class at the District and Regional tournament. Medals will be awarded to fifteen (15) individual members of the winning team in each class at each District and Regional Tournament. Schools desiring to order additional medals may make a request by filling out the medal order form. Schools are responsible for the cost of additional medals ordered.

Tournament Managers should conduct a short trophy and medal presentation immediately following the championship games. Presentations should not be made until the floor is cleared of spectators. Persons making the presentations should be limited to faculty members of the host school, Tournament Managers, members of the Representative Council, or members of the MHSAA staff. Only awards to student athletes and approved by the MHSAA are to be presented at MHSAA tournaments.

UNIFORM COLOR – Tournament Managers are reminded to inform competing teams to bring both sets of jerseys. At each District, Regional or Final Tournament, the teams on the top line of a bracket will wear white jerseys and the opponent will wear dark jerseys. In case two teams have jerseys of the same or non-contrasting colors, the tournament manager should toss a coin to determine which team is to change. The host school is not considered the "home" team in this connection.



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 CC XC FB 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

SPORT: BASKETBALL

Boys

Girls

(NO COVER PAGE NEEDED)

To: NATE HAMPTON- MHSAA

FAX (517) 332 - 4071



TOURNAMENT OFFICIAL REPLACEMENT FORM

PLEASE PRINT OR TYPE

From:	Fax:
School:	Date:
E-mail:	

DECLINED ASSIGNMENTS/CONFLICTS OF INTEREST

Please replace the following official(s) who have declined their officiating assignment or move those who have a conflict of interest. *No phone notification please*

SPORT	TOURNAMENT LEVEL & NUMBER			OFFICIAL'S NAME	OFFICIAL'S ID#	R=REPLACE M=MOVE	DATES/TIMES NEEDED
	DIST #	REG #	QF#				

FAX OR EMAIL ONLY - NO PHONE NOTIFICATION PLEASE!

READ THE PSTI FOR MORE INFORMATION



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
2012 Basketball Tournaments

T-53D

**SCHEDULE OF DISTRICT TOURNAMENT
GAMES (Results of Drawing)**

(Check one)
GBB _____
BBB _____

MANAGERS PLEASE COMPLETE **AFTER** DRAWING IS COMPLETED: **Drawings may take place not earlier than the first day of practice (Nov. 7 for the girls tournament and Nov. 14, 2011 for the boys tournament and must be completed not later than Dec. 23, 2011** AND FAX IMMEDIATELY (517-332-4071).

DISTRICT TOURNAMENT NO. _____ HELD AT: _____ CLASS _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

(Check one)
Traditional _____
Non-Traditional _____

Date _____ (Signed-Tournament Manager) _____

NOTE: Please complete after drawing is completed and FAX at once to NATE HAMPTON, Assistant Director, MHSAA. This information is needed in the Michigan High School Athletic Association, Inc. office in order to answer inquiries received concerning game dates and times of contests at tournament centers. Your immediate cooperation will be appreciated. There is no need to mail this form to the MHSAA once your fax has been received at the MHSAA office.

MHSAA Fax: 517-332-4071



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
East Lansing, Michigan 48823

T-53R

(Check one)

GBB _____

BBB _____

Schedule of Regional Tournament Games

NOTE: Tournament managers fill out and fax as directed below.

REGIONAL TOURNAMENT NO. _____

CLASS _____

Day _____	Day _____	_____
Time _____		
Day _____	Time _____	_____
Time _____		

Date _____ (Signed) _____
(Tournament Manager)

NOTE: Please complete and fax at once to the MHSAA and the newspaper outlets shown below. This information is needed in the MHSAA office in order to answer inquiries received concerning game dates and times of contests at tournament centers. You may also wish to fax this information to your local media outlets. There is no need to mail this form once your fax has been received in the MHSAA office. Your immediate cooperation will be appreciated.

MHSAA Fax: 517-332-4071
Detroit Free Press: 313-222-5983
Detroit News: 313-222-6019

2011-12 Individual School Basketball Game Statistics for Girls or Boys Competition

PLEASE APPOINT a reliable statistician and have him/her collect the data requested on this form.
THIS FORM SHALL BE RETURNED TO YOUR STATE ASSOCIATION OFFICE.

DATA TO BE SECURED FROM THE SCOREBOOK

BOYS _____ GIRLS _____ Competition

TOTAL NUMBER OF GAMES included in this report: _____

TOTAL SCORE: Winners _____ Losers _____

TOTAL TIME: Hours _____ Minutes _____ DO NOT AVERAGE -- Give total number of hours and minutes of ALL GAMES from opening jump to final buzzer.

TOTAL NUMBER OF OVERTIME GAMES: _____

THE FOLLOWING ARE TOTALS FOR BOTH TEAMS AND ALL GAMES

_____ Total number of times 10th team foul was reached IN FIRST HALF

_____ Total number of times 10th team foul was reached IN SECOND HALF

_____ Total number of PERSONAL FOULS throughout the game

_____ Total number of PERSONAL FOULS IN FOURTH QUARTER only

_____ Total number of PLAYERS DISQUALIFIED WITH FIVE FOULS

_____ Total number of INTENTIONAL PERSONAL FOULS

_____ Total number of TECHNICAL FOULS ON PLAYERS

_____ Total number of BENCH TECHNICAL FOULS (includes those on coaches)

_____ Total number of THROWS ATTEMPTED (personal or technical fouls)

_____ Total number of SUCCESSFUL FREE THROWS

_____ Total number of TWO-POINT FIELD GOALS ATTEMPTED

_____ Total number of SUCCESSFUL TWO-POINT FIELD GOALS

_____ Total number of THREE-POINT FIELD GOALS ATTEMPTED

_____ Total number of SUCCESSFUL THREE-POINT FIELD GOALS

_____ Total number of PLAYERS DISQUALIFIED FOR FIGHTING

SCHOOL SUBMITTING: _____

SIGNED: _____

DATE: _____



Complimentary Tickets for District and Regional Managers

District and Regional Basketball Tournament Managers -- In accordance with past policy, Tournament Managers may request (not to exceed two) complimentary tickets for Semifinal and Final Basketball Tournament games for their own use.

SCHEDULE OF GAMES

GIRLS TOURNAMENT

Semifinal Games

(Thursday-Friday, March 15-16, 2012)
MSU-Jack Breslin Student Event Center
Session 1, Class C -Thursday, 1 p.m. & 2:50 p.m.
Session 2, Class D -Thursday, 6 p.m. & 7:50 p.m.
Session 3, Class A - Friday, 1 p.m. & 2:50 p.m.
Session 4, Class B - Friday, 6 p.m. & 7:50 p.m.

Final Games

(Saturday, March 17, 2012)
MSU-Jack Breslin Student Event Center
Session I - 10 a.m. - Class D
 Noon p.m. - Class A
Session II - 4 p.m. - Class C
 6 p.m. - Class B

BOYS TOURNAMENT

Semifinal Games

(Thursday-Friday, March 22-23, 2012)
MSU-Jack Breslin Student Event Center
Session 1, Class C - Thursday, 1 p.m.& 2:50 p.m.
Session 2, Class D - Thursday, 6 p.m.& 7:50 p.m.
Session 3, Class A - Friday, 1 p.m. & 2:50 p.m.
Session 4 - Class B - Friday, 6 p.m. & 7:50 p.m.

Final Games

(Saturday, March 24, 2012)
MSU-Jack Breslin Student Event Center
Session 5 - 10 a.m. - Class D
 Noon - Class C
Session 6 - 4 p.m. - Class A
Session 7 - 8 p.m. - Class B

You may request two tickets for all Semifinal sessions and two tickets may be requested for each session of the Finals for the gender tournament you are hosting. If you desire tickets, please advise this office accordingly. Request for such tickets must be received at this office NOT LATER THAN MONDAY, FEBRUARY 20, 2012. After that date, no assurance can be given that complimentary tickets for tournament games will be available to tournament managers.

DIST # _____ 2012 BASKETBALL TOURNAMENT COMPLIMENTARY TICKETS
REG # _____ FOR DISTRICT AND REGIONAL TOURNAMENT MANAGERS

(Check one)
GBB _____
BBB _____

As Manager of Tournament No. ____ at _____ I request two (2) complimentary tickets for the 2012 Semifinal and Final Championship games as checked or indicated below:

Semifinals – (May check one or all sessions) - Class A ____ or Class B ____ or Class C ____ or Class D ____

Finals – (Check one or two choices) - Two tickets for Session I ____; Two tickets for Session II ____

Date _____ (Signed) _____
(Tournament Manager)

RETURN BY FAX (517-332-4071) PRIOR TO MONDAY, FEBRUARY 20, 2012.

NOTE: MANAGERS COMPLIMENTARY TICKETS ARE FOR PERSONAL USE BY THE TOURNAMENT MANAGER. IF YOU KNOW YOU CANNOT USE THEM YOURSELF, PLEASE DO NOT ORDER THEM.



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
Basketball Tournaments -- Competing School Expense Form -- **DISTRICT**

(Check one)
GBB _____
BBB _____

DISTRICT TOURNAMENT NO. _____ held at _____
(City or Town)

This blank is to be filled out by the Tournament Manager and sent to the MHSAA along with the financial forms. No division of proceeds is to be made until all expense accounts are completed by the Tournament Manager. If the Manager does not have sufficient funds to pay entire expense, indicate the balance due the competing school at the bottom of this form.

EXPENSE ACCOUNT OF COMPETING SCHOOL -- District

_____ (City or Town) _____ (High School)
which is in excess of 75 miles one way from the host city (city to city) incurred the following expenses in attending the Tournament:

MILEAGE FACTOR AFTER 75 MILE DEDUCTIBLE (Line 3 below)

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

Number of miles **one way** from home city to Tournament Center City.....(line 1) _____
- 75 miles

Subtract 75 miles from Line 1 (75 miles deductible from home city to Tournament Center City).....(line 2) _____

Multiply Line 2 by appropriate mileage fee above.....(line 3) \$ _____

Number of trips to this tournament.....(line 4) _____

Multiply Line 3 by Line 4.....(line 5) \$ _____

Allowance to Competing School one hundred or more miles from the Tournament Center City:

Those schools traveling 100 or more miles (one way) to a Tournament Center are allowed a maximum of \$200 for hotel expenses (receipts required). A school cannot receive both hotel and additional travel allowance if games are on successive days.

Total Hotel Allowance.....(line 6) \$ _____

TOTAL EXPENSES ALLOWED -- add Lines 5 and 6..... \$ _____

To be received by _____ the sum of \$ _____
(City) (High School)

(Signed) _____
(Superintendent), (Principal), (Athletic Director), (Coach)

Payments	Allowed Expense	Amount Actually Paid	Balance to be paid
Total Expenses (to be completed at end of tournament).....	\$ _____	\$ _____	\$ _____

Prepared by _____
(Tournament Manager)



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
Basketball Tournaments -- Competing School Expense Form -- **REGIONAL**

(Check one)
GBB _____
BBB _____

REGIONAL TOURNAMENT NO. _____ held at _____
(City or Town)

This blank is to be filled out by the Tournament Manager and sent to the MHSAA along with the financial forms. No division of proceeds is to be made until all expense accounts are completed by the Tournament Manager. If the Manager does not have sufficient funds to pay entire expense, indicate the balance due the competing school at the bottom of this form.

EXPENSE ACCOUNT OF COMPETING SCHOOL -- Regional

_____ (City or Town) _____ (High School)
which is in excess of 75 miles one way from the host city (city to city) incurred the following expenses in attending the Tournament:

MILEAGE FACTOR AFTER 75 MILE DEDUCTIBLE (Line 3 below)

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

Number of miles one way from home city to Tournament Center City.....(line 1) _____
- 75 miles

Subtract 75 miles from Line 1 (75 miles deductible from home city to Tournament Center City).....(line 2) _____

Multiply Line 2 by appropriate mileage fee above.....(line 3) \$ _____

Number of trips to this tournament.....(line 4) _____

Multiply Line 3 by Line 4.....(line 5) \$ _____

Allowance to Competing School one hundred or more miles from the Tournament Center City:

Those schools traveling 100 or more miles (one way) to a Tournament Center are allowed a maximum of \$200 for hotel expenses (receipts required). A school cannot receive both hotel and additional travel allowance if games are on successive days.

Total Hotel Allowance.....(line 6) \$ _____

TOTAL EXPENSES ALLOWED -- add Lines 5 and 6..... \$ _____

To be received by _____ the sum of \$ _____
(City) (High School)

(Signed) _____
(Superintendent), (Principal), (Athletic Director), (Coach)

Payments	Allowed Expense	Amount Actually Paid	Balance to be paid
Total Expenses (to be completed at end of tournament).....	\$ _____	\$ _____	\$ _____

Prepared by _____
(Tournament Manager)



TICKET CONTROL RECEIPT

MHSAA TICKET CONTROL RECEIPT

_____ _____
Sport Date of Event

District Regional Quarter Final

Received of MHSAA:

_____ Number of Tickets to Tournament Manager

Ticket Color: _____ Numbered: _____ to _____

X _____
MHSAA Staff Date Issued

Received by: X _____
Tournament Manager School

COMPLETE AT CONCLUSION OF EVENT; RETAIN UNSOLD TICKETS AND STUBS (90 DAYS)

Number of tickets sold _____ X \$ _____ = _____ Total of Gate Receipts

Number of unsold tickets _____

Total sold and unsold tickets: _____

Returned by: X _____
Tournament Manager School

All tickets and monies must be accounted for. Save unsold tickets and ticket stubs for 90 days.

Thank You for your leadership and service.

Return one copy by fax (517-332-4071) when tickets are received.



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. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 st Gold – 2 nd Silver – 3 rd + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL
Payable to MHSAA (includes shipping)

\$

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