



# ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

## 2024-2025 INSTRUCTIONS TO HOST SCHOOLS GIRLS BASKETBALL SECTIONAL 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.
- Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines:
    - Computer generated checks are preferred.
    - Blue or black ink only.
    - Print clearly
    - Do not write over the numbers located across the bottom of the check.
    - Do not staple the check.
  - ASSESSMENTS:** If your tournament runs at a deficit and you choose to assess the participating teams for their share of the deficit amount:
    - Send your completed financial report and a check for Line D (30% of the gate) to the IESA Office.
    - 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.
    - Once you have received the approved report, please email a scanned copy of the report to each team in your sectional. Include the following in the body of your email:
      - The amount each team owes (per game assessment times the number of games played)
      - 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:** Sectional hosts will receive a Rawlings basketball at no charge for each tournament hosted ([Model CNTR285-IESA](#)). Please inflate the ball, if necessary, and use the ball so the newness wears off prior to the Sectional game. **This ball must be used in the Sectional game.**
- D. **ADMISSION PRICES:** Admission prices for Sectional tournament play:  
**NEW: There is one admission price for the Sectional. \$5.00 for students K-8, senior citizens (62+), high school students, and adults**
- E. **All Media Passes should be honored.**
- F. **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.
- NEW:** Members of a school's non-participating team should NOT be charged an admission fee.  
**Example:** During the 7<sup>th</sup> grade sectional tournament, Team A's 8<sup>th</sup> grade team may enter through the pass gate as long as they arrive with the 7<sup>th</sup> grade team.

## II. Tournament Planning

- A. **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.
- B. **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 Sectional Champion that state information will be emailed to them on Thursday morning. Please remind coaches to look for this information.
- C. **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
- D. **GAME BALL:** As the 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 your tournament (so the newness wears off). You may keep the ball after the sectional or you may give it to the winner. The choice is yours.
- E. **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.**
- F. **CONCESSIONS:** Communicate to your participating teams the availability of concessions at your facility.
- G. **EMERGENCY ACTION PLAN:** Please make sure that you have an emergency action/venue plan in place for your tournament venue.

## III. Tournament Format

- A. Hold the sectional tournament at **6:30 pm** on **December 4** for 7<sup>th</sup> grade and/or **December 11** for 8<sup>th</sup> grade. Playing dates and times are mandated by the IESA Board of Directors.
- B. **WARM-UP AND HALFTIME:** Tournament warm-up times shall be limited to 15 minutes. All games shall consist of 6 minute quarters. Half-time period is 10 minutes.
- C. The odd-numbered regional winners shall be the home team in each Sectional.
- D. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament. Music should be limited to pre-game, time-outs, halftime, and post- game.
- E. **Sectional hosts shall not schedule regular season contests of any activity on sectional dates.**
- F. Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains, and officials.
- G. Game times posted for all state series contests (regional, sectional, state) are the earliest time that a game would start.

- H. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.

#### IV. Tournament Personnel

- A. **TOURNAMENT WORKERS:** Plan on an adequate number of workers.
- Make sure that your workers understand their duties during the tournament.
  - Host schools should provide a scorer and timer for the contest.
- B. **TICKET SELLERS:** Should be on the job at least one hour before the start of the day's contest and be responsible for the sale of tickets and the care of money.
- C. **BENCH OFFICIALS**
- 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.**
  - The official scorer and timer for all state series games must be at least 16 years of age.**
  - The official scorer is required to wear a black and white vertically striped garment.**
  - No cell phones or personal electronic devices are permitted at the scorer's table during play.**
  - 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.**



\*\*New

#### V. On-Line Tournament Information

- A. You will have access to the Regional Entry Information of the competing teams via the IESA website. Please see the On-line Bracket information below.
- Participating teams may not make changes to their Regional Entry Form
- B. Host schools will be able to post their sectional bracket and tournament information on-line via the IESA website.
- C. Host schools may access this information through the IESA member center log-in page. You will need your school or athletic password to complete this process.
- D. Once you have accessed your school page, you will click on the link for the sectional you are hosting. You will find this information under the heading of "Entry Centers & Host Administration".
- E. After clicking the appropriate link, you will be able to access the following information:
- View Sectional Rosters-** Once Regional Champions have determined, you may be able to view that information from this link.
  - Set Sectional Location-** Host schools will enter tournament information for display on-line. Tournament information will consist of the location of the tournament game. It is important that the complete address be added for the location of the 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 main basketball page on the IESA website.
  - Set Sectional Results-** You will be able to enter the sectional results after play.
  - Email Sectional Coaches-** This will provide you with an email form that will allow you to communicate with all coaches in your sectional.
- F. Take a moment after entering the information online to view the host information entered on the web and 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.

#### VI. 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.**
- 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 Regional and Sectional tournament games, 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 Regional and Sectional play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA Regional and Sectional contests. Cheerleaders are permitted to use megaphones for cheering purposes (By-law 3.133)
- D. **FLASH PHOTOGRAPHY:** During play, flash photography is prohibited.
- E. **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.
- F. **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.
- G. All fans that attend IESA state series contests must wear shirts at all times.
- H. 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.
- I. **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.
  - i. Only 12 cheerleaders may be admitted free in uniform.
  - ii. Only 12 cheerleaders may be allowed to cheer at any one time on the sideline. Performances between quarters, during full time-outs, and during half-times may include more than 12 cheerleaders on the floor.
- I. Prayer at an IESA state series contest that takes place over a public address system is prohibited.
- J. **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.

## **VII. Awards and PA's**

- A. **SECTIONAL PLAQUE:** The Sectional plaque will be sent to you from our supplier in Princeton (A&M Products). We will attempt to get a plaque to all Sectional sites that are set late.
  - 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:** In addition, you will also be sent a script for the presentation of the sectional 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.

## VIII. Officials

- A. **HIRING:** The IESA Office will assign and contract the officials necessary for your game. Contracts for the officials working your game will be included with the Sectional ball.
- B. **PAYMENT:** Please plan to pay the officials the evening of your Sectional. Officials should be paid **\$65.00** each per game with no mileage. Three (3) officials will be assigned to your Sectional contest.
- C. **COMMUNICATION:** Contact the officials prior to your tournament regarding your school location and to verify game time.
- D. **Please remind your officials that it is required that a pre-game meeting be held with head coaches, captains and officials.**
- E. **SECURITY:** 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.

## IX. 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
  - 1.) Notify your local police department of your tournament dates, or
  - 2.) Request their presence at your facility during the tournament. Please review the financial report regarding this expense.

## X. Weather Instructions

- A. **Contact information**
  - a. Make sure that you get an emergency phone number for each team that will be participating in your sectional 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 sectional 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:** No state tournament series contest shall be forfeited due to weather conditions. If the administrator of any participating school determines the team can not reach the tournament site due to weather conditions, the tournament game(s) shall be rescheduled as soon as possible. Other contests scheduled on that particular date may still be held.
- C. **If your sectional game is rescheduled, please make sure that you notify the IESA that your game schedule has been changed.**
- D. **If weather forces the sectional to be rescheduled, the host must reschedule the sectional for Thursday or the IESA will release the sectional to the participating schools so the sectional can be completed on Thursday. If both schools express an interest in hosting, a coin flip is done in the IESA office to determine the host.**

## XI. 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.

- 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 sectional 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 who 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 thirty (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 scheduled 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.