

CHAIRPERSON CHECKLIST

BASKETBALL CHAIRPERSONS: YOUR IMMEDIATE ATTENTION IS DIRECTED TO

Prior to the start of region tournaments, chairpersons are asked to review the [Basketball Section of the SDHSAA Athletic Handbook](#) regarding tournament management and procedures.

I. POST-GAME/MATCH PROTOCOL

- a. Only team personnel shall be allowed on the floor immediately following all 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.
- b. **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.**
- c. 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.

II. ROSTERS

- a. Rosters can be found online at www.sdhsaa.com. All schools need to have their rosters completed online before Region Tournament play begins.
- b. **NOTE:** Rosters must be finalized with accurate name and number no later than Feb. 12 for girls and Feb. 19 for boys for postseason play. Changes after that date must be made through the SDHSAA. A \$50.00 fine will be assessed for non-approved changes.
- c. As Chairperson, go to www.sdhsaa.com, click Girls (or Boys) Rosters & Schedules on the Basketball "card" under the Winter Activities heading on the homepage. Then on Bound, click "Varsity" under the desired school, and finally click on "Roster".
- d. **NOTE:** A school may include as many players on the roster as s/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 if the substitute is eligible under the Constitution and By-Laws of the SDHSAA and approved by the SDHSAA.

III. SEEDING

- a. Class A & B Regions – all teams will be seeded (mandatory)
- b. Class AA – top 16 teams will be seeded and seeds 1-8 will host
- c. Seed points calculation cutoff dates
 - Class B and Class A Girls = Friday Week 33 (Feb. 21, 2025)
 - Class AA Girls = Monday Week 35 (March 3, 2025)
 - Class B and Class A Boys = Friday Week 34 (Feb. 28, 2025)
 - Class AA Boys = Tuesday Week 35 (March 6, 2025)
 - Results of all games must be posted by the participating schools in Bound within 24 hours following the completion of their final regular season game.
 - Postseason Dates
 - Class B Girls Region = Monday/Tuesday, Thursday Week 34 (Feb. 24, 25, 27, 2025)
 - Class A Girls Region = Monday/Tuesday/Thursday Week 34 (Feb. 24, 25 & 27, 2025)
 - Class AA Girls SoDak 16 = Friday Week 35 (Mar. 7, 2025)
 - Class B Boys Region = Monday/Tuesday, Friday Week 35 (March 3, 4, & 7, 2025)
 - Class A Boys Region = Monday, Tuesday/Friday Week 35 (March 3, 4, & 7,

2025)

- Class AA Boys SoDak 16 = Saturday Week 35 (Mar. 8, 2025)

Seeding formula can be found on page 25 of the [Basketball section of the SDHSAA Athletic Handbook](#).

IV. BRACKETS

- a. **The SDHSAA put in the FIRST round pairing on the brackets following the cutoff date.** An email will be sent out once the brackets have been updated. An email letting everyone know when they have been updated. **Participating schools or Region Chairpersons will be responsible for updating all game sites, locations, and scores as the tournament progresses.**
- b. Class A & Class B Regions
 - i. **Uniform color will be determined by the Region Chairperson. Be sure all teams know.**
 - ii. Single elimination format will apply to the region tournaments.
 - iii. Teams will play the Region Tournament until two teams remain in each Region. The SDHSAA will then re-seed the remaining 16 teams (1 vs. 16, 2 vs. 15, etc.)
 - iv. SoDak 16 will be played at neutral sites with the location being closer to the higher seed. The winner advances to the State Tournament.
- c. Class AA
 - i. **Uniform color will be determined by the site host. Be sure all teams know.**
 - ii. The top 16 schools based on regular season seed point averages will qualify for the SoDak 16. Schools outside the top 16 will not qualify for postseason play. The top eight seeds will host one game, with the winner advancing to the State Tournament and the loser being eliminated.

V. TICKET PRICES

- a. Class A & Class B Regions = Adult - \$6.00, Student - \$4.00
- b. Class AA SoDak 16 = Adult - \$7.00, Student - \$5.00

VI. VIDEO TAPING SUB-STATE TOURNAMENTS

- a. Please see pages 19-20 of the [General Sports Information section of the SDHSAA Athletic Handbook](#).

VII. TELEVISION/CABLE

- a. Any commercial business organization that wishes to videotape a sub-state event, must receive advance permission from the SDHSAA. Instructions for media outlets can be found at <https://www.sdhsaa.com/bound-media/>
- b. Local Access Channels for the teams involved may videotape for broadcast, after the completion of the contest, if they receive advance permission from the SDHSAA and the committee in charge.
- c. 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.
- d. 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. Parents or guardians may videotape the game or event, at a sub-state event, that involves their son or daughter.

VIII. NOTIFY MEDIA

- a. Please notify the Associated Press at 1-800-300-8340 with the scores immediately following the conclusion of your contests.

IX. REPORT TO SDHSAA

- a. A complete report must be completed/sent no later than two weeks after the completion of the Tournament. Required information includes:
 - i. Financial Report (completed online) – Each **site host OR chairperson** will report the financials for their contest(s) within Bound on the SDHSAA website. Each financial report must note the number of adult and student tickets sold and all applicable fields shall be entered. Calculations will update automatically as information is entered and we ask that forms be filled out completely, from top to bottom. Once reports are submitted for each game in your Region, the Region Chairperson will access and submit a compiled report for the Region. **Please note that the SDHSAA should receive one check from the Region Chairperson for the amount shown on the compiled report once submitted.** Individual game reports will not calculate the SDHSAA percentage.
 - ii. Check for SDHSAA assessment – 50% of the gross receipts 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.
 - iii. **SoDak 16 event site manager** (assigned by the SDHSAA) – SoDak 16 site managers will be given access in Bound to enter scores and to the financial report to be submitted to the SDHSAA. Tournament plaques and medals will be sent to the SoDak 16 site.

X. NOTIFY ADVANCING SCHOOLS

- a. EACH COMMITTEE CHAIRPERSON must notify the winning school that all information is located on the SDHSAA website (www.sdhsaa.com). All forms, explanations, etc. will be posted on the [Girls Championship Central](#) or [Boys Championship Central](#) pages.

XI. EQUIPMENT & FACILITIES

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

XII. CHEERLEADERS

- a. SDHSAA limits the **number** of cheerleaders to a maximum of eight **varsity cheerleaders, plus a mascot,** listed on the roster located in Bound.
 - i. General Cheer Guidelines – (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 6-8 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.

XIII. POLICE PROTECTION

- a. Must always be available at the tournament. Officials must be protected from abuse from coaches, players, and fans.

XIV. AWARDS

- a. You may present the game ball to the two Region teams that advance to the SoDak 16 contests.
- b. Medals and plaques will be sent to the SoDak 16 site.

XV. BASKETBALLS

- a. Basketballs shall be shipped to Chairpersons directly from Baden in the beginning of February.

XVI. SPORTSMANSHIP AND CONDUCT AT TOURNAMENT

- a. A considerable effort shall be made 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.
- b. IT IS ASSUMED THAT ADMINISTRATIONS FROM EACH PARTICIPATING SCHOOL WILL BE IN ATTENDANCE AT ALL TOURNAMENT GAMES INVOLVING THEIR TEAM AND THEY SHOULD RENDER ASSISTANCE TO THE TOURNAMENT COMMITTEE IN CONTROLLING UNSPORTSMANLIKE CONDUCT. Chairpersons should be aware of each school's representation prior to the tournament.
- c. Please read sportsmanship announcements during the tournament. If there are multiple sites, each site is responsible for reading these messages during tournament play. For your convenience, sportsmanship announcements are posted on the [Region Tournament & SoDak 16 Information](#) page on the SDHSAA website.

XVII. APPROPRIATE FLAG ETIQUETTE

- a. Have the announcer remind everyone of proper flag etiquette prior to the National Anthem.

XVIII. OFFICIALS

As per previous instructions, all officials must have completed the SDHSAA requirements, including sending in a schedule of games officiated. All Region tournament contests shall be officiated by three-person crews.

XIX. SALE OF CONCESSION-TYPE ITEMS/RAFFLES

- a. 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/Region committee and event venue give their approval. The percentage of gross sales that would accrue to the host school/Region committee shall be negotiated between the parties involved. This would include such fundraisers as raffles, bake sales, etc.