



2018-19 BOYS BASKETBALL

TOURNAMENT PLAN – KEY POINTS OF REVIEW

- Schools are assigned to one of 128 Districts, 32 Districts in each of four Classes.
- Traditional or Non-traditional draw procedures may be used.
- District tournament dates are Feb. 25, 27 & March 1
- District champions advance to one of 32 Regionals, eight Regionals in each Division.
- Regional dates are March 5 & 7
- Regional winners advance to Quarterfinal games March 12
- The MHSAA Semifinals and Finals for Boys are at the Breslin Center at MSU
- Semifinal and Final dates are March 14, 15 & 16
- Bands are not allowed at District, Regional and Quarterfinal games.
- Raffles and 50-50 drawings are not allowed at MHSAA Tournament events.
- Admission is \$6/person for District & Regional games and \$7/person for Quarterfinal games.
- Admission is \$10 per 2 game session for Semifinal and \$10 per 2 game session for Final games. (Phone and online charges may apply)
- The MHSAA assigns officials at all levels of the MHSAA Tournament.
- Managers must file a financial report within 30 days of the conclusion their District, Regional or Quarterfinal tournament.
- Rawlings is the official basketball used at all levels of the MHSAA Tournament.



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

ADMISSION, TICKETS

District, Regional, Quarterfinal - Tickets will be sent directly from the ticket manufacturing company and should be received by managers not later than Feb. 4, 2019. Original invoices for tickets will be rendered to the MHSAA and payment for same will be made directly to the company furnishing the tickets by the MHSAA (not Tournament Managers). A completed Ticket Control Receipt must be completed upon conclusion of tournament.

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

NOTE: When tickets are purchased, please give the guest the ticket stub if there is a coupon on the reverse side. If there is not a coupon, please tear the ticket and retain a portion of it.

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

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

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

Ticket prices: (parking not included)

District - All tickets - \$6

Regional - All tickets - \$6

Quarterfinals - All tickets - \$6 7

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

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

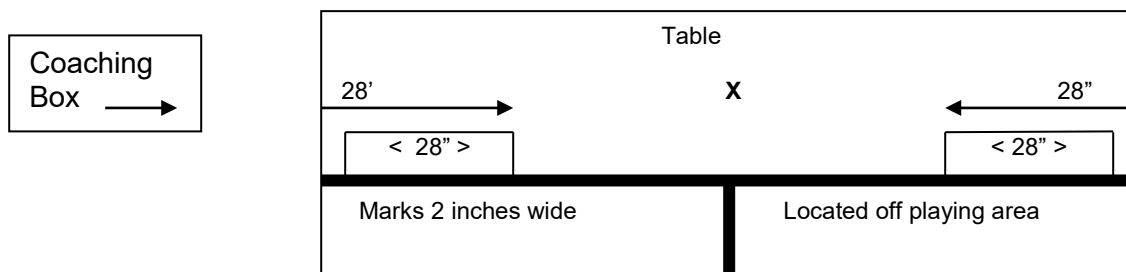
Passes - League passes, coaches' passes, local booster club passes, officials' association passes, etc., are not to be honored at any tournament. There are no passes to be honored except those distributed by the local management for supervision purposes. Managers are urged to issue complimentary tickets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

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

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

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

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



CROWD CONTROL - It is evidence of good tournament administration to have adequate police protection at Tournament Centers. Uniformed officers are preferable. Managers should make every effort to have a sufficient number of uniformed officers available. If they are present many unfortunate situations can be avoided. Managers must be sure that adequate attention has been given to this important administrative detail. Managers are urged to issue complimentary tickets for visiting school administrators for the purpose of crowd supervision. Complimentary tickets should

be limited to the school's administration and/or designated security staff. A written plan suggesting placement, duties and contacts should be available to persons acting in these capacities.

- By National Federation rule - artificial noisemakers of any kind are prohibited.
- Shirts must be worn by all spectators at MHSAA indoor tournament venues.
- Under no conditions should spectators be permitted to "RING" the floor or to enter onto the floor after a contest. It may be beneficial to have crowd control help from the competing schools.
- A minimum of 10 tickets could be utilized for a competing school's administration and security.

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

CONCUSSION PROTOCOLS –“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

DRAW PROCEDURES – District managers must conduct a draw, informing participating schools of the time and place. **The draw may take place any time after the first day of practice, and must be concluded by Dec. 10, 2018** Either a standard draw may be conducted or a non-

traditional draw as follows: Allow teams on the top of the district bracket to host in order to reduce travel (unanimous agreement prior to draw is required) After the draw, if two teams slated to play are closer to each other than the host site, the manager, with MHSAA approval, can allow the match to be played at the home team site. Financial policies will be the responsibility of the school where the match is played.

The draw should be done in the presence of representatives of competing schools desiring to attend. The home team may draw a bye. The tournament manager will conduct a geographic draw if schools assigned to a district have great distances to travel. The official method of making drawings for tournament play in basketball is as follows:

Important Notice Regarding Districts with 7 or 8 teams: In May 2010 the Representative Council determined that non-traditional draws be required for the first-round games of all seven- and eight-team districts in volleyball and basketball (and any other games where history or security is an issue and single games at multiple sites are preferred over multiple games at the same site). The District host site shall be placed on the top line of the bracket and a random draw take place for the bye of a seven-team District.

For seven (7) and (8) team districts, this is not an option. The first round shall be at home gyms.

Instructions for a 7 team draw: 7 Team Districts:

Bracket design changed to place the selected host site on the top line of the top bracket and the Bye will be drawn at random.

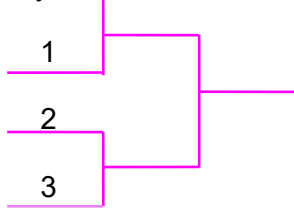
- Place selected host on top line of the bracket.
- Place all other schools on separate slips, and one slip indicating Bye in a hat.
- First team drawn (or Bye) will be written on line 2, next team drawn (or Bye) on line 3, etc.
- The Bye will fall where it is drawn.

District matches may be played on any day designated for District play and a team may not play more than one match per day. The earliest date for District Finals is Thursday.

See next page for sample brackets:

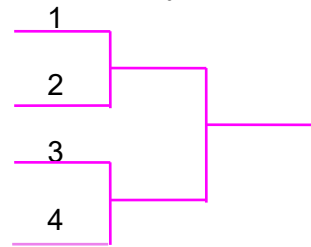
Three-Team Tournament

Two Rounds of Play - 2 Games - 1 Bye



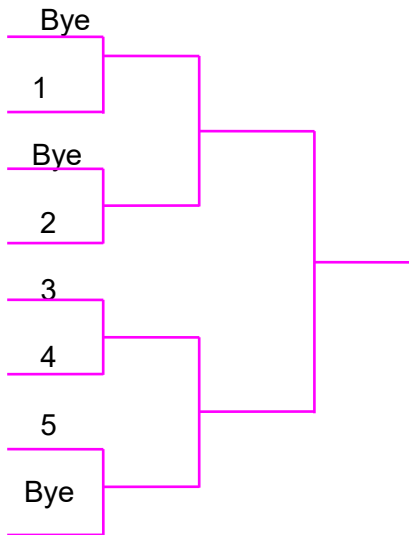
Four-Team Tournament

Two Rounds of Play - 3 Games



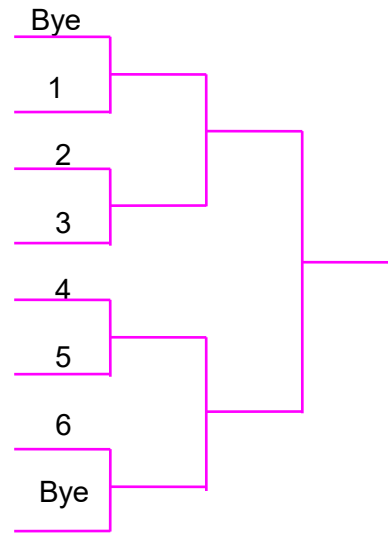
Five-Team Tournament

Three Rounds of Play - 4 Games
3 Byes



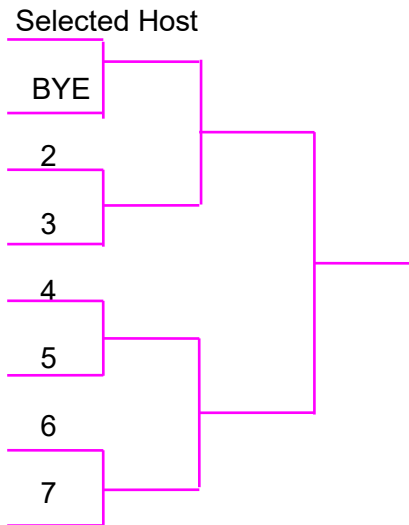
Six-Team Tournament

Three Rounds of Play - 5 Games
2 Byes



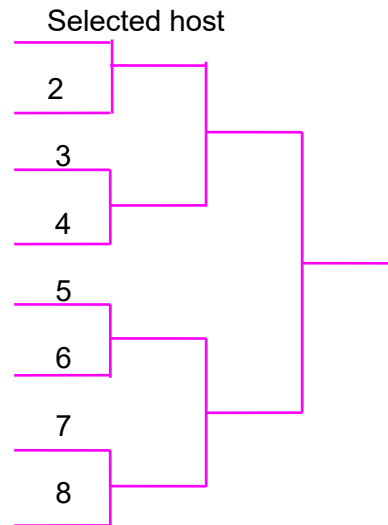
Seven-Team Tournament

Three Rounds of Play - 6 Games
1 Bye



Eight-Team Tournament

Three Rounds of Play - 7 Games
Perfect Bracket



- Host teams may draw the bye.
- In a three-team tournament there is always 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 is always one bye.
- In an eight-team tournament all lines in the bracket are filled - no byes.

The surest method of drawing so that no confusion will result is to place the names of the teams on individual slips of paper, fold each of them and place them in container so that they may be drawn one at a time. Have some neutral party draw one name, read it aloud, display it to the group and place the name of the team drawn on the first line numbered. Repeat the procedure placing each name in its bracket as drawn. If this method is followed, there can be no confusion or mistakes.

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

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

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

DRAW FOR REGIONAL GAMES, TIME SCHEDULE— As determined by the MHSAA Basketball Site Selection committee by random draw (Regional managers do not conduct a draw), pairings for the 2018-19 basketball Regional games are posted on the MHSAA Web site and are as follows:

Second Lowest District winner vs. Highest District winner
Lowest District winner vs. Second Highest District winner

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

The two Regional Semifinal games are to be played on the same date, the time of each game may be determined by the Regional Manager; however, the second game must be scheduled to start prior to 8:30 p.m.

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

Division 1

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

Division 2

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

Division 3

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

Division 4

Quarterfinal winner #13 vs. Quarterfinal winner #16

Quarterfinal winner #14 vs. Quarterfinal winner #15

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

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

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

FORWARDING OF ENTRY MATERIALS – District Managers - Immediately after completion of the final game of the District Tournament, managers are to forward the winning Team's Roster and Master Eligibility List to the proper Regional Manager. Regional Managers are to be notified by District Managers not later than Saturday night, **March 8** of the team in each class qualifying for their Regional Tournament. **Regional Managers** - As soon as your tournament program is printed, forward a copy to the appropriate Quarterfinal Manager. This is the most expedient procedure for the Quarterfinal Manager to obtain a copy of the winning Regional Team Roster. Immediately upon completion of the final Regional game send a copy of the Team Roster and Master Eligibility List of the winning Regional team to the appropriate Quarterfinal Manager.

FINANCIAL PLAN – Managers at all levels of the MHSAA Tournament must submit a financial report to the MHSAA in a timely fashion. Forms are available on the MHSAA Web site showing allowed expenses, revenue formulas, etc. The MHSAA will not reimburse for workers who are hired by the local tournament manager for any activity which produces revenue for the local site. This includes concession workers, sellers of programs or merchandise, and parking attendants. Participating school expenses policies are as follows:

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

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

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

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

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

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

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

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

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

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

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

INJUNCTION OR RESTRAINING ORDER PROCEDURE – Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "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 participate (individual competition)." If the meet has begun, it shall be completed.

LOCKER ROOM PRIVACY POLICY: Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

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

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

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

News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – as long as they are attending the game in a working capacity. Managers are under no obligation to admit or provide press row/box accommodations for non-working companions of media members. It is recommended that managers designate a specific door for media entrance.

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

a maximum of 2 photo passes, and weekly newspapers may receive 1 photo pass. A complete list of credentialing guidelines can be found in the MHSAA Multimedia Regulations, available on the Media page of the MHSAA Website.

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

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

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

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

host management have the authority to remove any member of the media for not staying in their designated area in any sport.

PARTICIPATING TEAM/SPECTATOR INTERNET STREAMING - The broadcast and streaming rights of MHSAA post-season tournament events belong exclusively to the N-F-H-S Network, FOX Sports Detroit, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. **Managers:** Please post the sign (found at the end of these materials).

Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Periscope and Facebook – or any other method.

Likewise, individual spectators are also prohibited from streaming video through any means. Participating schools are responsible for informing their students, parents and other fans of this policy and to assist the MHSAA upon request in enforcing it. Participating schools are asked to help promote where their particular game may be viewed when being streamed by the MHSAA, one of its television partners, or a media outlet which has pre-arranged to secure such rights.

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

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

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

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

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

OFFICIALS ASSIGNMENTS & PROCEDURES - The Basketball Officials Assignment Committee will assign officials for all District, Regional, Quarterfinal, Semifinal and Final games. The MHSAA will assign officials using Arbiter. If you have not already been a tournament manager for a sport in which we have utilized Arbiter for official assignments, you will be invited to join the MHSAA Post Season Group (111612) which you must accept to view your tournament officials. It should default to the "Schedule" and you will see a grid. Because you are the Host Site you need to click on the Games column in the Sites row to view your officials.

The MHSAA will assign officials to each specific District Tournament contests after the draw has been completed. No contracts will be issued by the manager. No changes should be made to

these assignments without contact to the MHSAA. No contracts will be issued by the manager. You must contact your assigned officials immediately to confirm the game dates and times, and provide driving directions to your facility. Include any other important information for officials at this time.

NOTE: If your District is using the non-traditional draw format (games being played at multiple sites). The MHSAA will assign officials to these non-traditional sites/contest. The non-traditional sites/host will also receive the same invite to join our Arbiter group to view their tournament 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:

OFFICIALS FEES - District - Officials fee will be \$63 per game plus the round trip allowance of 20¢ per mile beginning with the 51st mile traveled from home city of official to tournament host location for each day he/she officiates.

Regional - Officials fee will be \$65 per game plus the round trip allowance of 20¢ per mile beginning with the 51st mile traveled from home city of official to Tournament Center City for each day he/she officiates.

Quarterfinal, Semifinal, Final – Officials fees will be \$70 per game plus round trip allowance of 20¢ per mile beginning with the 51st mile. Semifinal and Final officials will receive housing beyond 75 miles and meal allowance (\$14).

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

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

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

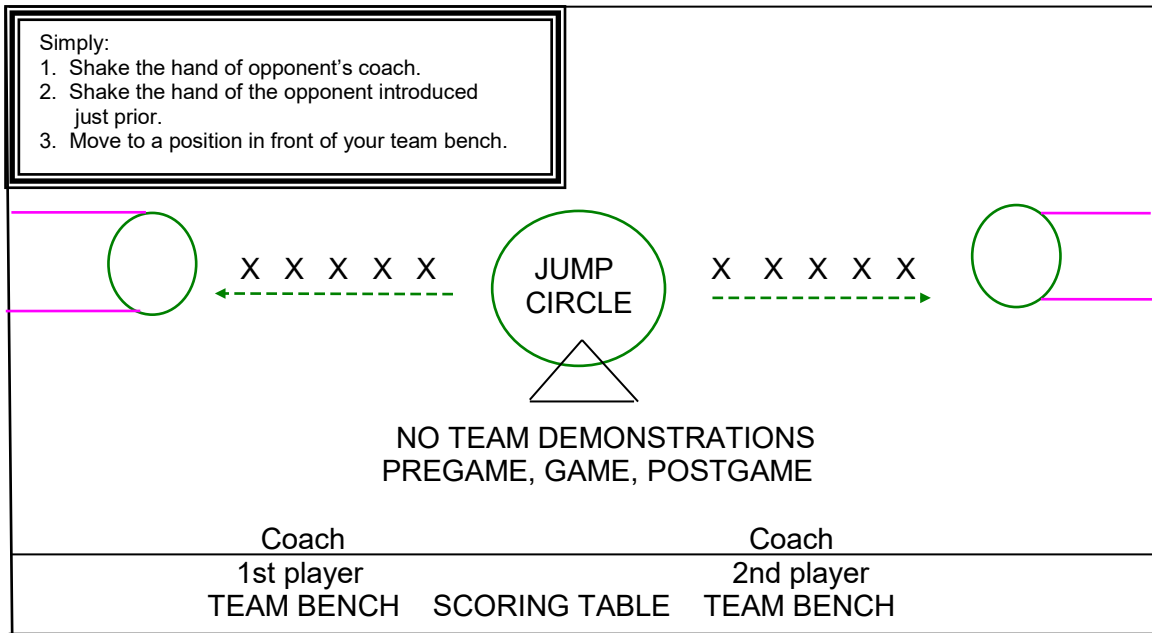
PROGRAMS - Host Schools are responsible for providing programs at all levels of the MHSAA Tournament, including Districts. At the District Level, schools will no longer receive printed programs inserts. Four pages of print-ready content and a program cover for boys may be found on the Basketball pages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

contact Royal Publishing for production of tournament programs at any level. Contact Tanya Hollingsworth at 800-397-5834 to discuss a production timetable.

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

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

PREGAME TEAM/COACH GREETING



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

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

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

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

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

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

SCORE REPORTING - Tournament managers are required to enter scores of all games at all levels online. 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.

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

During contests, officials will penalize under applicable sportsmanship or playing rules student-athletes or coaches who leave the field of play and contact or approach spectator areas for celebrations.

Each school shall assign an acceptable number of crowd control supervisors to be stationed in front of its student cheering sections. These individuals are to be admitted into the contest, enforce this policy and include a school administrator. Each tournament manager or the MHSAA Staff will determine the acceptable number of crowd supervisors necessary for each school dependent on the situation.

At the conclusion of contests, prior to or after the awards are presented, athletes shall not enter spectator areas or physically contact spectators in the stands. After awards are presented, athletes may approach their spectators (e.g. stand in front of their sections while on the field of play) but for safety reasons athletes are not to enter or physically contact spectators in the stands. Crowd supervisors are to ensure that spectators do not press the facility and possibly cause damage.

The cost for repair or replacement to facilities damaged as a result of celebrations shall be paid by the school involved directly to the host facility within 30 days of the bill being submitted to the school. MHSAA reimbursement or revenue sharing will be withheld until paid by the offending school. Future tournament hosting privileges or school reimbursements to offending schools may be withheld if payment is not made.

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

SCOREBOOKS – Scorebooks will not be provided. It is the responsibility of the host school to furnish the scorebook for their tournament(s). We have had many requests to allow schools the

opportunity to use the book their scorers are accustomed to using during the regular season. It is not necessary to return the score sheets to the MHSAA office.

TOURNAMENT FORFEITURE POLICIES - Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places

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

TEAM INTRODUCTIONS/PUBLIC ADDRESS ANNOUNCEMENTS -- When introducing teams prior to the game, no special recognition should be given to one team; especially a home team that would not be given to an opponent. It is recommended that players be introduced alternately, using the script provided on the MHSAA Web site. Additionally, only public address announcements relevant to the tournament and the MHSAA should be made during your games. Scripts for your announcer to use may be found on MHSAA Web site (www.mhsaa.com).

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

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

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

TOURNAMENT ENTRY - Schools must notify their tournament managers by the Opt-Out Due Date if they do not intend to participate in a previously assigned MHSAA tournament. Schools must see that tournament managers receive an accurate Eligibility List and Team Roster by the Opt-Out Due Date. These forms are available at mhsaa.com. Failure to fulfill the above obligations by the specified Opt-Out Due Date will result in MHSAA penalties as stipulated in the MHSAA Handbook. **For boys basketball the Opt-Out Due Date is Wednesday, Feb. 6, 2019.**

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

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

TOURNAMENT WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the Opt-Out Due Date. The MHSAA staff person responsible for the sport will request from the school principal a written

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

TROPHIES AND MEDALS – The MHSAA Tournament trophies and medals will be provided by one company, ESCO of Milwaukee, Wisconsin, the same people who have been the MHSAA medal providers for many years.

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

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

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

EXTRA/REPLACEMENT MEDAL ORDER FORM:

<http://www.mhsaa.com/Portals/0/Documents/AD%20Forms/medal%20form.pdf?ver=2008-08-26-110251-000>

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

YOUTH PROTECTION POLICY: During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.



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

Optional Copies: Athletic Director
 Team Coach

Fax: 517-332-4071



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require unconditional written authorization from a physician (MD/DO/ Physician’s Assistant/ Nurse Practitioner) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date of Injury: _____

REASON FOR ATHLETE’S INCAPACITY

ACTION OF LICENSED HEALTH CARE PROFESSIONAL

The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O. Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity. A school or licensed health care professional may use a locally created form provided it complies with MHSAA regulations. (See MHSAA Concussion Protocol)

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

Permission is granted for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

COMMENT: _____

DATE: _____

SIGNATURE (Must be MD/ DO/PA/NP)

PHYSICIAN’S NAME (Printed): _____

Copies to: Team Coach and Athletic Director (Duplicate as Needed)

In addition to this return to competition form, member schools are required to complete and submit the forms on MHSAA.com to record and track head injury events in all levels of all sports.



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. 5, 2018 and must be completed not later than Dec. 10, 2018** AND FAX/EMAIL IMMEDIATELY(517-332-4071,Tricia@MHSAA.com).

DISTRICT TOURNAMENT NO. _____ HELD AT: _____ DIVISION _____

BOYS

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

(Check one)
Traditional _____
Non-Traditional _____
1st Rd only _____

Day _____
Time _____
Site _____

Day _____
Time _____
Site _____

Did a team Opt Out? If so,
which team? _____

Day _____
Time _____
Site _____

All Times Are Local Times

Date _____ (Signed-Tournament Manager) _____

MHSAA Fax: 517-332-4071 or Email: Tricia@MHSAA.com



BOYS

Schedule of Regional Tournament Games
Due by Dec. 10, 2018

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

REGIONAL TOURNAMENT NO. _____ HOST _____

DIVISION _____

Winner District #

Day _____

Time _____

Winner District #

Day _____

Winner District #

Day _____

Time _____

Winner District #

2018-19 Regional Draw:

2nd Lowest District # vs
Highest District #

Lowest District # vs
2nd Highest District #

Any question on which district
winner draws into which line, please
consult the MHSAA website.

**All Times Are
Local Times**

Date _____ (Signed) _____
(Tournament Manager)

MHSAA Fax: 517-332-4071 or Email: Tricia@MHSAA.com

2018-19 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.

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

BOYS TOURNAMENT

Semifinal Games

(Thursday-Friday, March 14-15, 2019)

MSU-Jack Breslin Student Event Center

Session 1, Division 3 - Thursday, Noon & 2:00 p.m.

Session 2, Division 4 - Thursday, 5:30 p.m. & 7:30 p.m.

Session 3, Division 1 - Friday, Noon & 2:00 p.m.

Session 4, Division 2 - Friday, 5:30 p.m. & 7:30 p.m.

Final Games

(Saturday, March 16, 2019)

MSU-Jack Breslin Student Event Center

Session 5 - 10 a.m. – Division 4

12:15 p.m. – Division 1

Session 6 - 4:30 p.m. – Division 3

6:45 p.m. – Division 2

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 understand you will be given tickets for the gender you hosted. Request for such tickets must be received at this office **NOT LATER THAN FEBRUARY 5, 2019.** After that date, no assurance can be given that complimentary tickets for tournament games will be available to tournament managers.

DIST # _____ 2019 BASKETBALL TOURNAMENT COMPLIMENTARY TICKETS
REG # _____ FOR DISTRICT AND REGIONAL TOURNAMENT MANAGERS



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

Semifinals – (May check one or all sessions) – DIV 1 ____ or DIV 2 ____ or DIV 3 ____ or DIV 4 ____

Finals – (Check one or two choices) - Two tickets for Session 5 ____; Two tickets for Session 6 ____

Date _____ (Signed) _____
(Tournament Manager)

***Return by fax (517-332-4071) or Email to: Tricia@mhsaa.com
Prior to February 5, 2019.***

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



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

(Check one)
GBB _____
BBB _____

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

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

EXPENSE ACCOUNT OF COMPETING SCHOOL -- District

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

MILEAGE FACTOR AFTER 75 MILE DEDUCTIBLE (Line 3 below)

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

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

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

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

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

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

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

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

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

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

=====

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

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

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

EXPENSE ACCOUNT OF COMPETING SCHOOL -- Regional

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

MILEAGE FACTOR AFTER 75 MILE DEDUCTIBLE (Line 3 below)

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

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

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

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

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

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

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

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

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

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

=====

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

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

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

Prepared by _____
(Tournament Manager)



TICKET CONTROL RECEIPT

MHSAA TICKET CONTROL RECEIPT

_____ _____
 Sport Date of Event

District Regional Quarter Final

Received of MHSAA:

_____ Number of Tickets to Tournament Manager

Ticket Color: _____ Numbered: _____ to _____

X _____ _____
 MHSAA Staff Date Issued

Received by: **X** _____ _____
 Tournament Manager School

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

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

Number of unsold tickets _____

Total sold and unsold tickets: _____

Returned by: **X** _____ _____
 Tournament Manager School

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

Thank You for your leadership and service.
 Return one copy by fax: 517-332-4071 or email: Jeremy@MHSAA.com.

Your Cooperation

Please...

Fans are reminded that the broadcast and streaming rights of this event belong exclusively to the N-F-H-S Network, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Any individual streaming of this event is strictly prohibited.

