

# Central Interior Conference

## Basketball

### TOURNAMENT HANDBOOK

Adopted 3/12/05

Updated 3/18/11

#### I. Region II Responsibilities

- A. Determine site of Central Interior Conference Tournament at the fall meeting.
- B. Determine date of Central Interior Conference Tournament at the fall meeting.
- C. Determine and order awards. Trophies and medals have been standardized by Region II. The Region will seek bids for the awards to assure competitive prices are secured.

#### II. Host School Responsibilities

- A. Provide playing facilities and officials. Assist with sleeping facilities for visiting teams.
- B. Select tournament director.
- C. Purchase awards. (As determined by Region II handbook and ordered by Secretary after the fall meeting when sites are set).
- D. Make arrangements for food for visiting teams (not provide).
- E. Provide hospitality lounge for visiting coaches, sponsors, and officials.

#### III. Tournament Director's Responsibilities

- A. Send appropriate information to all schools in the Central Interior Conference.
  - 1. Preliminary letter should be sent the first week of the season and state the tournament site, date, and other pertinent information, such as availability of meals and lodging, and form requesting such information as:
    - a. Intent to participate, with a March 1<sup>st</sup> deadline for teams to commit to participating in the tournament.
    - b. entire team roster (to be sent 30 days prior to the tournament and limited to 12 players at tournament)
    - c. team photograph (same as above)
    - d. academic information (G.P.A. of prior semester)
    - e. seeding criteria
    - f. teams that leave early forfeit their tournament reimbursement (except for an act of God)
  - 2. Subsequent letters should be sent to the schools intending to participate and should provide such information as (suggested 30 days prior to the tournament).
    - a. seeding

- b. bracketing
  - c. coaches meeting date, time, and location
  - d. teams participating
  - e. admission costs
  - f. housing for fans
  - g. selection of Board of Control
  - h. availability of radio broadcast services
- B. Selection of Officials
1. tournament director is responsible for providing officials for all tournament contests, per Central Interior Conference guidelines.
  2. these officials will include:
    - a. scorekeeper
    - b. timekeeper
    - c. referee (must be state certified)
    - d. umpire (must be state certified)
    - e. non -tournament officials such as ticket takers will be provided by the host school
- C. Selection of Board of Control
- Tournament director will select three (3) administrators\* from participating schools to form a Board of Control for the tournament prior to the first contest of the tournament . Members of the B.O.C. will excuse themselves from decisions involving their own school (\*Or their designees).
- D. Tournament director will provide for the preparation and maintenance of the facility and all necessary equipment for the operation of the tournament.
- E. Assign locker rooms and sleeping areas (if appropriate) to tournament participants.
- F. Provide awards ceremony at the end of the tournament.
- G. Announce (when announcing team rosters) and post criteria for team sportsmanship award (this includes fans)
- H. Provide a tournament financial statement to the participants and the Region II secretary within 30 days of the completion of the tournament. Failure to submit this report will result in:
1. Letter sent to host school principal.
  2. Letter sent to host school superintendent.
  3. Letter sent to host school's school board.
- I. Forward the names of the teams that advance to the State Tournament to ASAA within the required time frame.
- J. The tournament director is charged with assessing the estimated costs and revenues and sending the participating teams a bill for their share of the difference. The participating schools will each pay a fee to offset the tournament expenses that are over and above the gate. When the tournament is over, the director must produce a final profit / loss statement and refund any difference between estimated loss and actual loss prior to making a profit for his school. The tournament costs that may be shared are such things as: trophies, officials, direct custodial costs, and tournament directors fee. Monies gained from the sale of advertisement is not considered

tournament income and does not have to be figured into the tournament income prior to refunding the extra money from the participating teams assessment (see Other B).

K. Coaches' Meeting

A coaches' meeting is to be scheduled by the tournament director prior to the first contest.

- L. The tournament director shall receive a stipend of \$400. This fee is to be paid from tournament revenue prior to reimbursing schools' their tournament entry fee.

Other

A. Host schools must provide the following items:

1. properly marked basketball court
2. ten foot high baskets with regulation nets and breakaway rims
3. scorekeepers table
4. team benches with home and visitor properly designated
5. clock and scoreboard
6. official tournament score book
7. official (properly marked NF) basketball, boys and girls
8. seating for at least 500 spectators (unless a simple majority of participants in the tournament agree otherwise at the fall meeting prior to the tournament).

- B. Programs will be the responsibility of the host school, any revenue goes to the host school.

IV. Tournament Procedures

A. Game Times

A minimum of fifteen (15) minutes will be allowed for team warm-up before each game and a minimum of three (3) minutes at half time (allowing time for performing groups).

B. Passes

Players as reflected by roster plus five for: coaches, chaperones, manager, and bus driver

C. Team Bench

Determined by host school, but must be consistent throughout the tournament.

D. Central Interior Conference Basketball Seeding Criteria

1. Seeding is based on the winning percentage of the required games between Central Interior Conference schools. A Conference team is defined as any team that has been assigned to a Conference prior to the previous year's State Tournament. This means that a school that does not field a team any particular year is still a Conference team and may schedule at the customary time and be included in the required home and home rotation with other Conference schools. A school that is new to the Central Interior Conference, but has been assigned to that Conference prior to the previous year's State Tournament, shall be included in the required home and home rotation. A team that is assigned to the

Conference after the previous year's State Tournament may be unseeded in the Central Interior Conference Tournament as it may not have scheduled enough games to fulfill the game requirements. Scheduling is usually done at the Central Interior Conference Tournament and at the Spring Meeting of Region II. Conference teams may fill their schedules and are not required to break contracts to accommodate schools that had not committed for the following season early enough to be assigned to, and schedule with, the existing Central Interior Conference teams.

2. Minimum Games Required for Seeding

- a. One less game than the number of teams in the tournament the prior year is required for seeding.
- b. No more than two games against any tournament opponent will count for seeding purposes (If a home series does not occur, the first 2 games played will replace missed home contests) See-d.
- c. If a conference team folds, all remaining contracted games will be a forfeit.
- d. If a home series does not occur, the next game played will count as a game for a home series (i.e. Tournaments other than Regional or conference).

3. Tie Breakers

- a. Head to head competition. This applies to games above and beyond the two games used for seeding.
  - b. Common opponent in Conference
  - c. Common opponent in Region (outside Conference)
  - d. Common opponent outside Region
  - e. Point spread-Maximum 15 points allowed per game
    1. Head to head-two games used for seeding
    2. Against all common opponents at the Conference Tournament
4. If there is still a tie, the Region II seeding committee will make the final decision (Refer to executive board page).

E. Tournament Bracketing

1. All Central Interior Conference basketball tournaments will be decided by double elimination tournaments.
2. If the number of teams participating in the tournament exceeds eight, a Tuesday tournament game will occur. The team that loses the Tuesday game(s) will be incorporated in the consolation bracket.

V. Tournament Contests

- A. Free Throw Contest
- B. Three-Point Contest
- C. Academic Awards
  1. Determined by previous semester grade point average.
  2. Ten awards will be given (unless students are tied).
- D. All Tournament Team, MVP, Sportsmanship Award
  1. Ballots are due at half time of last game.

2. The Tournament Director and a minimum of one BOC member to tabulate all ballots.
3. The player receiving the most points on the All Tournament Ballot will be named the tournament MVP, and receive the MVP plaque. The next 10 players, (second through eleventh) will be named to the All Tournament team and receive a medal.

REGION II CENTRAL INTERIOR CONFERENCE BASKETBALL TOURNAMENT

Awards to be presented immediately upon completion of the last game.

Free Throws-Boy \_\_\_\_\_

Free Throws-Girl \_\_\_\_\_

Three Point-Boy \_\_\_\_\_

Three Point-Girl \_\_\_\_\_

Sportsmanship-Boy (team) \_\_\_\_\_

Sportsmanship-Girl (team) \_\_\_\_\_

ACADEMIC TEAM: BOYS (10 individual) ACADEMIC TEAM: GIRLS

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Voting is not to be completed until halftime of the final game. The Tournament Director will set up a room to do the tabulating. Coaches whose teams are playing, need to turn in their ballots before the final game.

**NO COACH SHALL VOTE FOR PLAYERS ON HIS/HER TEAM**

Please rank, in preferential order, the best ten basketball players (other than members of your own team) that you observed in this year's Central Interior Conference Basketball Tournament. Boy's coaches vote only for boys' All-Tournament team. Girl's coaches vote only for girls' All Tournament team. Manipulating the ballot by not voting for ten other players is considered a breach of ethics and will be dealt with by the Tournament Board of Control.

**ALL-TOURNAMENT TEAM BALLOT**

1. \_\_\_\_\_ (10 POINTS)
2. \_\_\_\_\_ (9 POINTS)
3. \_\_\_\_\_ (8 POINTS)
4. \_\_\_\_\_ (7 POINTS)
5. \_\_\_\_\_ (6 POINTS)
6. \_\_\_\_\_ (5 POINTS)
7. \_\_\_\_\_ (4 POINTS)
8. \_\_\_\_\_ (3 POINTS)
9. \_\_\_\_\_ (2 POINTS)
10. \_\_\_\_\_ (1 POINT)

CENTRAL INTERIOR CONFERENCE BASKETBALL TOURNAMENT  
SPORTSMANSHIP AWARD SELECTION

Voting for the sportsmanship award is not to be completed until half time of the final game. Please base your vote on total sportsmanship displayed by cheerleaders, fans, coaches, and team.

Please list your preference as 1, 2, and 3 in that order.

1st Choice \_\_\_\_\_ (3 POINTS)

2nd Choice \_\_\_\_\_ (2 POINTS)

3rd Choice \_\_\_\_\_ (1 POINT)

The Tournament Director will be available to receive your ballot immediately after half time of the final game.