ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2023-2024 INSTRUCTIONS TO HOST SCHOOLS
GIRLS BASKETBALL REGIONAL TOURNAMENTS

Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

I. Financial

A. A financial report form will be included with your ball. Please complete and return the report and your check to the IESA Office within one week of your tournament.
   1. Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines:
      a. Computer generated checks are preferred.
      b. Blue or black ink only.
      c. Print clearly.
      d. Do not write over the numbers located across the bottom of the check.
      e. Do not staple the check.
   2. **ASSESSMENTS**: If your tournament runs at a deficit and you choose to assess the participating teams for their share of the deficit amount:
      a. Send your completed financial report and a check for Line D (30% of the gate) to the IESA Office.
      b. Once the report has been processed, an approved copy will be returned to you. The approved report will include the per game per team assessment amount. Please do not send correspondence to the participating schools prior to receiving the approved report.
      c. Once you have received the approved report, please email a scanned copy of the report to each team in your regional. Include the following in the body of your email:
         A. The amount each team owes (per game assessment times the number of games played)
         B. The school name and address to which the assessment should be returned
      d. HOSPITALITY IS NOT AN ALLOWABLE EXPENSE

B. Expenditures not permitted will be detailed on the financial report form.

C. **REQUIRED BASKETBALL:** Regional and sectional hosts will receive a Rawlings basketball at no charge for each tournament hosted (Model CNTR285-IESA).

D. **ADMISSION PRICES:** Admission prices for Regional tournament play:
(quarterfinal, semifinal, and championship games all played on separate days)
$3.00 for students K-8 and senior citizens (62+)
$5.00 for high school students and adults

E. **All IESA and IHSA Media Passes should be honored**.

F. **NEW - Pass cards** will be allowed at the basketball state series. If the school administrator chooses to bring a guest, he/she must present the pass card.

G. **PASS GATE INFORMATION:** Regional roster information will include pass gate information for the state series. Detailed information regarding Pass Gate information is included in this instruction mailing.

H. TEAM ENTRY: Members of participating teams (players or coaching staff) may be admitted to the tournament without charge during any day of the tournament.

1. NEW: Members of a school's non-participating team should NOT be charged an admission fee.

Example: During the 7th grade regional tournament, Team A's 8th grade team may enter through the pass gate as long as they arrive with the 7th grade team.

II. Tournament Planning

A. **TOURNAMENT DATES**: Playing dates should be communicated to all participating teams.
   a. Do not change the schedule (dates or times) after brackets have been set and posted-unless weather alters the playing schedule.
   b. Hold the 7th grade regional tournament Nov. 11 13-15 and the 8th grade regional tournament Nov. 18, 20-22. By-law 4.061 prohibits the scheduling of an 8th grade regional on the 7th grade sectional date, which is Wednesday, November 29.
   c. Changes may not be made to the pairings or in the order of games without permission from the IESA Office.

B. **TOURNAMENT TIME SCHEDULE**: It is typical to schedule games 1hour and 15 minutes apart.
   a. Game times posted for all state series contests will be the earliest time that a game will start.
   b. **For teams that play two games in one day**: Please keep in mind that a team competing in two regional games in one day must have a minimum of 3 hours in between the start of their first game and the start of their second game that day.
   c. **All games consist of six**-minute periods. Overtime periods shall be three minutes. Halftime periods are ten minutes. The warm-up period is fifteen minutes. **THESE TIMES MAY NOT BE ALTERED.**

C. **TOURNAMENT WORKERS**: Please make sure that you plan for an adequate number of workers for your tournament.

D. **PARKING**: Plan for team, fan, and officials parking. Make sure that parking instructions are communicated to participating teams and officials.
   a. Most of the visiting teams will travel by bus or van. Parking space near the gymnasium should be provided for the team buses.
   b. Please provide parking for officials near the entrance/exit that they will use to access the facility.

E. **INSTRUCTIONS FOR COMPETING TEAMS**: Be sure that all schools in your tournament are given adequate notice of the playing schedule, when doors will open, location of dressing rooms, etc.
   a. In your tournament instructions/information, make sure that you disclaim any losses suffered by players and others.
   b. Encourage each team to adopt some method for caring for the team's money, electronics, basketballs, and other valuables.
   c. It is recommended that host schools provide the warm-up balls for participating teams. If you will be unable to provide warm-up balls, please notify the participating teams.
      i. Please indicate to teams any items that you may be providing teams: warm-up balls, water, towels, training staff, etc.
   d. Remind the participating schools that the regional winner must send a team picture to the IESA office prior to the sectional play date of November 29 for 7th grade and December 6 for 8th grade. Instructions for the winners are located on the website and were sent to each school participating in basketball.

F. **PLAYING FLOOR**: Please make sure that your floor has the following markings:
   a. A 28 ft. coaching box must be marked on your floor.
   b. Additionally, an "X" should be placed on the floor in front of the scorer, but off of the playing floor

G. **GAME BALL**: As the regional host, you will receive a Rawlings CNTR285-IESA girls basketball for each tournament you host. There will be no charge for the ball. The ball will be shipped to hosts sometime in early November. Host schools must use the Rawlings ball provided to them. The Rawlings CNTR285-IESA will be used at all levels of the state series. Please use the ball prior to the regional (so the newness wears off). You may keep the ball after the regional or you may give it to the winner. The choice is yours.

H. **FAN SEATING**: If possible, place competing teams on opposite sides of the gymnasium and avoid placing opponents behind team benches.
   a. Be cognizant of rivalries when making seating arrangements

b. The front row should be left open if space allows.

I. **CONCESSIONS**: Communicate to your participating teams the availability of concessions at your facility.

J. **EMERGENCY ACTION PLAN**: Please make sure that you have an emergency action/venue plan in place for your tournament venue.

III. Tournament Personnel

A. **TOURNAMENT WORKERS**: Plan on an adequate number of workers.

a. Make sure that your workers understand their duties during the tournament.
b. Please see the tournament scheduling example.
c. Host schools should provide a scorer and timer for each tournament game.

B. **TICKET SELLERS**: Should be on the job at least one hour before the start of each day's contest and be responsible for the sale of tickets and the care of money.

C. **BENCH OFFICIALS**

a. Be extremely careful in the selection of your bench officials. One of the most important responsibilities of the tournament manager is the selection of experienced, efficient, adult scorers and timers.

New

b. The official scorer and timer for all state series games must be at least 16 years of age.

c. The official scorer is required to wear a black and white vertically striped garment.

d. No cell phones or personal electronic devices are permitted at the scorer's table during play.

e. Both the Official Scorer and Timer should be in their positions at the scorer's table no later than 20 minutes before the game begins.

IV. Regional Entry Form and Regular Season Information

A. To be eligible to participate in the seeding/ranking process, teams must complete the following:

a. REGIONAL ENTRY FORM: Each team is to complete its Regional Entry Form online prior to the Online Roster and Record Deadline.
b. REGULAR SEASON INFORMATION: Each team must also complete their Regular Season Information. Teams should enter all of their scheduled dates, results of those completed contests, and any notes regarding their contests or team.
c. OPTIONAL: Special comment section.

B. Only those contestants listed on the Regional Entry Form are eligible to participate.

a. A maximum of 15 uniformed players may be listed on the roster.

C. **No changes will be permitted on the Regional Entry Form after the Roster Closed date**.

New

a. **After the Roster Closed deadline, no changes will be permitted to the Regional Entry Form. Roster Closed deadline is 4:00 p.m. Friday, Nov. 10, for girls' 7th grade and 4:00 p.m. Monday, Nov. 17, for girls' 8th grade.**

V. On-line Seeding

A. **ONLINE SEEDING**: All schools will be required to participate in the online seeding of teams in your regional. **A school that does not participate in the online process has no say regarding any seed results.**

*** Friendly email reminders to the schools in your regional to complete this information is recommended and encouraged. Emails may be sent through the IESA Email center located in your host administration area.

B. All participating schools will rank the schools in their regional online. Ranking period is: 7th grade - November 2, 8th grade- November 9..

a. The IESA recommends that each school print the regular season information included on the web ranking page and have this in front of them prior to ranking the teams to review.
b. As the host you will be able to review when each school has completed this step. Friendly email reminders are a good way to get schools to follow-up. It is important that each school in your regional complete this step for the best seed results.

C. The IESA will post the seed results.

VI. On-Line Bracket Information

A. Host schools will be able to post their regional tournament location and schedule information on-line via the IESA website.
B. Host schools may enter this information through the IESA member center log-in page. You will need your school or athletic password to complete this process.
C. Once you have accessed your school page, click on the "Entry Center Logins" link near the top of the page.
D. Click on the appropriate "7th Host" or "8th Host" link for basketball.
E. After clicking the appropriate link, you will be able to access the sections below. Detailed instructions are included in separate materials with this mailing.
    a. You will be able to view the regional entry form for your school.
    b. **View Regional Rosters**- Once all schools have entered their regional entry forms, you may view that information from this link.
    c. **Download Entry Data**- You will be able to download the entry data (rosters) for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
    d. **Set Regional Dates/Locations** - Host schools will enter tournament information for display on-line. Tournament information consists of dates, times, and locations of tournament games. It is important that the complete address be added for the location of every game. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the Regional Assignments page on the IESA website.
    e. **Set Regional Results**- You will be able to enter regional results after each round of play.
    f. **Email Regional Coaches/Administrators**- This will provide you with an email form that will allow you to communicate with all coaches in your regional.
F. Take a moment to review the information online to make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.
G. Additionally, please make sure that you are posting your tournament information online in a timely manner. Teams, fans, and officials readily use this information.

VII. Tournament Format

A. Please make sure that all schools assigned to your regional know where to access the schedule and location information for your tournament. It is recommended that games not be scheduled on school time, and preferably in the evenings to help attendance.
B. **WARM-UP AND HALFTIME**: Tournament warm-up times shall be 15 minutes in tournament play. All games shall consist of 6 minute quarters. Half-time period is 10 minutes. These times may not be changed.
C. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
D. The **top team in the bracket shall be designated the home team** for each game.
E. During the state tournament series, teams are permitted to play in no more than 2 state series games in one day.
F. For a team competing in two regional games in one day, the time between the start of the first regional game for that team and the start of the second regional game for that team must be a minimum of three (3) hours.
G. <u>All games are to be played in the proper order and shall not be changed unless permission is granted by the IESA.</u>

H. BRACKET SET-UP: Regional tournaments must be set-up as follows (see also the bracket page included in this material):

Four team tournaments: Game 1: Seed #1 vs. Seed #4 Game 2: Seed #2 vs. Seed #3 Game 3: Winner Game 1 vs Winner Game 2	**Five team tournaments (2 days):** Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5; (bottom bracket) Seed #2 vs. Bye, and Seed #3 vs. Bye. Game 2: Seed #2 vs. Seed #3 Game 3: Seed #1 vs. Winner Game 1 Game 4: Winner Game 2 vs. Winner Game 3
Five team tournaments (3 days): Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5; (bottom bracket) Seed #2 vs. Bye, and Seed #3 vs. Bye. Game 2: Seed #1 vs. Winner Game 1 Game 3: Seed #2 vs. Seed #3 Game 4: Winner Game 2 vs. Winner Game 3	**Six team tournaments:** Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5 Game 2: (bottom bracket) Seed #3 vs. Seed #6, and Seed #2 vs. Bye Game 3: Seed #1 vs. Winner Game 1 Game 4: Seed #2 vs. Winner Game 2 Game 5: Winner Game 3 vs. Winner Game 4
Seven team tournaments: Game 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5 Game 2: (bottom bracket) Seed #2 vs. Seed #7 Game 3: (bottom bracket) Seed #3 vs. Seed #6 Game 4: Seed #1 vs. Winner Game 1 Game 5: Winner of Game 2 vs. Winner Game 3 Game 6: Winner of Game 4 vs. Winner Game 5	**Eight team tournaments:** Game 1: (top bracket) Seed #1 vs. Seed #8 Game 2: (top bracket) Seed #4 vs. Seed #5 Game 3: (bottom bracket) Seed #2 vs. Seed #7 Game 4: (bottom bracket) Seed #3 vs. Seed #6 Game 5: Winner Game 1 vs. Winner Game 2 Game 6: Winner Game 3 vs. Winner Game 4 Game 7: Winner Game 5 vs. Winner Game 6

I. **Please post the results of your regional tournament on-line via the IESA website**.

VIII. Tournament Policies

A. In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions.

1. It is recommended that host schools conclude their own practices, at all levels, one hour prior to the scheduled game times.

2. The host playing floor and locker rooms should be vacated at least one hour prior to the scheduled game time.

B. **BANNERS, SIGNS, ETC**.: During IESA state series tournament games (regional, sectional, state finals), the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.132)

C. **NOISE-MAKING DEVICES**: All noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.133)

D. **CROWD CONTROL:** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.

a. The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.

E. **EJECTION**: If a player, coach, or fan is ejected from a contest for unsportsmanlike conduct during your contest, please notify the IESA Office of the ejection.
F. No tournaments may have a sponsor who is a manufacturer, distributor, or advertiser of tobacco or alcoholic beverages, political or religious groups, or of any other products or services which might reflect unfavorably upon the school or the Association.
G. **CHEER SQUADS**: All cheers, performances, routines, or other activities conducted by a school's spirit squad (i.e. cheerleaders, pom-poms, flags, drill team) when performed at an IESA sanctioned event shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations. All basket tosses and double full twisting dismounts, regardless of the surface are prohibited.
    1. Only 12 cheerleaders may be admitted free in uniform.
    2. Only 12 cheerleaders may be allowed to cheer at any one time on the sideline/endline. Performances between quarters, during full time-outs, and during half-times may include more than 12 cheerleaders on the floor.
H. **MUSIC**: Music can be played at tournament games. When music is played, it must be consistently played for all teams throughout the tournament. Music played during games must be limited to pre-game, time-outs, intermission, and post-game.
I. All fans who attend IESA state series contests must wear shirts at all times.
J. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

IX. Awards and PA's

A. **REGIONAL PLAQUE**: The regional plaque will be sent to you from our supplier in Princeton (A&M Products).
    1. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.
B. **PUBLIC ADDRESS ANNOUNCEMENTS**: The IESA will send you public address announcements to be read during your tournament. These announcements will be included within your host box.
    1. PA Announcements should be made at least once each game.
    2. PA and Bench personnel are responsible to remain unbiased and non-partial towards participating teams.
C. **INTRODUCTION OF PLAYERS**: The five starting players and the Head coach of the visiting team and the five starting players and head coach of the home team should be introduced.
    1. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tip-off time.
D. **AWARDS PRESENTATION**: You will also be sent a script for the presentation of the regional plaque. Please make sure this script is read immediately following the contest. It is recommended that both teams be present for the awarding of the plaque.

X. Officials

A. **HIRING**: It is the regional host's responsibility to contract officials.
    a. Officials must be registered by the Illinois High School Association.
    b. **Preferably, no officials hired should have an affiliation with any of the participating schools (i.e. children attending school, employee of the district, etc.) This does not include residence in city.**
    c. **NEW!!! Three officials must be contracted for the regional championship game only.**
B. COMMUNICATION:
    a. To Participating Schools: Schools participating in your regional should be notified of the officials who will be working the regional tournament as early as possible and no later than the Online Roster and Record deadline.
    b. To Officials: Be sure to contact the officials with specific information about parking, etc.
C. **Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains and officials.**
D. **PAYMENT**: Regional officials should be paid $50.00 each for each game. Officials should be paid the day of the contest.

E. **SECURTIY: It is the responsibility of the host to provide for the security of the officials**.
   - **a.** A private dressing room should be provided for the floor officials. If possible, the room should be equipped with shower facilities; but if no such facilities are available, classroom or small office room will suffice. No one but the officials should be admitted to the dressing room.
   - **b.** The host should be present to escort officials on and off the playing area for all contests. Fans/coaches should not be allowed into the official's dressing area.

F. **Two licensed officials must be hired for all regional games**.
   - **a**. Officials may be hired to work no more than 3 games in one day.

XI. Emergency Planning

A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.

B. **Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them**.

C. Review your school's emergency plan with those who will be working your tournament.

D. The IESA expects you to provide adequate security at your tournament. It is recommended that you either:
   a. Notify your local police department of your tournament dates, or
   b. Request their presence at your facility during the tournament. Please review the financial report regarding this expense.

XII. Weather Instructions

A. Contact information

a. Make sure that you get an emergency phone number for each team that will be participating in your regional tournament. This should be a number for a phone that will be travelling on the team bus.

b. Make sure that each team participating in your regional has a phone number for your tournament manager. This number should be for a number that will be answered after school hours.

B. **By-law 5.074**: State series contests in basketball shall not be forfeited due to weather. If the administrator of any participating school determines the team can not reach the tournament site due to weather, or if the tournament manager makes the decision that all contests scheduled on a given day shall not be held because of weather, the host school shall reschedule the game(s) and adjust the remainder of the playing schedule as necessary. Other contests scheduled on that particular date may still be held.

C. If your regional tournament is rescheduled, please make sure that you update your playing schedule online. Additionally, please notify the IESA that your tournament schedule has been changed.

D. When inclement weather alters the designated playing site of a regional tournament, the higher seeded team will host the game(s) unless schools mutually agree to a different site.

XIII. Forfeiture

A. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled game time shall forfeit the game. A game or match that is played even though the school failed to field the required number of starters within thirty (30) minutes of the scheduled game time cannot be protested for that reason. (5.073)

Q. As a regional tournament host, should I notify the other team before they leave home when their opponent has forfeited in advance?

A. Yes. It is not necessary for a team to correctly appear on the game area at the correct time and before thirty minutes have elapsed if it is known in advance that their opponent is forfeiting the contest. Administrators should use good judgment in making decisions to notify other teams of declared forfeits.

Q. One of the teams that is scheduled to play in my sectional is late. There has been no contact from that school. What do I do?
A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time.

Q. My regional basketball game was scheduled for 6:00 p.m. One of the schools scheduled to play in the contest has called and indicated they have had bus problems and will be arriving after 6:25 p.m. Should this game be forfeited?
A. No. Schools have 30 minutes from the scheduled start time to arrive at the site. Since contact has been made between the host school and the school that will be late, the game shall start no later than 6:30. There would be at most 5 minutes of warm-up time given to the school that is late as the game may not start later than 30 minutes from the scheduled start time.

Q. One of the teams that is scheduled to play in the first round of my regional has called to indicate their bus is having mechanical problems. They believe they will be an hour late. What do I do and what is my next step?
A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time. While it is unfortunate the team will be late because of bus problems, to continue delaying the regional will only cause problems for the teams who are schedule to play later in the day and officials who are scheduled to work that day as well. If the school arrives 30 minutes after the scheduled start time, the contest should be declared a forfeit, the host school should notify the IESA Office, and the next game should be played at the scheduled start time.

Q. Whose responsibility is it to declare a forfeit if a team is late?
A. The host manager has the responsibility to declare a forfeit. This is generally the administrator of the host school.

Q. Can the coach call the tournament host to tell him they are unable to appear due to bad weather?
A. It is valid when done by a school administrator.