

CHAIRMAN CHECKLIST

BASKETBALL CHAIRMEN: YOUR IMMEDIATE ATTENTION IS DIRECTED TO

Prior to the start of district tournaments, chairmen are asked to review the Basketball Section of the SDHSAA Handbook regarding tournament management and procedures.

POST-GAME/MATCH PROTOCOL AT DISTRICT/REGION/STATE BASKETBALL, VOLLEYBALL TOURNAMENTS AND FOOTBALL PLAYOFFS

Only team personnel shall be allowed on the floor immediately following all district, region, and state championship contests in the sports of volleyball, girls' basketball, and boys' basketball, and on the football field following quarterfinal and final contests.

Spectators will be allowed on the floor only after team handshakes for contests with no awards, or following the presentation of individual and team awards.

Failure to keep fans/spectators off the floor or playing field until after the awards have been presented will result in the offending team not receiving public recognition at the tournament site. Individual and team awards will be given to a member of the offending team and the team will not be announced by the public address announcer at the tournament venue.

I. ROSTER -ENTRY LIST: Rosters can be found online at www.sdhsaa.com. All schools need to have their rosters completed online before District Tournament play begins. As Chairman, you can go to www.sdhsaa.com and use the 'Quick Links menu' (on left-hand side of homepage) to obtain the rosters. Simply place your mouse over Rosters, then Basketball, then Boys or Girls, and finally over the correct class. You can then print the rosters or export them to Excel.

NOTE: A school may include as many players on the list or roster as she/he wishes, however, only 15 players may suit up for a given game. If a school needs to draw upon a substitute during the tournament whose name was not on the original online roster, they may do so as long as the substitute is eligible under the Constitution and By-Laws of the SDHSAA.

II. SEEDING - SCHEDULE: This is the **ONLINE SCHEDULE located at www.sdhsaa.com**

A. "AA" District - all teams will be seeded (mandatory)

"A" District - all teams will be seeded (mandatory)

"B" District - all teams will be seeded (mandatory)

NOTE: Schools that play their last regular season game on the Thursday, Friday, or Saturday of the week prior to districts must list all games on their online Basketball Schedule. Results of those games must be posted on that schedule located on the SDHSAA website within 24 hours following the completion of the schools last regular season game.

_____ District Chairman: The Seeding Points will be listed above and to the right of the brackets when you log into the School Zone to enter District pairings. Before entering the first round pairings into the bracket, we suggest that you verify that schedules for the schools in your District have been completed with scores.

NOTE: When verifying the seeding points, go to the school's schedule. If there is a line in the point box, then the points have been configured, but the school did not earn any points and will not be counted toward the divider. Make sure that ALL games have scores.

- B. Seeding Formula is in the SDHSAA Handbook under the Basketball section on page 27.
NOTE: Out of State school enrollment numbers are put in the database by the SDHSAA. If you want to see the actual enrollment numbers, please go to www.sdhsaa.com Click on Athletics, General Athletic Information, Out of State Enrollments and Classifications.

C. Pairings:

1. **Class "B"**

After the chairman has verified that each school has completed their online schedule **with scores**, the pairings may be determined. The pairings for each seeded tournament are as follows:

Class "B" – Brackets are to be established whereby 1 plays 8; 5 plays 4; 3 plays 6; and 7 plays 2.

Check page 16 of the SDHSAA Handbook to determine placement of teams and sample brackets.

Due to the seeding points being online, Chairmen do not need to send seeding forms to the SDHSAA. Chairmen may not have time to hold a seeding meeting. If this is the case, points are to be verified on the phone or by email. The pairings may be communicated and verified via phone or email.

2. **Class "A" and "AA"**

After the chairman has verified that each school has completed their online schedule **with scores**, the pairings may be determined. The pairings for each seeded tournament are as follows: 1-4; 2-3. Brackets are to be established whereby 1 plays 4 and 2 plays 3.

Chairmen may not have time to hold a seeding meeting. If this is the case, points are to be verified on the phone or by email. The pairings may be communicated and verified via phone or email.

D. District Play/Region Play:

1. Class "A" and "B"

- a. Top team listed on bracket will always wear white uniforms (regardless of seed).
- b. Single elimination format will apply to the district and region tournaments.
- c. The district champion advances to the region tournament.
- d. The region is comprised of one game. The winner advances to the State Tournament.
- e. Region pairings are based on the two districts within the same region playing each other.

2. Class "AA"

- a. Top team listed on bracket will always wear white uniforms (regardless of seed).
- a. District champion advances to the State Tournament.
- b. District runners-up are cross-bracketed against the third place team from another District with the winner advancing to the State Tournament.

2nd of District 1 vs 3rd of District 2

2nd of District 2 vs 3rd of District 1

2nd of District 3 vs 3rd of District 4

2nd of District 4 vs 3rd of District 3

- E. A list of out-of-state enrollment figures for schools playing South Dakota schools is available on the SDHSAA website by clicking "General Athletics Info" under 'Athletics' in the top-left menu.

_____ **DISTRICT/REGION CHAIRMAN: It is NOT necessary to fax or mail the brackets to the SDHSAA office. It IS necessary to complete the online brackets prior to the tournament and to put the scores in the brackets by 9:00 a.m. the morning following the games. Chairmen will be fined \$50 (each occurrence) for not completing the online brackets with pairings prior to any District/Region competition.**

- III. TICKET PRICES.** All District and Region committees must charge the following ticket prices:
ADULT - \$5.00; STUDENT - \$3.00
- IV. NATIONAL FEDERATION STATISTICS REPORT.** The National Federation has requested all State Associations' cooperation in compiling statistics during basketball games played within the state. A form which we would like all District Chairmen to complete is included online with the District/Region Chairman Information. As the form indicates, please appoint a reliable statistician and have him/her collect the data requested. **Please send this report back to the SDHSAA office with the other required information.**
- V. _____ VIDEO TAPING DISTRICT AND REGION SUB-STATE TOURNAMENTS.**
(Read page 13 of the GENERAL SECTION of the SDHSAA Handbook.)
- VI. _____ TV/CABLE. At District and Region Sub-State Tournaments or Meets:**
1. Any commercial business organization that wishes to videotape a sub-state event, for resale purposes, must receive advance permission from the committee in charge.
 2. Local Access Channels for the teams involved may videotape for showing on a tape delayed basis, as long as they receive advance permission from the committee in charge.
 3. Any of the participating schools may videotape their own team or athletes, at a sub-state event, provided they receive advance permission from the committee in charge.
 4. Any member school that wishes to videotape a game or event that does not involve its own team or athletes, at a sub-state event, must receive permission from the committee in charge as well as the teams involved.
 5. Parents or guardians may videotape the game or event, at a sub-state event, that involves their son or daughter.
- VII. _____ NOTIFY MEDIA.**
1. Please notify the *Associated Press: 1-800-300-8340* with the scores immediately following the conclusion of your District/Region contest.
- VIII. _____ REPORT TO SDHSAA OFFICE.** A complete report must be sent no later than two weeks after the completion of the Tournament. Information that is needed:
1. Financial Report – located under the District & Region Chairman Information on SDHSAA Basketball main page.
 2. Check for SDHSAA assessment - 30% of the gross receipts of all Class "B", "A", and "AA" District tournaments, 40% of the gross receipts of Region tournaments for Class B, A, & AA shall be forward to the SDHSAA office for deposit in the general treasury

of the Association. Both receipts and disbursements are to be run through a regular school account or a school activity account.

NOTE: Whenever District or Region basketball games are held at multiple sites, it is required that all receipts be tabulated on one financial report with all participating schools sharing equally in the profit or losses.

3. National Federation Basketball Statistics Report

IX. _____ EACH COMMITTEE CHAIRMAN must notify the winning school that packet information is located on the SDHSAA website (www.sdhsaa.com). All forms, explanations, etc. for the next tournament will be posted under the Basketball tab.

X. _____ EQUIPMENT & FACILITIES

1. Removal of the nets following the championship game will be under the direction and supervision of the tournament manager.
2. The breaking of a backboard will become the financial liability of the school whose student(s) caused the damage.
3. Vandalism to locker room facilities etc. shall be the responsibility of the member school whose player/team was responsible for the damage.

XI. _____ CHEERLEADER RULES. The SDHSAA does not limit the **number** of cheerleaders at the district or region tournaments. However, passes are only to be issued to **varsity cheerleaders** listed on the school roster located at www.sdhsaa.com .

SOME GENERAL CHEER GUIDELINES for cheering at a basketball game include (a) no stunting during warm-ups, (b) remain outside the playing area for a 30 second timeout, (c) no cheering during free throws, (d) be at least 3-4 feet from any boundary when possible, (e) do not stand within the area of the free throw lane extended on the end line, and (f) stunting during the school song is only allowed if the teams have left the court.

XII. _____ POLICE PROTECTION: Must be available at the tournament at all times. Officials must be protected from abuse from coaches, players, and fans.

XIII. _____ AWARDS. Check that the order is correct. Complete list of awards can be found on page 23 of the GENERAL SECTION of the SDHSAA Athletic Handbook.

NOTE: If you need to have a copy of the invoice re-sent or faxed to you, please contact:

Medals: Conference Medal & Trophy, Pocasset, MA (PH: 508-563-3600)

Plaques: A & M Products, Princeton, IL (PH: 815-875-2667)

XIV. _____ BASKETBALLS: Basketballs will be shipped from Baden the first week of February.

XV. _____ SPORTSMANSHIP AND CONDUCT AT TOURNAMENT. We would like to stress to all concerned that considerable effort should be exerted by Tournament Directors to promote the highest principals of sportsmanship in tournament games. You are urged to give the officials your utmost cooperation in helping them to keep rowdy and unsportsmanlike conduct entirely absent from the Tournament. IT IS ASSUMED THAT ADMINISTRATIONS FROM EACH PARTICIPATING SCHOOL WILL BE IN ATTENDANCE AT ALL TOURNAMENT GAMES THAT INVOLVE THEIR TEAM, AND THEY SHOULD RENDER ASSISTANCE TO THE TOURNAMENT COMMITTEE IN CONTROLLING UNSPORTSMANLIKE CONDUCT. Chairmen should be aware of each school's representation prior to the tournament.

Please read Sportsmanship announcements during the tournament. If multiple sites, each site is responsible for reading these messages during tournament play. For your convenience, Sportsmanship announcements are posted on the SDHSAA website under the Basketball tab.

- XVI.** ____ APPROPRIATE FLAG ETIQUETTE – Have the announcer remind everyone of proper flag etiquette prior to the National Anthem.
- XVII.** ____ OFFICIALS. As per previous instructions, all officials must have completed the SDHSAA requirements, including sending in a schedule of games officiated.
- As of the 2009-10 season, all District and Region tournament contests will be officiated by three (3) person crews.
- XVIII.** ____ SALE OF CONCESSION-TYPE ITEMS/RAFFLES – Concession-type items such as newspapers, as well as photographs, audio tape/CDs and video tapes of the performance/competition may be sold at sub-state events. The above mentioned items may be sold inside the venue provided the host school/district/region committee and event venue give their approval. This will apply to all athletic events. The percentage of gross sales that would accrue to the host school/district/region committee shall be negotiated between the host school/district/region committee and the vendor. This would include such fund raisers as raffles, bake sales, etc.
- XIX.** ____ The items listed in this document are only a few of the items which comprise tournament management. Please read the SDHSAA HANDBOOK Basketball section for complete details.