



# 2009 BASKETBALL TOURNAMENT MANAGER MATERIALS



**NOTE:** THIS INFORMATION PERTAINS TO BOTH THE BOYS AND GIRLS BASKETBALL TOURNAMENTS.

PLEASE READ CAREFULLY

It is understood that your tournament will be run according to rules and regulations printed on the MHSAA Web site ([www.mhsaa.com](http://www.mhsaa.com)). We believe you will find the information self-explanatory, but please do not hesitate to telephone the MHSAA should you have any questions, (517-332-5046), please ask for NATE HAMPTON, Assistant Director.

**NOTE: BASKETBALL MANAGERS WILL NO LONGER USE THEIR OWN STOCK TICKETS – PLEASE SEE THE ORDER FORM – ITEM 3 – THANK YOU.** It is necessary to begin now to make definite plans since supplies must be ordered early and other details arranged. Items of general information as well as forms to be completed by the tournament manager are enclosed. They are as follows:

1. Form Information Cover Letter



**THESE SHOULD BE RETURNED BY DECEMBER 12, 2008:**

2. Recommendation by District Tournament Managers for assignment of officials which should be faxed no later than December 19, 2008.
3. T-6 -- Ticket order and schedule of tournament games.
4. Souvenir Program Order Form (District Managers only)



**THESE WILL BE USED THROUGHOUT YOUR TOURNAMENT:**

7. T-53D -- Schedule of District games (Results of Drawing) (District Managers only)
8. T-53R -- Schedule of Regional games (Results of Drawing) (Regional Managers only)
9. Assignment of schools to District, Regional, and Quarterfinal Centers - will be found on the MHSAA web site ([www.mhsaa.com](http://www.mhsaa.com))- scroll to the basketball page under the "sport" heading.
10. T-42 - Complimentary Ticket Form (All Managers except Final Manager)
11. Extra Medal Order Form for Participating Teams
12. Competing Schools Expense Account Forms (Complete 3 for each school - where applicable).
13. Manager's Financial Report of Tournaments

**PASSES** - Tournament Managers shall arrange for staff and administrators from competing schools to enter free of charge for crowd control.

**TICKETS** - All District, Regional, and Quarterfinal tickets will be \$5. The MHSAA will provide tickets. See the form provided (T-6). Please respond with your order by Dec. 12, 2008

**BASKETBALLS** - The host school will be responsible for furnishing the game ball that will meet all National Federation standards. The ball may be one used during regular season play. New balls are not a reimbursable tournament expense. The Rawlings COMPMICH285 will be used for Semifinal and Final Girls Basketball Tournaments and the Rawlings COMPMICHB will be used for Boys Semifinal and Finals.

**TROPHIES** - Team trophies will be awarded to schools winning District and Regional Tournaments in their respective classes. Cost of these trophies will be paid by the MHSAA. Trophies will be sent directly to Tournament Managers by the trophy company. These will be ordered by the MHSAA. Please inspect immediately.

**MEDALS** - Winning team members will receive medals at District and Regional Tournaments. These will be ordered and paid for by the MHSAA and will be sent directly by the manufacturer to Tournament Managers. Please inspect front and back of each medal immediately.

**SCORE BOOKS** - Each manager is to furnish a score book for his/her tournament. It may be a book used during regular season.



**2008-09 Basketball Tournaments  
Suggestion for  
Assignment of Officials**

<b>(check one)</b>
<b>Girls</b> _____
<b>Boys</b> _____

**COMPLETE AND RETURN BEFORE December 19, 2008**

The assignment of tournament officials will be made by the 2009 Basketball Officials Assignment Committee. Please submit, as soon as possible, a list of officials who athletic directors and coaches in your tournament feel are best qualified, based on the requirements printed in the current *Officials Guidebook*, and are available for work in your tournament. Please list them in the order in which they are recommended. These suggestions will be NOTED by the Officials Assignment Committee, however *there is no assurance that any officials from this list will be assigned to your tournament.*

**Please FAX to 517-332-4071**

**(In order to reach the MHSAA BY December 19, 2008, for  
Officials Assignment Committee and the UP Athletic Committee's consideration.)**

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
2008-09 Basketball Tournaments**

**SUGGESTIONS FOR TOURNAMENT OFFICIALS**

<b>(check one)</b>
<b>Girls</b> _____
<b>Boys</b> _____

DISTRICT TOURNAMENT NO. \_\_\_\_\_ HELD AT \_\_\_\_\_

**The following officials are recommended in order of preference:**

NAME	ID NUMBER	ADDRESS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

\_\_\_\_\_ (SIGNED) \_\_\_\_\_  
 (Date) (Tournament Manager)

<p><b>Identify area officials association contact that might assist in finding replacement officials:</b></p> <p>_____</p>
--

**TICKET ORDER FORM**

HOST SCHOOL: \_\_\_\_\_ ID: \_\_\_\_\_

**Girls: \_\_\_\_\_ Boys: \_\_\_\_\_**  
(If hosting both genders, please use a separate form for each gender)

**Please indicate tournament # which you are hosting & class:**

DISTRICT # \_\_\_\_\_ REGIONAL # \_\_\_\_\_ QUARTERFINAL # \_\_\_\_\_

GIRLS TOURNAMENT DATES

BOYS TOURNAMENT DATES

DISTRICT: Mar. 2, 4 & 6  
REGIONAL: Mar. 10 & 12  
QUARTERFINAL: Mar. 17

Mar. 9, 11, & 13  
Mar. 16 & 18  
Mar. 24

Please order the NUMBER OF PADS (500 tickets per pad) of serially numbered 2009 MHSAA Basketball Tournament tickets as follows for the tournament(s) you are hosting. Student and adult tickets are the same price. All tickets are \$5 at the District and Regional level and \$6 for Quarterfinals. You will be sent different colors for each session.

**Game Tickets Needed-**

	# of Sessions	# of Ticket Pads (500 each) Needed per session
<b>District</b>		
<b>Regional</b>		
<b>Quarterfinal</b>		

DATE \_\_\_\_\_, 2008 Tournament Manager Signature: \_\_\_\_\_

**NOTE:** A session can consist of one or two games played on one night. It is recommended that double headers be scheduled as one session.

An example of a two-session night:

Session 1: 6:00 pm Game 1 (Clear Gym)      Session 2: 7:30 pm Game 2

Any questions please give the office a call and ask for Nate or Tricia.

**Please Fax To: Nate Hampton**  
**517-332-4071 BY: Dec. 12, 2008**

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.**  
**1661 Ramblewood Drive**  
**East Lansing, MI 48823**  
**517.332.5046**

To: District Basketball Tournament Managers

From: John E. Roberts, Executive Director

Subject: Souvenir Program Options

District Basketball Tournament managers have two options for producing a printed program:

**OPTION 1 -- District host prepares and prints the program locally.** The MHSAA will provide one camera-ready cover and a quantity of four-page inserts at no cost, **which must be used.** Sites can choose between 500 and 1,500 inserts at no cost, and may request more in certain circumstances, for instance if the school is hosting both boys and girls Districts.

**OPTION 2 -- The MHSAA -- through printing partner Royal Publishing -- handles all aspects of the program** at no cost, including advertising sales and printing. If you select this option, a representative of Royal Publishing will contact you regarding materials needed for the program, and the quantity you desire.

**Please return the attached form by JAN. 15  
to indicate which option you are choosing.**

**IMPORTANT** - Managers of District Basketball Tournaments desiring to use the Royal Publishing-produced program should communicate with the administration of each school at their site regarding the telephone solicitation of advertising in each community. If a school(s) coming to your site does not wish to have telephone solicitation of advertising take place in its community, contact Rob Kaminski at the MHSAA office. Ideally, all schools participating at a site should approve of advertising solicitation for the District program, as the advertising allows schools to continue to receive the programs at no cost.

By either option, the host site may retain any revenue from program *sales*; and under both options, program preparation and sales costs are not expenses which are otherwise reimbursable by the MHSAA.

For those sites producing their own program, the finished size of the book (when folded), must be 8½x11 inches. Site must use the program cover and the four-page insert provided by the MHSAA. The insert should be stitched into the program. All advertising must be in accordance to MHSAA policies found in your tournament manager's manual.

We would like to take a moment to remind you, that as you prepare to use these materials, of the need for equity in producing souvenir programs. That is, programs you produce for MHSAA postseason tournaments should be of the same quality for both genders of the same sport. This is a small investment to make in providing a memory for all participants for a lifetime.

If you have any questions, please contact Rob Kaminski at our office.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
1661 Ramblewood Drive  
East Lansing, MI 48823  
517-332-5046  
FAX – 517-332-4071

**ORDER FORM  
MHSAA DISTRICT BASKETBALL  
TOURNAMENT PROGRAMS**

PLEASE COMPLETE AND FAX  
THIS FORM TO 517-332-4071  
BY JAN. 15 OF THE CURRENT  
SCHOOL YEAR

**IMPORTANT-- This form must be returned to the MHSAA by Jan. 15 of the current school year.**

You must provide the following information about your site:

Class: \_\_\_\_\_ Site Number: \_\_\_\_\_  
Name of Tournament Manager: \_\_\_\_\_  
Name of Host Site: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
(No Post Office Boxes)  
City-State-Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

You must check one of the boxes below

We are producing our own program, and need the following number of inserts:  
\_\_\_\_\_ 500 \_\_\_\_\_ 1,000 \_\_\_\_\_ 1,500

We are hosting both a boys and girls District, and need \_\_\_\_\_ inserts. (NOTE: There is no charge for additional inserts in this option, but they must be ordered in increments of 500)

We will use the program produced through Royal Publishing. We have contacted all of the schools participating at our site regarding the telephone solicitation of advertising. (A representative of Royal Publishing will also contact you to discuss your order.)

Complete and return to:

**Rob Kaminski  
Publications Coordinator  
Michigan High School Athletic Association  
1661 Ramblewood Drive  
East Lansing, MI 48823  
FAX - 517.332.4071**



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
December 2008

**ATTENTION: 2009 Basketball Managers**

**IMPORTANT**

**HALFTIME PERFORMANCES - LOTTERIES AND SALE OF MERCHANDISE:**

By action of the Representative Council pep bands with musical instruments are allowed at Semifinal and Final Tournaments only.

Also by Council action, half time performances shall not be permitted. This would apply to such activities as demonstrations for dance, trampoline, free throw or long range shooting contests, and any other similar performances. Schools should not conduct lotteries or drawings for distributing money or merchandise either before, during or after any tournament basketball contests. Non-players are not to shoot baskets at half time. The distribution of miniature balls is prohibited. The sale of merchandise such as tee shirts, hats, belts, etc. is not permitted at MHSAA sponsored events, except selected early rounds and at the Final Tournament when coordinated with the MHSAA staff.

**CONCESSIONS:**

Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages and edible items. Sale of non-edible products other than school spirit items (such as pom poms) is prohibited at MHSAA tournament sites without the approval of MHSAA staff.

NOTE: This statement will not allow school or non-school concessions to sell or distribute publications from non-MHSAA organizations without the express approval of the MHSAA.

**NOISEMAKERS/MISCELLANEOUS:**

By National Federation rule all artificial noisemakers of any kind including; but not limited to: air horns, thunderstix, jugs with pennies, stones, etc. are prohibited at any MHSAA tournament venue. Also prohibited are: laser lights or pointers, signs or banners on sticks or poles or other items that may be determined to be used as a missile or interfere with the enjoyment of other fans.



2008-09

BASKETBALL

TOURNAMENT

MANAGERS

MANUAL

**Drawings may take place not earlier than the first day of practice (Nov. 10, 2008 for the girls tournament and Nov. 17, 2008 for the boys tournament), and must be concluded not later than Jan. 5, 2009 in the presence of representatives of competing schools desiring to attend.**

**DISTRICT TOURNAMENT**

Girls – Mar. 2, 4 & 6, 2009  
Boys – Mar. 9, 11 & 13, 2009

**REGIONAL TOURNAMENT**

Girls – Mar. 10 & 12, 2009  
Boys – Mar. 16 & 18, 2009

**QUARTERFINAL TOURNAMENT**

Girls - March 17, 2009  
Boys - March 24, 2009

**FINAL TOURNAMENT**

Girls - March 19-20, 21, 2009  
Boys - Mar. 26-27, 28 2009

This Manual is prepared for the aid of Tournament Managers of schools hosting Basketball Tournaments. It is an attempt to anticipate some questions likely to arise and to present their solutions to all Tournament Managers, both those who are new as well as those who have managed tournaments in the past. If there are additional questions not covered in this Manual, it is hoped that Tournament Managers will feel free to contact the MHSAA for any possible assistance.

JOHN E. ROBERTS  
Executive Director



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## NOTICE REGARDING IMAGE TAKING DEVICES IN LOCKER ROOMS

Adopted by the Representative Council May, 2004

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.

Recent advancements in the technology of cellular phones and PDA's equipped with digital cameras capable of storing or transmitting images have caused some national concern.

Beyond personal privacy, transmitting images from team areas could complicate efforts at promoting good sportsmanship and increase inappropriate acts of gamesmanship.

We are alerting MHSAA tournament managers and member schools of this potential problem. The approach at MHSAA Tournaments will be:

**PICTURE PHONES AND CAMERAS OF ANY KIND ARE NOT TO BE USED IN LOCKER ROOMS, WEIGH-IN ROOMS OR TRAINING ROOMS DURING MHSAA TOURNAMENTS.**

If a tournament manager or athletic director discovers that someone has possibly **photographed or transmitted inappropriate material** managers and athletic directors should:

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

**NOTE: Public Act 155, effective September 1, 2004 makes it a felony punishable by 5 years in prison, a \$5,000.00 fine or both to "Photograph, or otherwise capture or record, [a] visual image [of this nature, or to] Distribute, disseminate or transmit for access by any other person a recording, photograph or visual image the person has reason to know was obtained in violation of [this law]."**

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
2008-09 Basketball Tournaments

1. ENTERING THE TOURNAMENT – There are two obligations of membership for participation in the tournament:
  - a. 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, 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. **For girls basketball the Opt-Out Due Date is Wednesday, Feb. 4, 2009. For boys basketball the Opt-Out Due Date is Wednesday, Feb. 11, 2009.**
  - c. No additions to the Master Eligibility List can take place after the tournament starts for any team in the first level of that tournament. (see Int. 242). All players on the Master Eligibility List submitted are eligible for tournament play even if the individual names are not on the Team Roster.

### 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 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 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.

IMPORTANT REQUIREMENTS -- Schools are to forward the Team Roster and Master Eligibility List to designated District Managers. These two items will fulfill the requirement for the duration of their tournament play. They 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 drawings are made, 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.

DISTRICT MANAGERS - Immediately after completion of the final game of their District Tournament, are to forward the winning Team's Roster and Master Eligibility List to the proper Regional Manager. (See Feb. *Bulletin* or MHSAA web site ([www.mhsaa.com](http://www.mhsaa.com))). Regional Managers are to be notified by District Managers NOT LATER THAN SATURDAY NIGHT, MAR. 7 FOR THE GIRLS TOURNAMENT AND MAR. 14 FOR THE BOYS TOURNAMENT OF THE TEAM IN EACH CLASS QUALIFYING FOR THEIR REGIONAL TOURNAMENTS.

REGIONAL MANAGERS -- (1) 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. (2) 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.

2. FINANCIAL PLAN --

Transportation Expenses for Competing Teams at District, Regional and Final Tournaments:

- (a) At all tournament levels, competing teams will absorb their own travel expenses where the distance to the tournament site is 50 miles or less from the competing school.
- (b) Beginning with the 51st 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 Center City for each trip after the 50 mile deductible:
  - 051 - 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
- (c) Those schools which travel 100 or more miles (one way) to a tournament center city 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.

Other Expenses for Competing Teams at Final Tournament:

- (a) 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.
- (b) Lodging -- The maximum allowance is the current hotel rate secured for a maximum of sixteen 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 center city. Schools which are defeated in Quarterfinal games (Tuesday at Quarterfinal Tournament Centers) 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.**
- (c) 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.
- (d) Payment of Bills -- 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 CENTERS. Three sets of Expense Account

Blanks should be completed--one for the entertaining school--one for the competing school--one for the MHSAA. It is recommended to map quest mileage of all competing teams available 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.

"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."

3. **BASKETBALLS FOR TOURNAMENT USE** -- The host school will supply the game ball at all District, Regional, and Quarterfinal games and is not a reimbursable tournament expense. The official tournament ball to be used in all tournaments shall meet all National Federation standards, including top grade composite balls. It is recommended that tournament managers inform coaches at the time of the drawing as to the brand name of the ball that will be used during that tournament. The ball may be one used during regular season play. Since the ball is provided and kept by the host school, it is not a reimbursable tournament expense. MHSAA will use the Rawlings Comp Mich series for the Semifinals and Finals.

4. **BOYS AND GIRLS DISTRICT, REGIONAL, AND QUARTERFINAL BASKETBALL TICKETS** -- Tickets will be sent directly from the ticket manufacturing company and should be received by managers not later than Feb. 11, 2008. 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). Many managers 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.

**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. 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.

**Audit of Tournament Host Reports – Upon recommendation of the MHSAA auditors, effective with the 2007-08 school year, 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.**

It is the feeling of the Representative Council that, if desired, an entertaining 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.

### **SEMIFINALS AND FINALS FOR BOYS TOURNAMENT AT MICHIGAN STATE UNIVERSITY BRESLIN CENTER**

**Semifinals** -- All seats in the lower bowl will be reserved for Semifinal games at Michigan State University. See MHSAA website for locations and times of games in each class.

Finals -- RESERVED SEATS (Morning, Afternoon and Evening Sessions). See MHSAA website for complete information regarding the purchase of reserved seat tickets for championship games. All Final games in Classes A-B-C-D will be held at the Breslin Student Event Center, MSU.  
Morning Session - Classes D and C; Afternoon Session - Class A; Evening Session - Class B.

TICKET PRICES – Does not include parking fees

District -- All tickets - \$5  
Regional -- All tickets - \$5  
  
Quarterfinals -- All tickets - \$6  
Semifinals -- All tickets – \$8  
Finals -- All tickets - \$8

NOTE: Included in all Semifinal and Final ticket prices is a MSU “ticket system” charge of \$1 per ticket sold.

3 Session ticket - \$24 - does not include parking fees  
7 Session Semi & Final Ticket - \$56 - does not include parking fees

Infants in arms not requiring individual seats shall be admitted free of charge.

**SEMIFINALS AND FINALS FOR GIRLS TOURNAMENT AT EASTERN MICHIGAN UNIVERSITY CONVOCATION CENTER**

TICKET PRICES – Does not include parking fees for Districts, Regionals, and Quarterfinal games

District -- All tickets - \$5  
Regional -- All tickets - \$5  
  
Quarterfinals -- All tickets - \$6  
Semifinals -- All tickets – \$8 – includes parking fees  
Finals -- All tickets - \$8 (2-Game Session ticket) – includes parking fees  
Infants in arms not requiring individual seats shall be admitted free of charge.

Semifinals and Finals: Reserved seating for competing school spectators.  
General Public – open seating in non-posted non-reserved areas.

5. TROPHIES AND MEDALS -- Plaques, trophies and medals are being sent to all District and Regional Managers and are to be awarded to the winning team in each class. Trophies, and medals should be examined immediately upon receipt by tournament managers to make certain that engraving is correct and that there is no shortage or breakage. Trophies will be supplied by A-1 AWARDS of Indianapolis, Indiana (1-800-444-9569). Trophies, and medals should be received not later than Feb. 11. The MHSAA (not Tournament Managers) will make payments for trophies directly to the above companies. If trophies and/or medals are not received by the due date the Tournament Manager is to contact the supplier directly.

Medals will be awarded to fifteen (15) individual members of the winning team in each class at each District and Regional Tournament. All medals will be supplied by ESCO of Milwaukee, Wisconsin (1-800-852-4266), Schools desiring to order additional medals may make a request by filling out the medal order form included in this packet. Schools are responsible for the cost of additional medals ordered.

Awards Presentation - Many Tournament Managers have found it desirable to have 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, the 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 meets and tournaments.

6. 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.

7. PROMOTIONS -- It is suggested that Tournament Managers secure photos of the teams competing in their tournament and run them in local and nearby papers for purposes of publicity and interest. Local and nearby papers are glad to carry articles supplied by tournament managers concerning competing teams, their season records, results of the draw, times of games, etc. It is also suggested that the results of the draw and schedule/results of games be faxed/called in to the Detroit Free Press and Detroit News. The telephone numbers for both newspapers are listed on page 12 of this manual. Radio and television stations also are interested in this information. Luncheon or other civic clubs also furnish good opportunities for offering tournament information and securing local cooperation. Articles of general interest also are being sent to local papers and radio and television stations through press association representatives and wire services by the MHSAA.

8. SOUVENIR PROGRAMS/FINALS PROGRAM MATERIALS KIT -- All tournament managers shall produce a souvenir program for their site. District Tournament Managers have the option to use the program provided by the MHSAA publisher (see form later in these materials) or produce their own program. Regional and Quarterfinal Managers shall produce their programs locally. Locally produced programs must identify the MHSAA as the sponsor of the tournament, using the provided camera-ready materials.

Programs shall include the rosters of the participating teams and the pairings for the tournament. Some sites have also included such information as team pictures, season scores and statistics, cheerleaders, etc.

Tournament managers may cover the cost of producing their programs by securing local advertising. This is an acceptable practice of keeping the cost of the programs to the spectator to a minimum. 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, lounges, party stores and restaurants; the lottery, gambling and casinos; and team summer camps. If you have any questions regarding programs, please address them to Rob Kaminski, MHSAA Publications Coordinator.

Please forward the MHSAA a copy of your program as soon as it is printed. District Tournament Managers should send copies of their program or roster sheets to Regional Managers where their District winners qualify so that they may have this information as soon as possible concerning qualifying teams for preparation of their programs.

\*\*\*\*\*  
DISTRICT MANAGERS NOTE: Program kits include forms the winning team must fill out and mail to the MHSAA office to be used in the souvenir program for the Semifinals and the Finals in the event the team qualifies for Final round play can be found on the MHSAA website. Please remind your winning team before it leaves your site to download the forms from the MHSAA web site ([www.mhsaa.com](http://www.mhsaa.com)) and forward to the MHSAA office immediately. Thank you for your cooperation.  
\*\*\*\*\*

9. CONTESTANTS' AND CHEERLEADERS' ADMISSIONS -- Identification arrangements for contestants should be supplied to a MAXIMUM OF FIFTEEN (15) for each competing team. A maximum of 5 individuals in street clothes are permitted on each team bench, (exception: the only allowed exception will be those teams that have more than 15 players on the regular season roster). In addition to the above, a MAXIMUM OF TWELVE (12) cheerleaders in uniform, including mascots, from each competing school also may be admitted without charge on the 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. 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. CHEERLEADERS MAY **NOT** BRING SIGNS TO BE POSTED AT THE FINALS. **All persons attending a MHSAA tournament must wear a shirt at all times.**

10. 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. THERE IS TO BE NO FREE ADMISSION FOR COLLEGE COACHES.

NOTE: 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.

11. PRESS TICKETS -- Adequate arrangements should be made to take care of working and other press representatives at District and Regional Tournaments. Managers may find it helpful to contact press or radio services prior to tournament time so that methods of recognition and seating their representatives may be expedited. News media representatives are encouraged to call managers in advance of the games they desire to cover. It is recommended that managers designate a specific door for media entrance. If a press or radio representative presents a letter from the editor of a paper or manager of a radio station, it may be used as the basis for admission. Presentation of a Michigan Press Association Membership Card also is acceptable. Note: Radio station representatives who are broadcasting from a District or Regional Tournament Center are to be handled in accordance with radio broadcasting regulations, copies of which are sent to all radio stations and Tournament Managers.

Please be sure that ALL members of the media are provided space to adequately perform their duties. Please attempt to accommodate all forms of media equally. If a member of the media needs a telephone after a contest and one is not readily available in your press area, attempt to accommodate that individual by escorting him or her to an office phone in your school building.

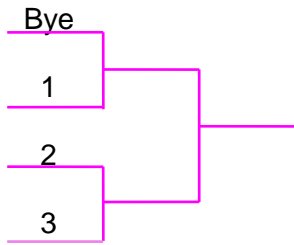
12. DRAWINGS AT DISTRICTS - TIME SCHEDULE OF GAMES -- See item #13 for Non-Traditional Draw Information. - Principals and athletic directors are encouraged to attend drawings to obtain all information concerning tickets, passes, etc. It will be noted that ALL BYES ARE TO OCCUR IN THE FIRST ROUND OF PLAY by forming brackets of four or eight teams. Attention also is called to the fact that ANY SCHOOL PLAYING A TOTAL OF FOUR OR MORE GAMES ON A TOURNAMENT CENTER FLOOR DURING THE REGULAR SEASON, INCLUDING ANY INVITATIONAL OR LEAGUE TOURNAMENT PLAY ON THAT FLOOR, IS NOT ELIGIBLE TO DRAW A BYE IN THE FIRST ROUND OF PLAY in District Tournaments, except for those Districts that will compete with a non-traditional format. **Drawings may take place not earlier than the first day of practice (Nov. 10, 2008 for the girls tournament and Nov. 17, 2008 for the boys tournament), and must be concluded not later than Feb. 5, 2009 in the presence of representatives of competing schools desiring to attend.** There is to be no seeding of teams at any District Tournament. District Tournament Managers should attempt to arrange the time and place of drawings most convenient to representatives of competing teams, as much as possible avoiding loss of instructional time for all personnel. Announcement should be made in advance so that those desiring to attend may do so.

**NOTE: Those 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.**

The official method of making drawings for tournament play in basketball is as follows:

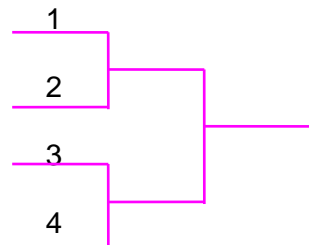
Three-Team Tournament

Two Rounds of Play - 2 Games - 1 Bye



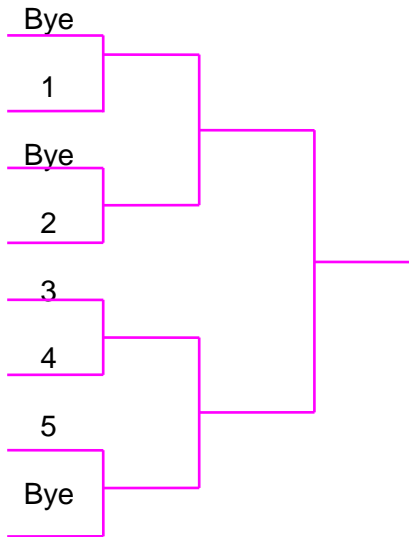
Four-Team Tournament

Two Rounds of Play - 3 Games



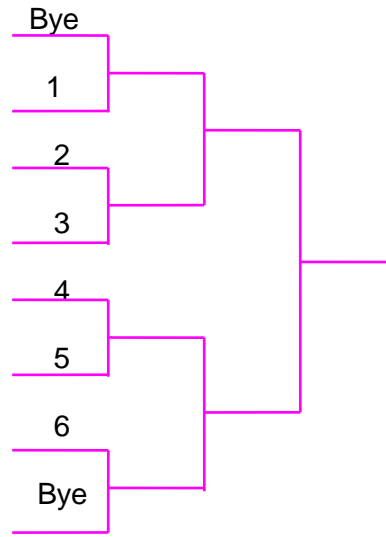
Five-Team Tournament

Three Rounds of Play - 4 Games - 3 Byes



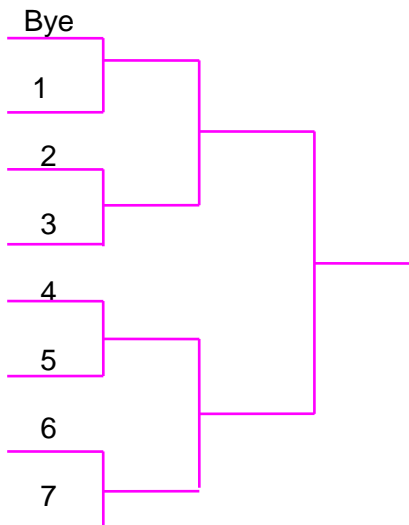
Six-Team Tournament

Three Rounds of Play - 5 Games - 2 Byes



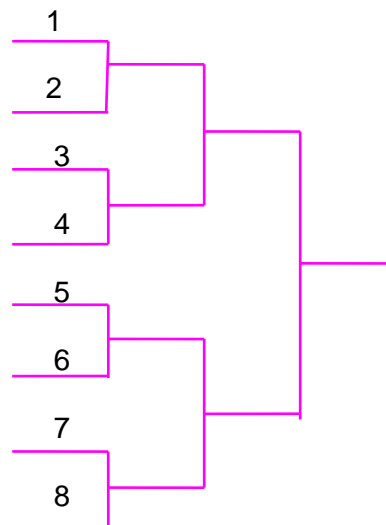
Seven-Team Tournament

Three Rounds of Play - 6 Games - 1 Bye



Eight-Team Tournament

Three Rounds of Play - 7 Games - Perfect Bracket



- In a three-team tournament there always is one bye (top line).
- In a four-team tournament all lines in the bracket are filled - no byes.
- In a five-team tournament there always are three byes (top line, third line, and bottom line)
- In a six-team tournament there always are two byes (top line and bottom line).
- In a seven-team tournament there always is one bye (top line).
- In an eight-team tournament all lines in the bracket are filled - no byes.

The best method of drawing so that no confusion will result is to place the names of teams on individual slips of paper, fold and staple each of them, or place them in capsules. Place these names in a hat or container so that they may be drawn one at a time.

Have some disinterested party draw one capsule, or piece of paper, read it aloud, display it to the group and place the name of the team drawn on the line numbered. Repeat the procedure, placing each name in its position in the bracket as drawn. If byes are awarded (in a traditional draw format), hold out the host team (or those who played four or more games on that tournament floor) until the bye(s) are drawn; then return host team to the hat for remainder of the blind draw. If this method is followed, there can be no confusion or mistakes.

The right is reserved in all District Tournaments for the tournament manager to announce ahead of time that certain games will be played at designated hours. This will permit managers to take advantage of local interest in particular teams. For instance, probably it would be more desirable to have a local team compete in an evening contest rather than in the late afternoon, if play at that time is necessary. **UNDER NO CIRCUMSTANCES, HOWEVER, IS THE POSITION OF A TEAM IN THE DISTRICT BRACKET TO BE CHANGED BECAUSE OF THE TIME AT WHICH A GAME IS PLAYED. THE DISTRICT TOURNAMENT MANAGER DOES NOT HAVE THE RIGHT TO SET THE DAYS OF GAMES FOR ANY COMPETING TEAM INCLUDING THE ENTERTAINING SCHOOL. WHEN THE DISTRICT TOURNAMENT DRAWING IS MADE, TEAMS SHOULD DRAW INTO POSITIONS IN THE BRACKET THAT ALREADY SHOWS THE DAYS ON WHICH SUCH GAMES WILL BE PLAYED.** All games are to be played in the evening if possible so there will be no interference with school time. Local tournament managers may, however, designate afternoon game schedules if deemed necessary and provided the plan has been approved by the MHSAA. Approximately one hour and thirty minutes should be allowed for a tournament game. **UNDER NO CIRCUMSTANCES SHALL THE LAST GAME IN THE EVENING SESSION OF ANY TOURNAMENT BE SCHEDULED TO START LATER THAN 8:30 p.m.** Keep games on schedule. If there are two games to be played during the evening, **IT IS RECOMMENDED** that the first game be started at 6:30 and the second at 8:30.

To better handle the crowds, many managers of tournaments of more than one class hold separate championship game sessions on different nights. In many one-class tournaments, it will be desirable to schedule only one game per day.

13. **NEW DRAW DATE INFORMATION** - Because of the new options for Basketball Tournament draw and competition, District host may now complete the draw on or after the 1<sup>st</sup> practice date (girls Nov. 10 and boys Nov. 17) but not later than January 5, 2009.

**Non-Traditional Draw Format Options** -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.

- a. Required Sites: Districts 12A, 63B, 64B and 91C
- 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.

**Procedure for Non-Traditional Draw and Competition**

Host selected by the Site Selection Committee that were in line to host (by year last hosted or new/renovated facilities), made a request to host and have minimum seating requirements.

The selected host will be placed on line #1 of the District bracket. That Host school will receive a bye and will host at least a Semifinal round of the District Tournament. In order to host other rounds, that school must win and remain on the top line of the advancing bracket.

Other lines of the bracket will be determined by open draw with teams on the top lines of individual brackets hosting individual games.

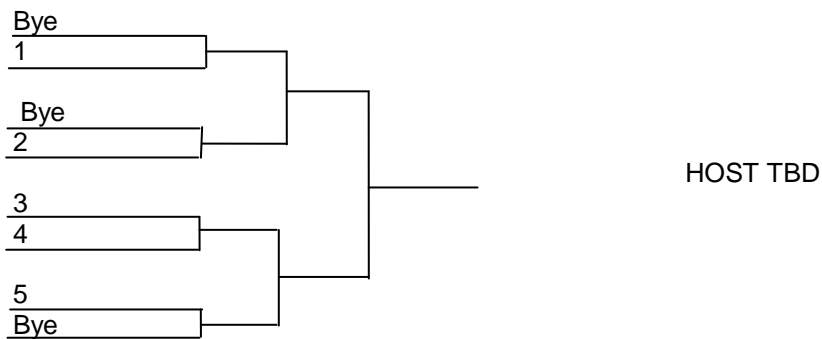
Top line teams of the advancing bracket and remaining on the top line of the advancing bracket will host games (Semifinals and even Finals).

Teams drawn into top lines within each bracket will host games.

**REQUIRED SITES**

**District 12**

(5 teams):

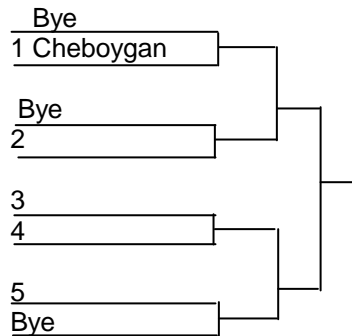


**District 63B**

Girls (5 teams):

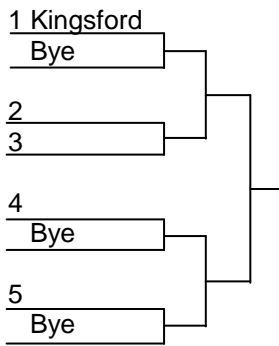


Boys (5 teams):

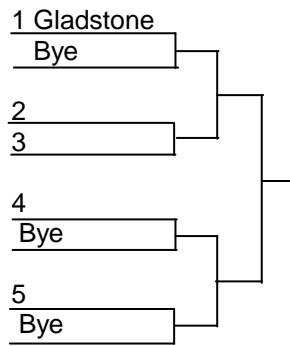


**District 64B**

Girls (5 teams):

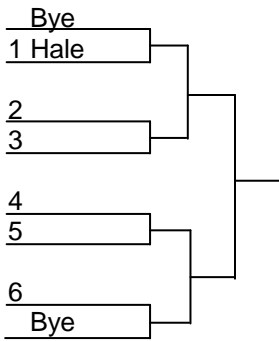


Boys (5 teams):



**District 91C**

Girls (6 teams):



Boys (6 teams):



**7 Team Districts**

Seven-team Districts will require three games on Monday of the first round of the tournament. During the first round, the following options are available to the hosting manager:

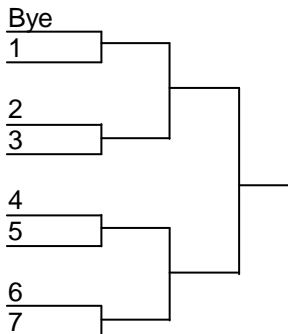
Option 1: The selected host (traditional draw) may choose to host three games on one day, Monday of District week.

**Or**

Option 2: The team drawn onto line #6 may host line #7 in its home gym. The selected host will host a double header – line #2 vs line #3 and line #4 vs line #5.

The selected host will place its name on line 2 before the draw and conduct a double header on Wednesday and the District Finals on Friday.

7 team draw



14. DRAWINGS FOR REGIONALS -- TIME SCHEDULE OF GAMES -- By action of the Representative Council, advance drawings for all Regional Tournaments were completed when the Basketball Tournament Committee met in May. The committee made one draw for both the boys and girls tournament. The results of the drawing are located on the MHSAA Web site ([www.mhsaa.com](http://www.mhsaa.com)). NO DRAWINGS ARE TO BE CONDUCTED BY REGIONAL TOURNAMENT MANAGERS!

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.

15. QUARTERFINAL COMPETITION -- Brackets may be found at the MHSAA web site: [www.mhsaa.com](http://www.mhsaa.com). **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.**

16. COLOR OF SHIRTS -- At each District, Regional or Final Tournament, the teams on the top line of a bracket will wear **white shirts** and the opponent will wear dark color shirts unless mutually agreed otherwise prior to the start of the game.

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 entertaining school is not considered the "home" team in this connection. TOURNAMENT MANAGERS SHOULD HAVE AN EXTRA SET OF JERSEYS AVAILABLE IN CASE A TEAM WHICH HAS TO CHANGE HAS ONLY ONE SET.

17. **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.

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.

18. OFFICIALS - DISTRICT - REGIONAL AND QUARTERFINAL -- 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. ***Per Representative Council action in May of 2003 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

OFFICIALS INVITED MUST BE USED BY THE MANAGER. If a replacement is needed **fax** the Tournament Official Replacement Form (page 31) 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 and must be contracted accordingly. **Three (3) officials will be assigned to each basketball tournament beginning at the District level and continuing through the Final level.**

Officials -- 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:

FEES --

(1) Fee for Official (referee or umpire) Working ONE GAME A DAY at District Tournaments will be \$40 per day plus the round trip allowance of 20¢ per mile beginning with the 51<sup>st</sup> mile traveled from home city of official to tournament Center City for each day he or she officiates. (The minimum mileage allowance is \$8 per day per official.)

(2) Fee for Official (referee or umpire) Working ONE GAME A DAY at Regional Tournaments will be \$50 per day plus the round trip allowance of 20¢ per mile beginning with the 51<sup>st</sup> mile traveled from home city of official to Tournament Center City for each day he or she officiates. (The minimum mileage allowance is \$8 per day per official.)

(3) Fee for Official working Quarterfinal, Semifinal and Final Officials will be fifty dollars (\$55) per game plus round trip allowance of 20¢ per mile beginning with the 51<sup>st</sup> mile. (The minimum mileage allowance is \$8 per day per official.) Semifinal and Final officials will receive housing beyond 75 miles and meal allowance (\$14). Managers are to pay officials for Quarterfinal games. The MHSAA will pay Semifinal and Final officials.

(4) Timers and Scorers - Twenty dollars (\$20) each for one game; ten dollars (\$5) 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.

19. MANAGER'S HONORARIUM -- It is recommended that the 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 entertaining school's share of the receipts. Some tournament managers will receive more than the suggested minimum depending upon the number of games in the tournament and the attendance. NOTE: 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.

20. COMPLIANCE WITH FIRE REGULATIONS -- Tournament managers are reminded that city and state fire regulations are to be observed in the admission of spectators to gymnasiums where tournament games are played.

21. WITHHOLDING TAX -- Historically, game officials have been considered independent contractors and, therefore, tournament management need not withhold any state or federal taxes when paying those fees. Generally, tournament managers need not withhold any state or federal taxes when paying fees to

scorers and timers, although there may be circumstances when employees of the school district who serve as scorers and timers may be subject to withholding.

22. ADMISSIONS -- MHSAA District, Regional and Final Basketball Tournaments are not subject to collection of any admissions tax. **All persons at indoor MHSAA tournament venues must wear a shirt at all times.**

23. CLOCK - By state association adoption, the Point Differential Rule is to be used at all tournament levels. In all levels of competition during the regular season and the MHSAA tournaments after the first half when one team has a lead of 40 points a running clock will be established. The clock will revert to regular time schemes should the score be reduced to a 30-point lead. During any running clock mode the clock will be stopped as normal for all timeouts and between quarters; and for free throws during the last two (2) minutes remaining in the game.

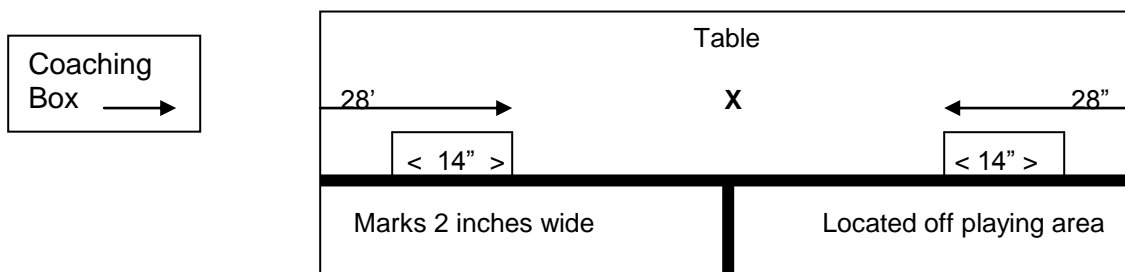
24. SCOREBOARD ARRANGEMENTS -- It is expected that a scoreboard will be supplied which is visible to a large majority, if not all, of the spectators. The names of the competing teams, rather than "Home" and "Visitors", should be placed on the scoreboard.

25. MARKING OF FLOOR AND 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.

26. 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. Considerable time can be saved and inconvenience avoided if this suggestion is followed. Glass backboards have shattered or broken at regular season and tournament games. A "spare" is a most important help in such a situation.

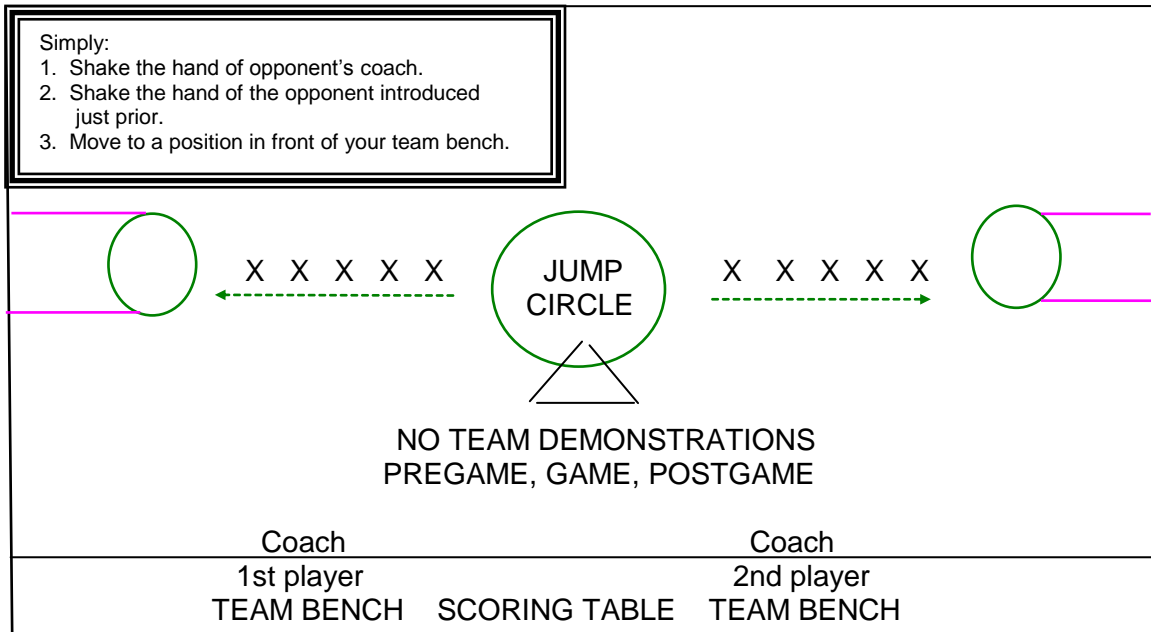
27. COACHING BOX -- The 14' coaching box will be used during tournament competition. The coaching box shall be outlined outside of the court on the side of the court where the scorer's and timer's table and team benches are located. The area shall be bounded by a line 28 feet from the end line, the side 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.



28. PREGAME HANDSHAKE – By Representative Council action in May, 1998, it will be a requirement for pregame 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



29. CUTTING OF NETS -- By action of the Representative Council, nets are not to be cut down after tournament games. You are asked to advise the teams of this action by the Council. Managers may not waive this regulation.

30. HAZARDOUS PLAYING CONDITIONS -- If playing conditions become hazardous such as, but not limited to, wet, slippery floors, the officials should stop the contest until the conditions are corrected. If game management is not able to correct the problem the game shall be suspended and started from point of interruption the following day. The facility where the game shall be resumed if the court is still not playable shall be determined by the Tournament Manager.

31. EMERGENCY LIGHTING -- Managers are to give thought to procedure for evacuating teams and spectators in the event of light failure. Emergency power, candles, flashlights, automobile lights, etc.

32. REPORTING SCORES -- ***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. Thank you for your cooperation.***

AFTER THE CONCLUSION OF THE GAMES EACH EVENING, District, Regional, Quarterfinal, and Semifinal Tournament Managers are asked to telephone the scores to the Associated Press and the two daily newspapers in Detroit. These calls should be made at the earliest possible moment after the games are finished each night because these press agencies must have the information for their wire services to state media, and the following morning's papers.

Following are the directions for the telephone calls:

ASSOCIATED PRESS: Detroit, local calls (not long distance) Dial 259-0650. From all other areas of the state Dial – Toll Free Line 1-800-642-4125. (If no response, call collect Area Code 313 259-0650).

DETROIT NEWS: Call 1-800-804-1773 or call collect, 313-222-2260 (this is a local call in Detroit).

DETROIT FREE PRESS: Call 1-800-678-6728 or call collect 313-222-6661 (this is a local call in Detroit).

It will be advisable for each Tournament Manager to designate some individual to take care of this matter if he/she cannot do so himself/herself. The information may be given from the score book itself. The important consideration is that of getting the results to the media IMMEDIATELY after the games are completed. Notice that no expense is involved as far as the tournament management is concerned, inasmuch as the TELEPHONE CALLS ARE TO BE COLLECT OR TOLL FREE, and reporting the names of the competing teams and final scores is all that is usually necessary. You may be asked for additional information, such as leading scorers and team records.

33. REST PERIOD BETWEEN GAMES -- The policy of a team playing in not more than one game per day again is to be followed in all tournaments.

34. NOTIFICATION OF TEAMS AND OFFICIALS BY TOURNAMENT MANAGERS -- Tournament managers of District and Regional Tournaments will notify competing teams and officials of the starting time of their first game. In cases where teams draw byes in the first round, their expenses will not begin until their first game is played. Tournament managers should be specific in stating to teams the definite time at which they are to arrive at the tournament center. Teams and officials should be notified of game starting time immediately after the District Tournament drawing. At Regional Tournaments, teams and officials should be notified of game starting times as soon as the schedule has been determined by managers.

35. 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.**

36. BROADCASTING OF DISTRICT, REGIONAL OR QUARTERFINAL GAMES -- Broadcasting of District, Regional or Quarterfinal games is to be permitted provided there has been compliance with regulations adopted by the Representative Council and if local Board of Education regulations do not prohibit radio broadcasting from school premises. If the latter is the case, the MHSAA should be notified immediately. All requests for radio, TV, live internet transmissions, or cable TV broadcasts, (live or delayed), are to be referred to the MHSAA by tournament managers before the privilege of broadcasting is granted. By so doing, agreement between the radio, TV or cable TV stations or stations concerned and the Michigan High School Athletic Association, Inc., may be completed, sponsors (if any) approved, and provisions for the privilege fee payment (if any is required) may be communicated to the tournament manager concerned. Any fees received for broadcasting will be retained by the MHSAA.

37. 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.

38. PHOTOGRAPHERS -- Tournament Managers are asked to allow photographers at MHSAA basketball tournaments to use electronic (strobe) flash units if they desire to and if, in the opinion of the officials, no on-floor interference occurs. Please remind officials of this. Photographers should be presented in the specific area where they may work from if they plan to use strobes. In general, photographers working from the end of the floor using strobes should be positioned outside the free throw line.

**39. VIDEOTAPING OR FILMING AT MHSAA SPONSORED MEETS AND TOURNAMENTS --**

**Competing Schools** - A competing school desiring to videotape or film a Pre-District, District, Regional, Semifinal and/or Final Football Playoff game must receive permission to reserve space in the press box from the tournament manager. Schools wishing to videotape/film games for scouting purposes may do so without securing advanced permission but must film from the stands or spectator standing area if press box space is not available. The film/tape is not to be used to second-guess decisions made by game officials and may not be sold, rented, or loaned for commercial purposes.

**Media Taping/Filming** - The filming/taping of MHSAA events must be cleared through the Michigan High School Athletic Association. Members of the media may, without paying a fee, arrange with local tournament managers to take clips of MHSAA events for public showing. Under no condition may an entire athletic event be filmed or taped for showing in its entirety without advance clearance through the MHSAA and the local tournament manager.

**Spectator Videotaping/Photography** -- Spectators may videotape and photograph games without prior consent of the tournament manager with the understanding that the images may not be distributed on the Internet; nor may they be otherwise distributed, sold, leased, borrowed, or rented for commercial purposes. The tournament manager should not permit spectators to interfere with the view of other spectators or news media personnel covering the games; and is not required to provide electrical hook-ups; or tripod space; may require spectator videotaping from a designated location(s); and if there is any question as to the purposes of filming or taping, the request should be denied by the local tournament management.

**Live Television Coverage - Radio Coverage** - No radio or television origination is permitted at any site until application has been made through the MHSAA, fee paid and authorization given by the MHSAA through the tournament manager.

**Delayed Television** - Arrangements for tape- delayed broadcasts must be made through the MHSAA office and only one origination will be allowed at a tournament site. A fee is required for each game at each site. Contact the MHSAA office for additional information.

**Finals Television** -- The Finals of the MHSAA Basketball Tournaments will be televised statewide by FOX Sports Detroit. The Semifinals will be televised by the MHSAA Network.

**40. 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 are to be found on MHSAA Web site ([www.mhsaa.com](http://www.mhsaa.com)).

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

**42. POSTGAME INTERVIEWS** -- It is recommended that approximately five minutes after the game managers provide a location other than the team locker rooms for post game interviews with coaches and/or players the coach may wish to designate for interviews.

**43. TEAM ATTENDANTS** -- 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.

**44. 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.

NOTE: 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.

**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 PERMITTED AT ANY TOURNAMENT VENUE.**

45. **PARKING FACILITIES AND FEES** -- Policy for charging to park vehicles at District, Regional and Quarterfinal Sites: 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.

46. **RAFFLES - EXHIBITIONS - MERCHANDISE** -- 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.

Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages and edible items. Sale of non-edible products other than school spirit items (such as pom poms) is prohibited at MHSAA tournament sites without the approval of MHSAA staff.

47. **SIGNS IN CHEERING SECTIONS** -- 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.

48. **CHEERLEADING AT MHSAA TOURNAMENTS** -- (a) 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. (b) 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. (c) 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 TO THE BRESLIN CENTER AT THE FINALS.**

49. **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.

50. 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.

51. FINANCIAL REPORTS (DISTRICT AND REGIONAL) -- SPECIAL ATTENTION is called to the plan of the division of proceeds. Only those items indicated below are to be deducted from the grand total of receipts. They are (1) cost of officials; (2) amount paid to scorers and timekeepers. SUCH OTHER ITEMS AS HOSPITALITY ROOMS, CUSTODIAL SERVICES, TICKET HANDLERS, BLEACHERS, ETC. ARE TO BE PAID FROM THE SHARE OF THE ENTERTAINING SCHOOL. If the entertaining school has a deficit after expenses are paid, the MHSAA will give consideration to reimbursement to the extent of the deficit, provided there are sufficient tournament funds after all reports are received. The Financial Report Form is to be filed at the office of the MHSAA not later than seven (7) days after the conclusion of the tournaments.

The Financial Report Form and a check or money order MADE PAYABLE TO THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC., for the MHSAA's share of proceeds, should be sent to JOHN E. ROBERTS, Executive Director, Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823. Tournaments may not be assigned to sites which do not complete and return financial reports within 7 days of the final game of that site's tournament.

Financial reports for all levels of tournament play shall be returned by the tournament manager within the timeframes listed in the Tournament Manager's Manual for the respective sport. Failure to return the required financial reports by July 1 of each year will cause the host school to lose any expense reimbursement they might otherwise receive.

**Audit of Tournament Host Reports – Upon recommendation of the MHSAA auditors, effective with the 2007-08 school year, 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.**

52. SUMMARY OF REPORTS -- The following reports are to be sent within 7 days to: JOHN E. ROBERTS, Executive Director, MHSAA, 1661 Ramblewood Drive, East Lansing, Michigan 48823:

Expense Account Blanks - One set of the triplicate Expense Account Blanks used for school traveling more than 50 miles to a tournament center city (where applicable) These can be found in these materials. One copy for the MHSAA – one copy for the competing school – one copy for the entertaining school.

Financial Report Form -- One copy of the 2009 Basketball Financial Report Form - NOT LATER THAN SEVEN DAYS AFTER THE CONCLUSION OF THE TOURNAMENT. PLEASE BE SURE THAT THIS REPORT IS FILLED OUT COMPLETELY.

Programs - Copies of programs used at tournaments.

Advertising - Press Notices, etc.

53. SUMMARY OF PAYMENTS -- NOTE: The MHSAA again will make payments directly to the supplying companies for: Tickets ordered through the MHSAA and trophies and medals.

Officials - Payment by check to officials by District, Regional, and Quarterfinal Tournament Managers after conclusion of tournament for services in accordance with fee allowances and mileage rate. Please pay the officials promptly. (MHSAA will pay Semifinal and Final officials).

Competing Schools - Payment by check to competing schools (where applicable-schools traveling more than 50 miles to a tournament center city) by tournament managers of expense allowances after conclusion of District and Regional Tournaments. If 100% of expenses cannot be paid competing schools, pay the same percent to each depending on the receipts of that tournament. (MHSAA will pay Quarterfinal, Semifinal and Final competing schools).

MHSAA Share of Tournament Receipts - Payment by separate check or money order made PAYABLE TO THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC., and sent to JOHN E. ROBERTS, Executive Director, 1661 Ramblewood Drive, East Lansing, Michigan 48823. Please file report within 7 days after the conclusion of your tournament.

54. TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTS -- Policy - For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

Enforcement - Tobacco: It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event.

Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

Alcohol: Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

55. TAUNTING - HANDBOOK INTERPRETATIONS - REGULATION V, SECTION 3 -- SPORTSMANSHIP - When a contest is interrupted or it ends prematurely because of breakdown of proper sportsmanship and whether or not the on-site officials forfeit the contest to one team, one or both schools may be subjected to any or, but not limited to, the following: censure, probation with competition, probation without competition, forfeiture, loss of privilege of revenue sharing, expulsion. In addition, it may be required of one or both schools that their coaches and administrators appear before the executive committee to indicate why additional action should not be taken.

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.

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

Examples of taunting that would lead to ejection include but are not limited to, 'trash talk'; physical intimidation outside the spirit of the game; reference to sexual orientation; 'in the face' confrontation by one player to another; standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition (and the next contest/day of competition). A warning may be given but is not required before ejection.

At all MHSAA tournament venues, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

Comment - All National Federation rule books give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the MHSAA's action is to be more specific in the definition, more emphatic in the penalty of disqualification, and more uniform in the application of the definition and enforcement from sport to sport.

**56. BANDS AT TOURNAMENT VENUES -- By action of the Representative Council in May, 1998, pep bands will be allowed to perform before their game and during timeouts and breaks during the Semifinals and Finals only of the MHSAA Boys Basketball Tournament.**

### **BAND POLICY FOR MHSAA BASKETBALL SEMIFINAL AND FINAL TOURNAMENTS**

**PEP BANDS** –Pep bands add a wonderful dimension to any tournament. The energy and enthusiasm that is created by pep bands help create the special kind of atmosphere that is unique to our high school Semifinals and Finals tournament.

The MHSAA encourages the participation of spirited pep bands at the Semifinal and Final level of our tournament. There is an expectation that pep bands will exercise appropriate judgment, discipline and etiquette in regard to performing.

To qualify for the privilege to participate at the Semifinals and Finals, the pep band must be a school designated group.

Twenty (20) musicians with instruments (not in carrying cases – carrying cases must remain on the bus, there is no storage area or space available for cases), and no more than one (1) duly authorized faculty representative; not to exceed twenty-one (21) persons will be admitted free to the tournament center on the day and time your team will participate. Other school representatives, pep band chaperons, student assistants or others WILL NOT be admitted to the building without a paid ticket for admission.

### **RESERVED TICKETED FACILITIES – BRESLIN CENTER**

In all facilities that utilize reserved seating pep band seating will be dictated by tournament management. Pep bands will be issued designated tickets in the participating school's block of assigned seats.

For those facilities that do not offer reserved seating (EMU Convocation Center) host management will direct pep bands to pre-arranged performance areas.

Band director and/or faculty representative is responsible for all band activity including entry into the facility and game time performance periods as well as non-performance periods and exit from the facility. NOTE: Specific directions will be issued for band entry. The band must enter as a group and leave as a group. A host will direct the band as a unit to the designated seating area and provide any other assistance.

Band directors/faculty representatives will meet with tournament management prior to each contest.

The MHSAA will NOT incur any of the cost for travel, housing or meals. The MHSAA will NOT provide housing for pep bands.

The use of instruments will be prohibited when the ball is alive, including free throw opportunities and throw-in situations.

Music stands are prohibited at all sites.

The use of instruments for cheering purposes is prohibited during live balls.

Bands may not leave the seating area for half time performances.

Bands will perform alternately during timeouts and intermissions following your school's cheerleaders.

Bands involved in the first game of each session may start to perform as directed by your tournament hosts. Bands will follow the same alternating patterns as your school's cheerleaders.

When the scoreboard clock reaches fifteen (15) seconds before the start of a game, BANDS MUST STOP PLAYING FOR PLAYER INTRODUCTIONS AND THE NATIONAL ANTHEM.

Playing is allowed before games, during timeouts and intermissions as referenced by cheerleader performance exclusive of half time recognition presentations and public address announcements.

Playing of instruments, including pounding on drums and/or hitting drum rims or drum sticks together is prohibited during any live ball situation.

End of Game – After appropriate announcements and/or awards presentations, bands should be prepared to play their school song. The band of the losing school should play first, followed by the winning school.

Bands preparing to perform for the second game of a session must let bands from the first game play their school song before starting to play.

Bands may not use amplifying devices or electric instruments. Power outlets are not available.

**Instruments** - Only those instruments that can be carried and held by a single individual are allowed. Example: horns, snare drums, etc., (not base drums, pianos, organs or xylophones). Space is extremely limited, floor space is not available to store instruments until performance times.

**Uniforms** - It is strongly recommended that the pep band is uniformly and attractively dressed. Uniforms may not include hats that will obstruct the view of spectators seated behind and to the sides of the band.

Bands are expected to enter the arena dressed, (dressing rooms and coat storage areas are not available).

**Standing** - The band may only stand during their time of play or to applaud a good play. At all other times the band and others should be seated.

## 57. PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS AT MHSAA TOURNAMENTS:

### A. COACH

1. General - 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.

If a school fails to enforce a suspension which 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.

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.

2. Unsportsmanlike Conduct in Previous Contest - A coach who is ejected during a contest for unsportsmanlike conduct shall be prohibited by his/her school 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.

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

1. General - 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, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant.

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. Unsportsmanlike Conduct in Previous Contest - A player who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team.

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 or 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 AND PLAYER

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.

58. EMERGENCY CARE - STATE OF MICHIGAN - PUBLIC ACT NO. 30 - (SB 22) --

AN ACT to amend the Title and Section 1 of Act No. 17 of the Public Acts of 1963, entitled as amended "An act to relieve certain persons from civil liability when rendering emergency care or when participating in a mass immunization program approved by the Department of Public Health," being Section 691.1501 of the Michigan Compiled Laws; and to add section 7.

*The People of the State of Michigan enact:*

**Title and Sections amended and added; liability of certain persons for emergency care.**

Section 1. The Title and Section 1 of Act No. 17 of the Public Acts of 1963, being Section 691.1501 of the Michigan Compiled Laws, is amended and Section 7 is added to read as follows:

**TITLE**

An Act to relieve certain persons from civil liability when rendering emergency care, when rendering care to persons involved in competitive sports under certain circumstances, or when participating in a mass immunization program approved by the Department of Public Health.

**691.1501 Physicians or nurses rendering emergency care or determining fitness to engage in competitive sports; liability for acts or omissions; definitions. (M.S.A. 14.563)**

Sec. 1 (1) A physician, registered professional nurse, or licensed practical nurse who in good faith renders emergency care at the scene of an emergency, where a physician-patient relationship, registered professional nurse-patient relationship, or licensed practical nurse-patient relationship did not exist before - the advent of the emergency, shall not be liable for civil damages as a result of acts or omissions by the physician, registered professional nurse, or licensed practical nurse in rendering the emergency care, except acts or omissions amounting to gross negligence or willful and wanton misconduct.

(2) A physician who in good faith performs a physical examination, without compensation, upon an individual to determine the individual's fitness to engage in competitive sports and who has obtained a statement signed by the individual or, if the individual is a minor, the parent or guardian of the minor, that the person signing the statement knows that the physician is not necessarily performing a complete physical examination and is not liable for civil damages as a result of acts or omissions by the physician in performing the examination, except acts or omissions amounting to gross negligence or willful and wanton misconduct or which are outside the scope of the license held by the physician, or a physician, registered professional nurse, or licensed practical nurse who in good faith renders emergency care, without compensation, to an individual requiring such care as a result of having engaged in competitive sports shall not be liable for civil damages as a result of acts or omissions by the physician in performing the physical examination or acts or omissions by the physician, registered professional nurse or licensed practical nurse in rendering the emergency care, except acts or omissions amounting to gross negligence or willful and wanton misconduct and except acts or omissions which are outside the scope of the license held by the physician, registered professional nurse, or licensed practical nurse. This Subsection shall apply to the rendering of emergency care to minors even if the physician, registered

professional nurse, or licensed practical nurse does not obtain the consent of the parent or guardian of the minor before the emergency care is rendered.

(3) As used in this Section:

(a) "Competitive sports" means sports conducted as part of a program sponsored by a public or private school which provides instruction in grades kindergarten through 12 or a charitable or volunteer organization. Competitive sports does not include sports conducted as a part of a program sponsored by a public or private college or university.

(b) "Licensed practical nurse" means an individual licensed to engage in the practice of nursing as a licensed practical nurse under Article 15 of the Public Health Code, Act No. 368 of the Public Acts of 1978, being Sections 333.16101 to 333.18838 of the Michigan Compiled Laws.

(c) "Physician" means an individual licensed to practice medicine or osteopathic medicine and surgery under Article 15 of Act. No. 368 of the Public Acts of 1978.

(d) "Registered professional nurse" means an individual licensed to engage in the practice of nursing under Article 15 of Act. No. 368 of the Public Acts of 1978.

**691.1507 Member of National Ski Patrol System rendering emergency care; liability for acts or omissions. (M.S.A. 14.563[17])**

Sec. 7. A person who is a registered member of the National Ski Patrol System and who, in good faith and while acting as a member of the National Ski Patrol System, renders emergency care at the scene of an emergency shall not be liable for civil damages as a result of acts or omissions by the person in rendering the emergency care, except acts or omissions amounting to gross negligence or willful and wanton misconduct.

This Act is ordered to take immediate effect.  
Approved May 26, 1987.  
Filed with Secretary of State May 26, 1987.

59. SECURITY CHECKLIST --

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems.

Listed below is a basic checklist that will be adjusted accordingly for each event.

1. Review changes – In the preplanning stages, review any changes to be made from the previous year's event.
2. Meet with the head of security – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
3. Review ushers assignments – In your meeting with site representatives and security, review how many security officers will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.

Know who you will be making contact with for specific problems and/or emergencies. Know whom you will be contacting for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.

Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.

4. Written Emergency Plan – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. Who needs to know – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., may need to be involved, depending on the situation that arises.
6. Public Relations – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
7. Contingency Plan – A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
8. Entry/Exit Plan – All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
9. Parking and Traffic Flow – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. Crowd Expectation – Expectations of spectators, teams, and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.

## **SUPPLEMENT FOR MANAGERS CHECK OFF LIST**

THE CROWD MANAGEMENT COMMITTEE -- Recommended the MHSAA send a check-off list to Tournament Managers to help supplement the Manager's Manual. This includes items submitted by veteran managers for the purpose of assisting you in conducting your tournament. If there are items that should be added in another year, please send the suggestion to the MHSAA.

### **I. GENERAL PROCEDURES**

1. Review the entire MHSAA Manager's Manual
2. Prepare brackets
3. Prepare competing school expense sheet
4. Paint basket rim; check nets
5. Check P.A. system and clock
6. Prepare area for media
7. Empty lockers and plan room assignments
8. Check game ball (See Item 2)
9. Arrange for an extra set of jerseys
10. Brief the scorer and timer
- 11. Prepare plan for pre-game handshake between competing teams**

II. CORRESPONDENCE WITH PARTICIPATING SCHOOLS AND DRAW ITINERARY

1. Outline items to be discussed
2. Announce time and location of draw
3. Practice schedule
4. Jersey colors, locker room assignments, game times, officials
5. Bus parking assignments
6. Spectator seating
7. Describe ticket arrangements; price
8. Policy for checking signs
9. Team entry gate
10. Film and videotape procedures
11. Distribute maps of school location
12. Gates - opening time
13. No musical instruments
14. Collection of valuables
15. Designate physician
16. Smoking policy
17. Concessions available
18. Advise teams of admittance procedure for games in which they are not competing
19. Discourage spectators from forming a tunnel for team to enter the court
20. **Pep bands may perform before their game, during breaks and timeouts at the Semifinal and Final levels of the tournament.**

III. COORDINATING OFFICIALS

1. Advise officials of game times, parking, and dressing facilities and officiating partners
2. Advise officials of expected time of arrival
3. Be sure they have a rule book available (official's responsibility)
4. Assign attendants to officials; help with parking, locate dressing room, help to and from floor if needed
5. **Advise officials of running clock procedure**

IV. DISTRICT AND REGIONAL WINNER PACKETS (Forward information to manager of tournament qualifying to your tournament. Manager will give to winning team).

1. Brackets (Feb. *Bulletin*)
2. Locker room assignment, jersey colors, officials
3. Bus and team parking
4. Spectator seating
5. Finals program information kit (District winners only)
6. Give MHSAA forms to winner

V. CROWD MANAGEMENT

1. Letter to security authorities, chief of police, sheriff, etc.
2. Advise police of parking plan - solicit help entering and leaving lot
3. Review entrance and exit procedures and advise competing schools
4. Review crowd management plan and advise competing schools
5. Schedule meeting with security for complete review
6. Supervisory help in the restrooms before the game, during half time, and following the game
7. Discourage milling of crowds in hallways
8. Consider supervisory help from competing schools with some distinct dress or badges
9. Urge competing school principals and athletic directors to identify themselves to the manager and indicate their locations during the contest
10. Develop plans for separate entrances and exits for the competing schools

11. Consider the use of ropes around the floor to eliminate crowds on the court at the half and at the end of the game
12. Carefully screen signs, with the screening to be done by the principals and the Tournament Managers
13. Give instructions to cheerleaders as to their location and what is expected of them
14. Have sufficient police in uniform, visible
15. Instruct coaches and their staffs of their responsibilities and obligations for crowd control
16. Instruct security to move with the crowd as it exits and moves into the parking lot
17. During the game and near the end, announce on the public address system the exit procedures
18. If escort service or similar action is supplied to one team, give to both
19. Help develop bus routes in leaving the area
20. Limit bench personnel, players and cheerleaders to the number prescribed in the Manager's Manual. (Maximum 15 players in uniform) (Maximum 5 individuals in street clothes)

#### VI. PUBLICITY

1. Information to local media
2. Brackets for media
3. Arrange procedure for reporting scores after each game
4. Advise media if you have a sellout

#### VII. WORKERS

1. Master list of workers; check-in list
2. Outline fees
3. Detail each worker's assignment
4. Include adult and student help and consider citizens from competing school communities
5. Coordinate all work with custodians
6. Meet with P.A. announcer, review procedures, coordinate National Anthem with introduction of teams.
7. Designate lost and found area

#### VIII. TICKET MANAGEMENT

1. Prepare ticket form for dispensing tickets to competing schools
2. Prepare ticket form for dispensing tickets to sellers
3. Announce ticket arrangements publicly
4. Order change (coins)
5. Detail procedures after ticket gate is closed; accounting of funds, etc.
6. Locate seller aprons, disposal containers, etc.
7. Prepare sign to post at door regarding ticket prices
8. Regional and Quarterfinal Managers should encourage administrators from competing schools to pick up tickets and become familiar with crowd procedures, parking, tickets, etc.

#### IX. PROGRAMS

1. Double-check advertisers, pictures, etc.
2. Mail immediately to Regional and Quarterfinal Managers and to MHSAA

#### X. AWARDS

1. Procedure for presenting awards
2. If trophies and medals are not received by the due date, the manager should contact the supplier directly. See Item 4 on Page 3, Trophies and Medals.



**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**



## TOURNAMENT MANAGERS

# Officials Checklist

- ✓ Officials for your tournament have been assigned by a MHSAA committee. The officials have been notified of their invitation by the MHSAA and have electronically accepted this officiating assignment. 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. As a tournament manager, you may wish to save the following email contact to help with this information: [tournamentofficials@mhsaa.com](mailto:tournamentofficials@mhsaa.com)
- ✓ 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.
- ✓ After you have made contact with your assigned officials, if any replacement needs arise, complete the OFFICIAL REPLACEMENT FORM and fax it to the MHSAA at 517-332-4071. Indicate if the official needs to be replaced or moved to another tournament site because of a possible conflict of interest. Replacement officials should only be arranged by the MHSAA.
- ✓ The MHSAA will find a replacement and notify you by email or FAX usually within three (3) days.

SPORT: **BASKETBALL**

Boys

Girls

(NO COVER PAGE NEEDED)

To: **NATE HAMPTON- MHSAA**

FAX (517) 332 - 4071



# TOURNAMENT OFFICIAL REPLACEMENT FORM

PLEASE PRINT OR TYPE

<b>From:</b>	<b>Fax:</b>
<b>School:</b>	<b>Date:</b>
<b>E-mail:</b>	

### ***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**

***OFFICIALS***



michigan high school  
athletic association

***ONLY***

**NO ADMITTANCE**





**michigan high school  
athletic association**



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
2009 Basketball Tournaments

T-53D

**(Check one)**

GBB \_\_\_\_\_

BBB \_\_\_\_\_

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

MANAGERS PLEASE COMPLETE **AFTER** DRAWING IS COMPLETED: **Drawings may take place not earlier than the first day of practice (Nov. 10 for the girls tournament and Nov. 17, 2008 for the boys tournament and must be completed not later than Jan. 5, 2009** AND FAX IMMEDIATELY (517-332-4071).

DISTRICT TOURNAMENT NO. \_\_\_\_\_ HELD AT: \_\_\_\_\_ CLASS \_\_\_\_\_

Day _____ Time _____	Day _____ Time _____	<p>Whenever the home or any other team that is participating in a District Tournament on a floor (one which it has played four or more games during the 2008-09 season) and there are byes involved, do not place the name of such team or teams in the hat until after the byes are drawn.</p>
Day _____ Time _____		
Day _____ Time _____	Day _____ Time _____	
Day _____ Time _____	Day _____ Time _____	

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. You should also fax this form to the media listed below and to your local media. 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**  
**Detroit Free Press: 313-222-5983**  
**Detroit News: 313-222-6019**



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
East Lansing, Michigan 48823  
December 2008

T-53R

**(Check one)**

GBB \_\_\_\_\_

BBB \_\_\_\_\_

**Schedule of Regional Tournament Games**

**DO NOT FAX THIS FORM UNTIL QUALIFYING TEAMS ARE KNOWN.**

NOTE: Tournament managers fill out **IMMEDIATELY AFTER QUALIFYING TEAMS ARE KNOWN** and **BEFORE GAMES ARE PLAYED** 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**

**2008-09 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 19-20, 2009)

EMU-Convocation 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 21, 2009)

EMU-Convocation 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 26-27, 2009)

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 28, 2009)

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 23, 2009. After that date, no assurance can be given that complimentary tickets for tournament games will be available to tournament managers.

Return to the Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823, RETURN NOT LATER THAN MONDAY, FEBRUARY 23, 2009.

DIST # \_\_\_\_\_ 2009 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 2009 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 23, 2009.

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 in triplicate by the Tournament Manager. The original is to be mailed to the Executive Director, Michigan High School Athletic Association, 1661 Ramblewood Drive, East Lansing, Michigan 48823; the duplicate is to be retained by the entertaining school; and the triplicate is to be furnished to the competing school. 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 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 \_\_\_\_\_ (City) \_\_\_\_\_ (High School) the sum of \$ \_\_\_\_\_

(Signed) \_\_\_\_\_ (Superintendent), (Principal), (Athletic Director), (Coach)

Table with 4 columns: Payments, Allowed Expense, Amount Actually Paid, Balance to be paid. Row 1: 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 in triplicate by the Tournament Manager. The original is to be mailed to the Executive Director, Michigan High School Athletic Association, 1661 Ramblewood Drive, East Lansing, Michigan 48823; the duplicate is to be retained by the entertaining school; and the triplicate is to be furnished to the competing school. 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 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 \_\_\_\_\_ (City) \_\_\_\_\_ (High School) the sum of \$ \_\_\_\_\_

(Signed) \_\_\_\_\_ (Superintendent), (Principal), (Athletic Director), (Coach)

Table with 4 columns: Payments, Allowed Expense, Amount Actually Paid, Balance to be paid. Row 1: 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  Semifinal  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 <sup>st</sup> Gold – 2 <sup>nd</sup> Silver – 3 <sup>rd</sup> + 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



# 2009 BOYS BASKETBALL

## ALTERNATE SITE DISTRICT REPORT

**NOTE: This form is to be utilized when it is determined the selected District site will not host a particular game and it is played instead at the site of the "Home School" (Top Line of Bracket) or at a Neutral site.**

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

District #: \_\_\_\_\_ Class: \_\_\_\_\_ Held At: \_\_\_\_\_  
Manager: \_\_\_\_\_ Contest Winner: \_\_\_\_\_

### REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket      GROSS REVENUE = \$ \_\_\_\_\_ (1)  
(Enter This Total on Line "7" Below)

### HOST SCHOOL SHARE TO KEEP (NEW CALCULATION)

**30% OF GROSS REVENUE (Line 1) = \$ \_\_\_\_\_ (2)**

All Host School Expenses (e.g. Scorer, Timekeeper, Ticket Takers & Sellers, Security, Trainers, Custodial, etc.) Will Be Paid By Host School from the Amount on Line 2 Except for Officials Which are Detailed Below. (Enter Total on Line "7" Below)

### OFFICIALS EXPENSES

Total of Game Officials Fees (3 Game Officials @ \$40) = \$ \_\_\_\_\_ (3)  
Officials Mileage (\$8 Min. per official + 20 cents for ea. mile Roundtrip more than 50 miles) = \$ \_\_\_\_\_ (4)

**TOTAL OF OFFICIALS EXPENSES (Total of Lines 3&4) = \$ \_\_\_\_\_ (5)**  
(Enter This Total on Line "8" Below)

### INCOME CALCULATION

GROSS REVENUE (Line 1 Above) = \$ \_\_\_\_\_ (6)  
MINUS HOST SCHOOL SHARE (Line 2 Above) = \$ - \_\_\_\_\_ (7)  
MINUS OFFICIALS EXPENSES (Line 5 Above) = \$ - \_\_\_\_\_ (8)

**SURPLUS (DEFICIT/LOSS) TO SEND TO MHSAA = \$ \_\_\_\_\_**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Tournament Manager)



# 2009 BOYS BASKETBALL DISTRICT

**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**

District #: \_\_\_\_\_ Class \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ District Winner: \_\_\_\_\_

## REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket **GROSS REVENUE = \$ \_\_\_\_\_ (1)**  
**(RETAIN UNUSED TICKETS FOR AUDIT)** (Enter Total From Back Page and on Line "A" Below)

## EXPENSES

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)  
 Scorers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for each additional on same day) = \$ \_\_\_\_\_ (3)  
 Timers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for each additional on same day) = \$ \_\_\_\_\_ (4)  
 Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)  
 Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)  
 Host School Share (30% of Sub Total, Line 6) = \$ \_\_\_\_\_ (7)  
 (Other Tournament Expenses, Including Manager Honorarium,  
 Are to Be Paid Out Of Host School Share)  
 Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** 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 & parking attendants.

**TOTAL EXPENSES (Total of Lines 5 and 7 and 8) = \$ \_\_\_\_\_ (9)**  
 (Enter This Total on Line "B" Below)

## INCOME CALCULATION

LINE "A" \_\_\_\_\_ = GROSS REVENUE  
 LINE "B" - \_\_\_\_\_ = TOTAL EXPENSES  
 \_\_\_\_\_  
 \_\_\_\_\_  
 = **SURPLUS (To Be Sent To MHSAA)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Tournament Manager)

Please send this form & check or money order for the MHSAA share, payable to the MHSAA, to Nate Hampton, 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 WORKSHEETS**

## REVENUE WORKSHEET

GAME	# Tickets Sold		=	\$
1st Round Game #1:	_____	@ \$5 per Ticket	=	\$ _____
1st Round Game #2:	_____	@ \$5 per Ticket	=	\$ _____
1st Round Game #3:	_____	@ \$5 per Ticket	=	\$ _____
1st Round Game #4:	_____	@ \$5 per Ticket	=	\$ _____
Semifinal Game #1:	_____	@ \$5 per Ticket	=	\$ _____
Semifinal Game #2:	_____	@ \$5 per Ticket	=	\$ _____
Final Game:	_____	@ \$5 per Ticket	=	\$ _____

**TOTAL REVENUE = \$ \_\_\_\_\_**

(Enter on Line 1 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

OFFICIALS	Names	Fee	Mileage (\$8 minimum + 20 cents per mile for each mile roundtrip over 50 miles)	=	\$
1st Round Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
1st Round Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
1st Round Game #3	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #3	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #3	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
1st Round Game #4	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #4	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #4	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Semifinal Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #1	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Semifinal Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Game #2	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Final Game	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Final Game	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____
Final Game	_____	40 +	_____ (\$8 + miles over 50 roundtrip)	=	\$ _____

**TOTAL OF OFFICIALS EXPENSES = \$ \_\_\_\_\_**

(Enter on Line 2 on Front Page)

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

Eligible Competing Schools (Host School Is NOT Eligible)

	Expenses
1st Round Game #1	\$ _____
Game #1	\$ _____
1st Round Game #2	\$ _____
Game #2	\$ _____
1st Round Game #3	\$ _____
Game #3	\$ _____
1st Round Game #4	\$ _____
Game #4	\$ _____
Semifinal Game #1	\$ _____
Game #1	\$ _____
Semifinal Game #2	\$ _____
Game #2	\$ _____
Final Game	\$ _____
Final Game	\$ _____

**COMPETING SCHOOLS EXPENSES TOTAL = \$ \_\_\_\_\_**



(Enter on Line 8 of Front Page)



# 2009 BOYS BASKETBALL 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 # \_\_\_\_\_ Class: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Regional Winner: \_\_\_\_\_

### REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket      GROSS REVENUE = \$ \_\_\_\_\_ (1)  
 (RETAIN UNUSED TICKETS FOR AUDIT)      (Enter This Total on Line "A" Below)

### EXPENSES

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)

Scorers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for each additional on same day) = \$ \_\_\_\_\_ (3)

Timers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for each additional on same day) = \$ \_\_\_\_\_ (4)

Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)

Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)

Host School Share (30% of Line 6, Sub Total, Above) = \$ \_\_\_\_\_ (7)

(Other Tournament Expenses, Including Manager Honorarium,  
Are to Be Paid Out Of Host School Share)

Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** 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 & parking attendants.

**TOTAL EXPENSES (Lines 5, 7, and 8) = \$ \_\_\_\_\_ (9)**  
 (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 MHSAA share, payable to the MHSAA, to Nate Hampton, 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 Semifinal Game #1:	_____	@ \$5 per Ticket =	\$ _____
Regional Semifinal Game #2:	_____	@ \$5 per Ticket =	\$ _____
Regional Final Game:	_____	@ \$5 per Ticket =	\$ _____
<b>TOTAL REVENUE = \$</b>			_____
(Enter on Line 1 on Front Page)			

## GAME OFFICIALS EXPENSE WORKSHEET

<u>OFFICIALS</u>	<u>Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for each mile roundtrip over 50 miles)</u>	
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
<b>TOTAL OF OFFICIALS EXPENSES = \$</b>				_____
(Enter on Line 2 on Front Page)				

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

	<u>Eligible Competing Schools (Host School Is NOT Eligible)</u>	<u>Expenses</u>
Reg. Semi Game #1:	_____	\$ _____
Reg. Semi Game #1:	_____	\$ _____
Reg. Semi Game #2:	_____	\$ _____
Reg. Semi Game #2:	_____	\$ _____
Regional Final Game:	_____	\$ _____
Regional Final Game:	_____	\$ _____
<b>COMPETING SCHOOLS EXPENSES TOTAL (Enter on Line 8 of Front Page) = \$</b>		_____



# 2009 BOYS

# BASKETBALL QUARTERFINAL

**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: \_\_\_\_\_ Quarterfinal # \_\_\_\_\_ Class: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Teams Playing  (Winner) \_\_\_\_\_

**REVENUE**

Number Of Tickets Sold = \_\_\_\_\_ @ \$6 per Ticket GROSS REVENUE = \$ \_\_\_\_\_ (1)  
 (RETAIN UNUSED TICKETS FOR AUDIT) (Enter This Total on Line "A" Below)

**EXPENSES**

Host School Share (10% of Line 1) = \$ \_\_\_\_\_ (2)  
 Total of Host School Expenses (Maximum of \$450, From Back Page) = \$ \_\_\_\_\_ (3)  
 Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (4)  
**TOTAL EXPENSES (Lines 2, 3, and 4) = \$ \_\_\_\_\_ (5)**  
 (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 MHSAA share, payable to the MHSAA, to Nate Hampton, 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 EXPENSE WORKSHEET

	Scorers: # Games: _____	\$ _____
	Timers: # Games: _____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____
Itemized Expense:	_____	\$ _____

**NOTE:** 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 & parking attendants.

**TOTAL OF HOST SCHOOL EXPENSES = \$ \_\_\_\_\_**

(Enter on Line 3 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

<u>Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for) each mile roundtrip over 50 miles)</u>
_____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
<u>OFFICIALS:</u> _____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
_____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____

**TOTAL OF OFFICIALS EXPENSES = \$ \_\_\_\_\_**

(Enter on Line 4 on Front Page)

**TOURNAMENT FINANCIAL REPORT FORM FOR COLLEGES & UNIVERSITIES**

# 2009 BOYS BASKETBALL 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 # \_\_\_\_\_ Class/Division: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Regional Winner: \_\_\_\_\_

## REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket GROSS REVENUE = \$ \_\_\_\_\_ (1)  
**(RETAIN UNUSED TICKETS FOR AUDIT)** (Enter This Total on Line "A" Below)

## EXPENSES

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)  
 Scorers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for ea. additional on same day) = \$ \_\_\_\_\_ (3)  
 Timers: # Games: \_\_\_\_\_ (\$20 for 1st game & \$10 for ea. additional on same day) = \$ \_\_\_\_\_ (4)  
 Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)  
 Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)

**Host College or University Share  
 (25% of Line 6, Sub Total, Above) = \$ \_\_\_\_\_ (7)**

Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** 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 & parking attendants.

**TOTAL EXPENSES (Lines 5, 7, and 8) = \$ \_\_\_\_\_ (9)**  
 (Enter This Total on Line "B" Below)

## INCOME CALCULATION

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Tournament Manager)

Please send this form & check or money order for the MHSAA share, payable to the MHSAA, to Nate Hampton, 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 Semifinal Game #1:	_____	@ \$5 per Ticket =	\$ _____
Regional Semifinal Game #2:	_____	@ \$5 per Ticket =	\$ _____
Regional Final Game:	_____	@ \$5 per Ticket =	\$ _____

**TOTAL REVENUE = \$ \_\_\_\_\_**

(Enter on Line 1 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

<u>OFFICIALS Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for each mile roundtrip over 50 miles)</u>
Semifinal Game #1: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Semifinal Game #1: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Semifinal Game #1: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Semifinal Game #2: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Semifinal Game #2: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Semifinal Game #2: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Final Game: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Final Game: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
Final Game: _____	50 +	_____ (\$8 + miles over 50 roundtrip) \$ _____

**TOTAL OF OFFICIALS EXPENSES = \$ \_\_\_\_\_**

(Enter on Line 2 on Front Page)

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

<u>Eligible Competing Schools (Host School Is NOT Eligible)</u>	<u>Expenses</u>
Semifinal Game #1: _____	\$ _____
Semifinal Game #1: _____	\$ _____
Semifinal Game #2: _____	\$ _____
Semifinal Game #2: _____	\$ _____
Final Game: _____	\$ _____
Final Game: _____	\$ _____

**COMPETING SCHOOLS EXPENSES TOTAL (Enter on Line 8 of Front Page) = \$ \_\_\_\_\_**



# 2009 GIRLS BASKETBALL ALTERNATE SITE DISTRICT REPORT

**NOTE: This form is to be utilized when it is determined the selected District site will not host a particular game and it is played instead at the site of the "Home School" (Top Line of Bracket) or at a Neutral site. Failure to return the required financial reports within 30 days of the final game in this tournament will cause the Alternate Site School to lose any expense reimbursement it otherwise would receive**

District #: \_\_\_\_\_ Class: \_\_\_\_\_ Held At: \_\_\_\_\_  
Manager: \_\_\_\_\_ Contest Winner: \_\_\_\_\_

## REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket      GROSS REVENUE = \$ \_\_\_\_\_ (1)  
(Enter This Total on Line "7" Below)

## HOST SCHOOL SHARE TO KEEP (NEW CALCULATION)

**30% OF GROSS REVENUE (Line 1) = \$ \_\_\_\_\_ (2)**

All Host School Expenses (e.g. Scorer, Timekeeper, Ticket Takers & Sellers, \_\_\_\_\_) (Enter Total on Line "7" Below)

## OFFICIALS EXPENSES

Total of Game Officials Fees (3 Game Officials @ \$40) = \$ \_\_\_\_\_ (3)

Officials Mileage (\$8 Min. per official + 20 cents for ea. mile Roundtrip more than 50 miles) = \$ \_\_\_\_\_ (4)

**TOTAL OF OFFICIALS EXPENSES (Total of Lines 3&4) = \$ \_\_\_\_\_ (5)**

(Enter This Total on Line "8" Below)

## INCOME CALCULATION

GROSS REVENUE (Line 1 Above) = \$ \_\_\_\_\_ (6)

**MINUS HOST SCHOOL SHARE (Line 2 Above) = \$ - \_\_\_\_\_ (7)**

**MINUS OFFICIALS EXPENSES (Line 5 Above) = \$ - \_\_\_\_\_ (8)**

**SURPLUS (DEFICIT/LOSS) TO SEND TO MHSAA = \$ \_\_\_\_\_**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Tournament Manager)

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





# 2009 GIRLS BASKETBALL DISTRICT

**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**

District #: \_\_\_\_\_ Class: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ District Winner: \_\_\_\_\_

## REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket **GROSS REVENUE = \$ \_\_\_\_\_ (1)**  
**(RETAIN UNUSED TICKETS FOR AUDIT)** (Enter Total From Back Page and on Line "A" Below)

## EXPENSES

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)  
 Scorers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) = \$ \_\_\_\_\_ (3)  
 Timers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) = \$ \_\_\_\_\_ (4)  
 Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)  
 Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)  
 Host School Share (30% of Line 6, Sub Total, Above) = \$ \_\_\_\_\_ (7)  
 (Other Tournament Expenses, Including Manager Honorarium,  
 Are to Be Paid Out Of Host School Share)  
 Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** 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 & parking attendants.

**TOTAL EXPENSES (Lines 5, 7, and 8) = \$ \_\_\_\_\_ (9)**  
 (Enter This Total on Line "B" Below)

## INCOME CALCULATION

LINE "A" \_\_\_\_\_ = GROSS REVENUE  
 LINE "B" - \_\_\_\_\_ = TOTAL EXPENSES  
 \_\_\_\_\_  
 \_\_\_\_\_  
 = **SURPLUS (To Be Sent To MHSAA)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Tournament Manager)

Please send this form & check or money order for the MHSAA share, payable to the MHSAA, to Nate Hampton, 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 WORKSHEETS**

## REVENUE WORKSHEET

GAME	# Tickets Sold				
1st Round Game #1:	_____	@ \$5 per Ticket	=	\$	_____
1st Round Game #2:	_____	@ \$5 per Ticket	=	\$	_____
1st Round Game #3:	_____	@ \$5 per Ticket	=	\$	_____
1st Round Game #4:	_____	@ \$5 per Ticket	=	\$	_____
Semifinal Game #1:	_____	@ \$5 per Ticket	=	\$	_____
Semifinal Game #2:	_____	@ \$5 per Ticket	=	\$	_____
Final Game:	_____	@ \$5 per Ticket	=	\$	_____

**TOTAL REVENUE = \$** \_\_\_\_\_

(Enter on Line 1 on Front Page)

### OFFICIALS

### Names

### Fee

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

1st Round Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
1st Round Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
1st Round Game #3	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #3	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #3	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
1st Round Game #4	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #4	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #4	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Semifinal Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #1	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Semifinal Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Game #2	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Final Game	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Final Game	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____
Final Game	_____	40 +	_____	(\$8 + miles over 50 roundtrip)	=	\$	_____

**TOTAL OF OFFICIALS EXPENSES = \$** \_\_\_\_\_

(Enter on Line 2 on Front Page)

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

Eligible Competing Schools (Host School Is NOT Eligible)

Expenses

1st Round Game #1	_____	\$	_____
Game #1	_____	\$	_____
1st Round Game #2	_____	\$	_____
Game #2	_____	\$	_____
1st Round Game #3	_____	\$	_____
Game #3	_____	\$	_____
1st Round Game #4	_____	\$	_____
Game #4	_____	\$	_____
Semifinal Game #1	_____	\$	_____
Game #1	_____	\$	_____
Semifinal Game #2	_____	\$	_____
Game #2	_____	\$	_____
Final Game	_____	\$	_____
Final Game	_____	\$	_____

**COMPETING SCHOOLS EXPENSES TOTAL = \$** \_\_\_\_\_

(Enter on Line 8 of Front Page)



# 2009 GIRLS BASKETBALL 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 # \_\_\_\_\_ Class: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Regional Winner: \_\_\_\_\_

### REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket      GROSS REVENUE = \$ \_\_\_\_\_ (1)  
 (RETAIN UNUSED TICKETS FOR AUDIT)      (Enter This Total on Line "A" Below)

### EXPENSES

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)  
 Scorers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) \$ \_\_\_\_\_ (3)  
 Timers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) \$ \_\_\_\_\_ (4)  
 Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)  
 Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)  
 Host School Share (30% of Line 6, Sub Total, Above) = \$ \_\_\_\_\_ (7)  
 (Other Tournament Expenses, Including Manager Honorarium,  
 Are to Be Paid Out Of Host School Share)  
 Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** The MHSAA does not reimburse workers who are hired by the local trnmt. Manager which produces any activity which produces revenue for the local site. This includes concesssion workers, program sellers or merchandise & parking attendants.

**TOTAL EXPENSES (Lines 5, 7, and 8) = \$ \_\_\_\_\_ (9)**  
 (Enter This Total on Line "B" Below)

### INCOME CALCULATION

LINE "A"		= GROSS REVENUE	
<hr/>			
LINE "B"	-	= TOTAL EXPENSES	
<hr/>			
		<b>= SURPLUS (To Be Sent To MHSAA)</b>	
<hr/>			
		OR	
		= Amount Due to Host School	
<hr/>			
Date: _____	Signature: _____		
		(Tournament Manager)	

Please send this form & check or money order for the MHSAA share, payable to the MHSAA, to Nate Hampton, 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>		
Semifinal Game #1:	_____	@ \$5 per Ticket =	\$ _____
Semifinal Game #2:	_____	@ \$5 per Ticket =	\$ _____
Final Game:	_____	@ \$5 per Ticket =	\$ _____
<b>TOTAL REVENUE = \$</b>			<b>_____</b>

(Enter on Line 1 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

<u>OFFICIALS</u>	<u>Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for each mile roundtrip over 50 miles)</u>	
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #1:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Reg. Semi Game #2:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____
Regional Final Game:	_____	50 +	_____ (\$8 + miles over 50 roundtrip)	= \$ _____

(Enter on Line 2 on Front Page)

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

	<u>Eligible Competing Schools (Host School Is NOT Eligible)</u>	<u>Expenses</u>
Semifinal Game #1:	_____	\$ _____
Semifinal Game #1:	_____	\$ _____
Semifinal Game #2:	_____	\$ _____
Semifinal Game #2:	_____	\$ _____
Final Game:	_____	\$ _____
Final Game:	_____	\$ _____

**COMPETING SCHOOLS EXPENSES TOTAL (Enter on Line 8 of Front Page) = \$ \_\_\_\_\_**



# 2009 GIRLS

# BASKETBALL QUARTERFINAL

**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: \_\_\_\_\_ Quarterfinal # \_\_\_\_\_ Class: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Teams Playing  (Winner) \_\_\_\_\_

### REVENUE

Number Of Tickets Sold = \_\_\_\_\_ @ \$6 per Ticket      GROSS REVENUE = \$ \_\_\_\_\_ (1)  
 (RETAIN UNUSED TICKETS FOR AUDIT)      (Enter This Total on Line "A" Below)

### EXPENSES

Host School Share (10% of Line 1) = \$ \_\_\_\_\_ (2)  
 Total of Host School Expenses (Maximum of \$450, From Back Page) = \$ \_\_\_\_\_ (3)  
 Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (4)  
**TOTAL EXPENSES (Lines 2, 3, and 4) = \$ \_\_\_\_\_ (5)**  
 (Enter This Total on Line "B" Below)

### INCOME CALCULATION

LINE "A"		= GROSS REVENUE	<hr style="border: 1px solid black;"/>
LINE "B"	-	= TOTAL EXPENSES	<hr style="border: 1px solid black;"/>
		= SURPLUS (To Be Sent To MHSAA)	<hr style="border: 1px solid black;"/>
		OR	
		= Amount Due to Host School	<hr style="border-top: 1px dashed black;"/>

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Tournament Manager)

Please send this form & check or money order for the MHSAA share, payable to the MHSAA, to Nate Hampton, 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 EXPENSE WORKSHEET

	Scorers: # Games: _____	\$	
	Timers: # Games: _____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	
Itemized Expense:	_____	\$	

**NOTE:** 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 & parking attendants.

**TOTAL OF HOST SCHOOL EXPENSES = \$** \_\_\_\_\_  
(Enter on Line 3 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

	<u>Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum + 20 cents per mile for) each mile roundtrip over 50 miles)</u>
	_____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
<u>OFFICIALS:</u>	_____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____
	_____	55 +	_____ (\$8 + miles over 50 roundtrip) \$ _____

(Enter on Line 4 on Front Page)

**TOURNAMENT FINANCIAL REPORT FORM FOR COLLEGES & UNIVERSITIES**



**2009 GIRLS**

**BASKETBALL 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 # \_\_\_\_\_ Class/Division: \_\_\_\_\_ Held At: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Regional Winner: \_\_\_\_\_

**REVENUE**

Number Of Tickets Sold = \_\_\_\_\_ @ \$5 per Ticket GROSS REVENUE = \$ \_\_\_\_\_ (1)  
 (RETAIN UNUSED TICKETS FOR AUDIT) (Enter This Total on Line "A" Below)

**EXPENSES**

Total of Game Officials Expenses (From Back Page) = \$ \_\_\_\_\_ (2)

Scorers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) = \$ \_\_\_\_\_ (3)

Timers: # Games: \_\_\_\_\_ (\$20 for 1st match & \$10 for each additional on same day) = \$ \_\_\_\_\_ (4)

Total of Lines 2 - 4 = \$ \_\_\_\_\_ (5)

Sub Total (Line 1 Minus Line 5) = \$ \_\_\_\_\_ (6)

**Host College or University Share  
 (25% of Line 6, Sub Total, Above) = \$ \_\_\_\_\_ (7)**

Total Paid to Eligible Competing Schools (From Total on Back of This Page) = \$ \_\_\_\_\_ (8)

**NOTE:** 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 & parking attendants.

**TOTAL EXPENSES (Lines 5, 7, and 8) = \$ \_\_\_\_\_ (9)**  
 (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 MHSAA share, payable to the MHSAA, to Nate Hampton, 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 Semifinal Game #1:	_____	@ \$5 per Ticket =	\$ _____
Regional Semifinal Game #2:	_____	@ \$5 per Ticket =	\$ _____
Regional Final Game:	_____	@ \$5 per Ticket =	\$ _____

**TOTAL REVENUE = \$ \_\_\_\_\_**

(Enter on Line 1 on Front Page)

## GAME OFFICIALS EXPENSE WORKSHEET

<u>OFFICIALS</u>	<u>Names</u>	<u>Fee</u>	<u>Mileage (\$8 minimum or 15 cents/mile roundtrip)</u>
Semifinal Game #1:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Semifinal Game #1:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Semifinal Game #1:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Semifinal Game #2:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Semifinal Game #2:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Semifinal Game #2:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Final Game:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Final Game:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____
Final Game:	_____	50 + _____	( _____ miles x 15 cents) = \$ _____

**TOTAL OF OFFICIALS EXPENSES = \$ \_\_\_\_\_**

(Enter on Line 2 on Front Page)

## ELIGIBLE COMPETING SCHOOLS EXPENSE WORKSHEET

**Managers Must Submit Competing Schools' Expense Sheets** (Available from the MHSAA Web Site)

Eligible Competing Schools (Host School Is NOT Eligible)	<u>Expenses</u>
Semifinal Game #1: _____	\$ _____
Semifinal Game #1: _____	\$ _____
Semifinal Game #2: _____	\$ _____
Semifinal Game #2: _____	\$ _____
Final Game: _____	\$ _____
Final Game: _____	\$ _____

**COMPETING SCHOOLS EXPENSES TOTAL (Enter on Line 8 of Front Page) = \$ \_\_\_\_\_**