



Boys Basketball Regional/Sectional Host Instructions | 2026-2027

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The state series is defined as regionals, sectionals and the state finals.

The state finals are defined as quarterfinals, semifinals, third place and championship games.

I. Planning

A. Basketballs

1. As a boys' basketball **regional** or sectional host, you will receive one Rawlings (CNTR295-IESA) basketball in the mail from the IESA. Please inflate this basketball and use the ball so the newness wears off prior to **regional** and sectional games.
2. Provide basketballs for competing teams to warm up with
3. Hosts that are unable to provide basketballs for warm-ups must notify participating schools prior to arrival that they should bring balls for warm-ups.

B. Scorebooks

1. **Regional** and **sectional** hosts will need to provide an official scorebook.
2. In the basketball state series, it is recommended that each competing team keep a scorebook. The individual keeping the team scorebook must be a minimum of 17 years old and must be seated at the score table if room allows. If space is not available, this individual must sit in the immediate proximity of the score table during the game(s). Immediate proximity is the first seat on the bench closest to the score table or in a seat next to the score table.
3. In the event that there is a discrepancy between the visible score and the official scorebook, the game officials will compare the scorebooks of the competing teams with the official scorebook to determine an appropriate correction if applicable.

4. If, after examination of all scorebooks the game officials cannot determine an appropriate correction, the original record of the official scorebook will be considered official and correct.
5. The judgement and/or decision of the game officials cannot be protested.

NOTE: It is recommended that all competing teams keep a team scorebook, regardless if they are hosting the contest. In this case, it is required that the host school provides an individual to record the official book and it is recommended the host also has an additional individual to record their own team book.

C. Workers/Volunteers

1. As host, you are responsible for providing ticket gate staff, concessions workers, an official scorer, a scoreboard operator, and an announcer.
2. The official scorer must wear a black and white striped official's shirt so that he/she is easily identifiable, and this individual must be at least 17 years old.
3. Workers may not use electronic devices when working at the scorer's table.
4. Providing team escorts to each school participating can help them navigate the building and have any questions answered.

D. Parking

1. Make sure that all those attending know what the parking options are for your facility.
2. Take the following into consideration: buses, fans, officials, parking personnel, parking signage, and emergency vehicle access; communicate where buses should drop off participants and student fans as well as where buses should park.
3. Officials' parking should be near the door they will use to enter and exit the facility.

E. Lockers

1. Communicate with the schools about the availability and security of locker rooms.
2. Prior to their arrival, let schools know which locker room they are assigned to, and if these locker rooms are not secure, let schools know to keep personal belongings at their bench.
3. Communicate your school's policy regarding the security of the locker areas to all schools prior to their arrival.

A. Crowd Control and Security

IESA By-law 3.148 – No spectators shall be allowed to sit on the front row of the bleachers during the state series in basketball. Spectators with special needs or elderly are exempt as space allows.

1. 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 between the host school and the schools participating in the contest.
 - a. The host will select team benches and seat spectators directly behind or across from team bench. Please don't allow opposing fans to sit behind/across from bench.
2. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.

3. Host schools should communicate with participating schools about whether or not a school administrator or school representative (other than the coach) will be in attendance.
4. Be an active supervisor, try to anticipate problems, address them and act quickly on complaints.

F. Facility Signs, Concessions, Hospitality and Other Provisions

1. Provide signs to direct fans, coaches, officials, and players - concessions, restrooms, ticket gate, locker rooms, parking, specific seating areas for schools in bleachers, hospitality room, and indicating your policy on food/drink in the playing area.
2. Communicate with schools about the availability of concessions for purchase and hospitality. If a hospitality room is provided, it should be for administrators, coaches, bus drivers, officials, IESA personnel, and spouses; however, host management can define those who may use the hospitality room.
3. For **regionals** and **sectionals**, a hospitality room is NOT an allowable expenditure on the financial report form.
4. Communicate to schools if you will or will not be providing towels, on-site training staff, water at the team bench and/or team escorts.

II. Ball Boxes & Shipments from IESA/Vendors

A. The IESA will mail a ball box to each IESA regional and sectional host.

1. A&M Products (815-875-2667) will send champion plaques.
2. Please check your plaque upon arrival to ensure that it displays the correct grade, class, gender, and regional or sectional.
3. IESA will send a ball box that includes the financial report instructions, scorer and libero tracker instructions, a Rawlings basketball, host manual, PA announcements, 2 sportsmanship pins and the plaque presentation script.
4. Sectional hosts will be able to see assigned officials in the hosting center.

III. Online Forms – Regional Entry Forms, Seeding & Brackets

A. Regional Entry Forms and Online Seeding

1. Changes to the **regional** entry form are only permitted up until the "Roster Closed" deadline outlined in the IESA Basketball Terms and Conditions season calendar.
2. The IESA will post seed results via the online brackets following the seeding step.

B. Brackets

1. **Host schools will post their regional bracket and information online.**

STEP 1.

To access the host administration information - log in to the school member center from the IESA website by clicking on the red "Member Login" button.

STEP 2.

Select the school name and enter the School or AD password. Once you have accessed your school page, you will click on the "Entry Centers" link at the top of the page.

IESA Member School Login

Administrators, coaches, directors log in here.

Choose your school and enter your password to log in.

School: Choose City/School

Password:

Click here to log in

[HELP! I don't know the password!](#)

Not a Member of the IESA?
[Membership Information for Prospective Members](#)



STEP 3.

Next to the activity (basketball), you will see two links - "Entries" and "Host Admin."

By clicking the "Host Admin" link, you will have access to the following:

- Email coaches/administrators for the schools in the level you are hosting
- Set Regional Dates/Location and Set Sectional Location
- Set Regional/Sectional Results
- Download Regional/Sectional Entry Data
- View Regional/Sectional Rosters
- Sectional Official information

Entry Centers & Host Administration	
Activity	Entry Center Links
Concussion	Concussion Testing
Athletic Director	
Golf	Entry Center
Girls Softball	Entries Host Admin
Boys Baseball	Entries Host Admin
Cross-Country	Entries
Speech	Entries
Girls Basketball	Entries 7th Host 8th Host
Cheerleading	Access Pending
Boys Basketball	Entries 7th Host 8th Host
Boys Wrestling	Entries
Girls Volleyball	Entries 7th Host
Music	Entries
Scholastic Bowl	Entries
Track & Field	Entries Host Admin
Scholar Attitude	Photo Uploader

Girls Basketball Host Administration	
Entry Menu - 7th Grade Regional Entry Form - 7th Grade Host Administration	
Regional 1	Sectional 1
Email Regional 1 - Coaches Administrators	Email Sectional 1 Qualifier - Coaches/Officials Administrators
Regional Host Info	Sectional Host Info - Pending
Set Regional Dates/Locations OPEN Open thru sectional scoring	Set Sectional Location OPEN Open thru state scoring
Set Regional Results - Regional Bracket Instructions OPEN Open after seeding thru sectional results	Set Sectional Results OPEN Open from 12/3/2025 thru state scoring
Download Regional Entry Data View Regional Rosters/Pass Gate	Update Sectional Champ Win/Loss Records OPEN Open from 12/3/2025 thru state scoring
Check Regional Brackets - Check Sectional Qualifiers	Download Sectional Entry Data View Sectional Rosters/Pass Gate

2. The regional, sectional, and state playing dates and times shall be in accordance with the dates in the season calendar found in the IESA Basketball Terms and Conditions.
 - a. **Regional** playing dates and times should be decided and posted online prior to seeding.
 - b. The schedule should ONLY be changed (after seeding) if there is a weather issue.
 - c. **Regional** games played on weeknights may not begin prior to 4:00 pm.
 - d. Any school that plays two games in one day in the region must have three hours from the start of their first game to the start of their second game, i.e., 6 seed plays at 10:00 p.m., they cannot play again until 1:00 p.m.
 - e. It is recommended that Saturday **regional** games begin at 9:00 am or later.
 - f. The IESA Basketball page has sample brackets posted online, depending on if **regional** tournaments will be played over 1-3 days - refer to these as you schedule:
https://www.iesa.org/documents/activities/IESA-BK_Regional4-8TeamSampleBrackets.pdf
 - g. IESA By-Law 4.061 prohibits the scheduling of an 8th grade **regional** on the date of the 7th grade **sectional**.
 - h. NEW: Sectional games must start at 6:00 pm. Sectional game times are set by the IESA.
 - i. Games shall be started at the scheduled time and played in the proper order.
 - j. For **regionals**, the top team in the bracket shall be designated as the home team for each game.
 - k. For sectionals, the team representing the odd-numbered **regional** is the home team.
 - l. As host, please update the scores online for each game as it is completed.

STEP 4.

Updating scores online.

The screenshot shows two parts of the IESA website. The top part is titled "Regional 1 Locations" and includes a green instruction: "Update as often as needed. All fields optional." Below this is a form for "Game 5 v. Winner Game 6". The form has fields for "Venue" (containing "TBD"), "Address", "City (just city)", "Date", and "Time" (with AM/PM dropdowns). Red arrows point to the "Venue" and "Address" fields. A blue arrow points to the "Update" button at the bottom right of the form. The bottom part of the screenshot shows the "2026 Class 7-1A Regional 1 Bracket". It is a tournament bracket with seeds 1st through 7th. The bracket shows "1st Seed" and "2nd Seed" on both sides, with "Date: TBD" and "Winner Game 2" indicated. A red arrow points to the "Date: TBD" field in the bracket. A blue arrow points to the "Update" button at the bottom right of the bracket section.

NOTE: After entering the information online, view the host information from the public side of the IESA website to check for accuracy (as if you were just going to the website as a spectator and not logged into your member center, i.e. bracket information and map location is accurate).

IV. Financial Arrangements

A. Regional Tournament and Sectional Games

1. Financial reports are available online in the school's member center.
 - Instructions for completing the online form are included.
2. Each member school hosting a **regional** tournament/sectional game shall submit the completed financial report and send 30% of the gross receipts of admission to the IESA as soon as possible and no later than two weeks of the conclusion of hosting.
3. Allowable expenditures are outlined and shall be detailed on the financial report form.
4. If there is a deficit in **regional** tournament/sectional game finances, participating schools may be assessed by the host school on a per-contest basis.
 - a. If the host school will be assessing the participating schools, the IESA will send assessment instructions to the host, including the amount due per school, after the report has been finalized.

- b. Assessments will be paid directly to the host school after the IESA Executive Director approves the financial report form.

B. Additional Considerations for Regional and Sectional Hosts

1. When sending your check to the IESA, your check is cashed using remote deposit (scanned electronically); use the following guidelines:
 - a. Computer-generated checks are preferred; use only blue or black ink on the check, print clearly, keep the space over the number along the bottom of the check clear, and paperclip the check to the completed financial report form.
 - b. Do not staple the check.
2. Allowable expenditures are detailed on the financial report form for each state series level - some of these allowable expenditures have maximum amounts detailed as well.
3. Concession sales are kept entirely by the host school.

C. Ticket Gate

1. Admission prices are set by the IESA Board of Directors - see below.
2. Plan for the appropriate amount of staff at the ticket gate(s). Staff working the ticket gate should be knowledgeable about the location of team locker rooms, the tournament schedule and be familiar with your facility.
3. All news media with proper credentials and/or those with an IESA or IHSA media pass should be allowed admission at no charge.
4. Limits on free passes to the state series shall only include those individuals listed on the school's **regional** entry form as of the "Roster Closed" deadline.
 - a. **Regional** and **sectional** host schools have access to this information at the Host Admin link once logged into the activity entry center.
 - b. Members of the participating teams and coaching staff may be admitted to the tournament without charge during any day of the **regional** tournament.
 - c. During the 7th grade state series, the 8th grade team from the same school will not have to pay admission to watch the 7th grade team (and vice versa for 7th grade teams wanting to watch 8th grade teams).
5. The IESA pass cards are intended for use by the school administration (superintendent, principal, assistant principal, athletic director). School administrators who wish to have a guest accompany them at the state finals must present the IESA pass card at the ticket gate to allow the guest free entry.
6. Regionals Admission
 - a. Admission is the same regardless of the number of rounds of the **regional** tournament are being held on one day - a maximum of two rounds can be played in one day.
 - b. Admission prices for the **regional** are as follows:

Onsite (Cash)	Ages 5 & Under
\$5 per person	Free

7. Sectionals Admission

- a. Admission prices for the **sectional** are as follows:

Onsite (Cash)	Ages 58 & Under
\$5 per person	Free

V. IESA Tournament Format and Policies

- A.** All tournament play shall be single elimination, with the winning team advancing from regionals to **sectionals** and from sectionals to state finals.
- B.** Any team playing more than 2 games in a day, must have 3 hours from the start of their first game to the start of their second game.

The host school shall not make its gymnasium available to visiting teams for practice.

- C.** The playing court shall be set-up and ready for play 45 minutes prior to the scheduled start time.
- D.** A team failing to field the required number of starting players within thirty (30) minutes of the scheduled game time shall forfeit the game.

E. Warm-ups and Ball Handling

- 1. Only team personnel listed on the **regional** entry form are allowed on the court during warmups. (No feather boas, tutus, sunglasses, pom poms, or other paraphernalia are allowed on the team personnel)
 - 2. **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.
 - 3. In **regional**, sectional, and the state final games, ball handling will not be permitted prior to the coin toss and timed warm-up. Teams are permitted to stretch on the court prior to the 15-minute warm-up.
- F.** The displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited as well as any noise-making devices or light sticks (artificial or not). These items should not be brought into the playing area - direct them to return these to a vehicle prior to entering the playing area.

G. Ejections

- 1. Notify the IESA if you have an ejection at your site.
- 2. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition.
- 3. Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible/ unable to be present for the next two (2) interscholastic contests at that level of competition.
- 4. **NEW: A fan ejected from the regional or sectional is not permitted to return / unable to be present at any remaining state series contests.**
- 5. Additional penalties may apply and will be communicated to schools from the IESA.

VI. PA Announcements and Team Intros, Music & Awards

A. Public Address Announcements and Team Introductions

1. The IESA will email the online the PA announcements to read the week of the **regional**.
2. The national anthem should be played/sung prior to the introduction of teams. If multiple games are played on the same day, the national anthem only needs to be played/sung at the beginning of the first game.
3. For team introductions, the starting players and the head coach of the visiting team should be announced first, and then the starting players and head coach of the home team should be introduced.

B. Music

1. Hosts are encouraged to provide music during warm-ups, team introductions and between games. If you choose to play music, it should be consistently played for all teams throughout the tournament.

C. Awards Presentation

1. Scripts for **regional/sectional** plaque presentations are included in the ball box mailing - read the script and present the awards immediately following the championship game.
2. Remind the **regional** champion to submit their team photo prior to the start of sectional play.

VII. Officials

A. Host Responsibilities

1. Contact officials at least one week prior to the game(es) they are working to confirm any details regarding school location, dressing accommodations and parking.
2. IESA will communicate to **sectional** host schools which officials are working for the **sectional**.
3. Provide security for the officials - escort them on/off the playing area for each contest.
4. Provide a private and secure locker room/shower facility to change and store their belongings. If there are windows in the officials' area, make sure that they are covered so that those inside are not visible to others.
5. Drinks should be made available to the officials while they are working.
6. Spectators, players, and coaches are not permitted in the officials' dressing area.
7. If the hospitality closes before the last game is finished, make arrangements for food to be left in the officials' room (sandwich, drink, etc.).
8. Remind the officials to log in to the IESA Officials Center at the end of their game(es) and complete the sportsmanship ratings for all teams they saw that day.

B. Regional Officials

1. Two (2) IHSA-licensed officials shall be hired by the host school for each **regional** game, with the exception of the regional championship game (3 officials).
2. Hosts may NOT hire 3 officials for quarterfinal and semifinal games, NO EXCEPTIONS.
3. Neither of the two officials may have an affiliation with the participating schools.
4. **Regional** officials are paid by the regional host at the rate of \$55 each per game.

5. This is an allowable expenditure on the **regional** financial report form.
6. No mileage is paid to officials.

C. Sectional Officials

1. Three (3) IHSA-licensed officials shall be contracted by the IESA for each sectional game.
2. Sectional officials are paid by the sectional host at the rate of \$65 each per game.
3. This is an allowable expenditure on the sectional financial report form.
4. Sectional officials' names and contact information may be found in your boys' basketball host administration.

VIII. Emergency Planning and Weather

- A.** Each host should have a school-specific emergency action plan.
 1. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually.
 2. The IESA encourages you to contact your local EMTs and inform them of your game dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be at regional and sectionals.
 3. State finals hosts are required to have medical personnel at the facility.
- B.** The contest manager/host administration should be visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them in the playing area.
- C.** Provide adequate security at your tournament. The following are recommended:
 1. Notify your local police department of your tournament dates OR
 2. Request police presence at your facility during the tournament - document this on the financial report form.
- D.** Make sure you have emergency phone numbers for each coach and school administrator that will be coming to your school - this should be a number traveling with the school bus and accessible outside of school hours.
- E.** State series games shall not be forfeited due to weather. If the administrator for any participating school determines the team cannot reach the host school site 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 games and adjust the remainder of the playing schedule as necessary.
 1. The IESA will make this determination of rescheduling due to weather for the state finals.
 2. If you must reschedule due to weather, make sure those changes are reflected online. Additionally, notify the IESA that your tournament schedule has been changed.