

Peninsula Conference

Basketball

TOURNAMENT HANDBOOK

Adopted 3/12/05

Updated 3/17/08

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I. Region II Responsibilities

- A. Determine site of Peninsula Conference Tournaments at the fall meeting.
- B. Determine date of Peninsula Conference Tournaments at the fall meeting.
- C. Determine and order awards. Trophies and medals have been standardized by Region II. Region will seek bids for the awards to assure competitive prices are secured.
- D. The rotation for hosting the Peninsula Conference Tournament is as follows:
Ninilchik
Seldovia
Bristol Bay
Nikolaevsk
Cook Inlet Academy
Lumen Christi
- E. Schools may trade rotation positions with other schools, subject to Region II approval.
- F. When the Peninsula Conference Tournament is hosted at a site not on the “road system,” the host school will provide each team (boys and girls) with 6 round-trip airplane tickets from the least expensive (Anchorage, Kenai or Homer) airport to the tournament site.

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.
- F. The host school is responsible for pregame and halftime music. Requests for specific music by visiting teams must be approved by the tournament director or designee.

III. Tournament Director's Responsibilities

A. Send appropriate information to all schools in the Peninsula 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 deadline two weeks prior to the tournament start date 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 Peninsula 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 as well as all necessary equipment for the operation of the tournament.

E. Assign locker rooms and sleeping areas (if appropriate) to tournament participants.

F. Provide an 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 advanced 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. Any team that withdraws from the Conference Tournament, two weeks or less prior to the tournament, will be responsible for paying the tournament entry fee charged to all participating schools and will not receive a refund.

L. Coaches' Meeting

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

M. 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)
9. seating for at least 1000 spectators at the championship and second place games (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).

Girls will have late games on odd numbered years (games 2-4-6-8), boys on even numbered years.

Every effort should be made to avoid scheduling teams to play two games on the same day.

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. Peninsula Conference Basketball Seeding Criteria

1. Seeding is based on the winning percentage of the required games between Peninsula Conference schools. A Peninsula Conference team is defined as any team that has been assigned to the Peninsula 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 Peninsula Conference team and may schedule at the customary time and be included in the required home and home rotation with other Peninsula Conference schools. A school that is new to the Peninsula Conference, but has been assigned to that Peninsula 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 Peninsula Conference after the previous year's State Tournament may be unseeded in the Peninsula Conference Tournament as it may not have scheduled enough games to fulfill the game requirements. Scheduling is usually done at the Peninsula Conference Tournament and at the Spring Meeting of Region II. Peninsula 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 Peninsula Conference teams.

2. When a team is added to the Peninsula Conference after the State Tournament, if they can schedule a full slate of games (home and home with mainland schools in the Peninsula Conference and single double-jeopardy games with Alaska Peninsula schools), they will be seeded by using the established criteria. If they fail to play the full number of games required:

a. due to their inability to access a contract because an established team has all allowable games contracted, or

b. for any other reason, they shall enter the tournament unseeded. If a team fails to play a contracted game because of an act of God (weather etc.), the game shall be rescheduled.

If it becomes apparent to the tournament director or the board of control, prior to the tournament, that the tournament seeding is no longer based upon the teams records, reflecting the outcome of the season's games between teams within the Peninsula Conference, one of the following must take place:

- a. the Board of control may resolve the situation by unanimous consent, or
- b. the Region II seeding committee shall reseed the tournament using all relevant game outcomes (see following example) and using the tiebreakers as a guide to establish fair play for all.

example: Unalaska was assigned to a AAA Conference due to their enrollment after being a AA school for years. When their enrollment dropped below the level required for AAA, they requested to be placed in AA. The ASAA assigned them to AA in Region II Peninsula Conference. This was completed after the Spring Meeting of Region II which was during the AA State Basketball tournament, and logically after the Peninsula Conference tournament, when scheduling is traditionally done. Unalaska did not schedule or play a double jeopardy with all other schools that were established in Peninsula Conference prior to the scheduling events. The tournament board of control should have taken the information regarding the games that Unalaska did play with other Peninsula Conference teams and have determined their relative strength. With this information, the board of control or the seeding committee should have seeded Unalaska somewhere other than 8th, which skewed the seeding that is done using the winning percentage teams accrue as they play. The team with the best winning percentage in required games between Peninsula Conference teams are to play the opening round of the tournament against the team with the poorest winning percentage, as a reward for their good play. The second best record plays the seventh best and so on. This is the seeding process. The idea is to allow the best teams, determined by their 'play', to find their way to the championship game before they meet, so the best representatives from Peninsula Conference go to the State Tournament.

3. If a team folds, all remaining contracted games will be forfeit.

4. Tie Breakers

- a. Head to head competition.
- b. Point spread-Maximum 15 points allowed per game
 1. Head to head-two games used for seeding
 2. Against all common opponents at the Peninsula Conference Tournament
 3. When a team plays a "double jeopardy" game, the point spread from that game will be doubled when calculating the point differential.
 4. Illustration of the use of "Point Spread:"
Team A defeats team B by a score of 42-40
Team B defeats team C by a score of 45-40
Team C defeats team A by a score of 50-40

Team A is +2

Team B is +5

Team C is +10

Team C is highest seed based upon point differential between tied teams.

Team B is second highest seed based upon head-head with Team A.

Team A is lowest seed of the three tied teams.

- c. Common opponent in Peninsula Conference
- d. Common opponent in Region (outside Peninsula Conference)
- e. Common opponent outside Region
- f. If there is still a tie, the Region II seeding committee will make the final decision. (Refer to Executive Board page.)
- g. In the event of a three-way tie, the above seeding criteria will be used to determine the highest seed among the three tied teams. At this point, the two remaining tied teams will go back to the beginning of the tie breakers (head to head) and use the established procedure to break the two-way tie.

5. Minimum Games

- a. All road system schools must play each other in home and home contests each year, per contract.
- b. Any non-road system school will play one "double jeopardy " game with all road system schools. The game will count as two games when determining the winning percentage for tournament seeding. If these teams play road system teams more than once during the season, the first two games will count for seeding , unless other arrangements are specified by contract.

Games missed due to weather or any other act of God must rescheduled and played, except between non-road system teams, except in the final week of the regular season. If it is impossible to reschedule, or the games are in the final week, the prior contest will count double. **Seeding is based on winning percentage.**

6. Teams win/loss record must be submitted to the Conference Tournament host school within 2 days after the last conference game is played. Schools that fail to submit season record by the deadline will be seeded by the host school tournament director/board of control as determined to be appropriate. The team failing to submit record cannot challenge the seeding.

E. Tournament Bracketing

1. All Peninsula Conference basketball tournaments will be decided by modified double elimination tournaments (see attached examples). Peninsula Conference has modified the format to have the consolation winner play the loser of the Championship game (in a single game) to determine the 2nd seed for state.
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. See the brackets.
3. Championship games will be held on Friday night and Second Place games will be held on Saturday.

4. For the purposes of this tournament, the higher seeded team will always be identified as the Home Team and will wear white uniforms.

F. Peninsula Conference Tournament Officials

1. An individual official may work both the championship and second place games. The same official may work both the boys and girls championship games. The same official may work both boys and girls second place games.

2. Referee selection for both the championship and second place game will be made first by the girls coaches on odd numbered years and first by boys coaches on even numbered years.

3. The officials that receive the highest vote total for the Peninsula Conference tournament will be recommended for the State tournament, even if they are not available for the Peninsula Conference tournament.

G. Basketball Peninsula Conference Tournament Officials Selection Procedure:

1. Official selection will follow the established procedure, coaches will vote for tournament officials and eight officials will be used.

2. Philosophy:

We believe that the students participating in the Peninsula Conference basketball tournament should have games officiated by the best available referees. The referees that work the "regular season" games of Peninsula Conference teams should have the opportunity to be selected to referee the Peninsula Conference tournament games. The head coaches of each team participating in the tournament will select the tournament officials.

Allowing the coaches to vote for the referees is the best way to assure that the best available referees are selected to work the tournament.

3. Procedures:

a. Officials used at the Peninsula Conference basketball tournament are to be selected by a vote of all participating coaches. The ballot is to be composed of available officials from the following officials associations: Homer, Soldotna, Anchorage, and Bristol Bay.

b. Six weeks prior to the Peninsula Conference basketball tournament, the tournament director will contact the head of each officials association and request a list of names of officials available and willing to work the Peninsula Conference basketball tournament.

The tournament director will construct a ballot consisting of all names of available officials received from the head of each association.

c. Four weeks prior to the Peninsula Conference tournament, each coach will receive a ballot, and be asked to select eight (8) referees, ranked in order of preference, and return the ballot to the tournament director within one (1) week.

d. The top eight (8) officials, based upon points received, will be selected. Two weeks prior to the Peninsula Conference tournament, officials will be contacted, participation confirmed, and coaches will be notified of the officials selected. If a selected referee is not available to work the tournament, the next highest (based upon points received) referee will be contacted, and selected for the tournament, if available.

- e. Teams failing to submit ballot for referee selection process will forfeit right to vote in the referee selection process.
- f. Three officials will work each game (3-man crews)
- g. Scoring of each ballot will be done as follows:

- _____ 1st choice (8 points)
- _____ 2nd choice (7 points)
- _____ 3rd choice (6 points)
- _____ 4th choice (5 points)
- _____ 5th choice (4 points)
- _____ 6th choice (3 points)
- _____ 7th choice (2 points)
- _____ 8th choice (1 point)

H. Peninsula Conference Officials Compensation

- 1. Out-of-town officials will receive \$15/day/official for per diem as well as access to the hospitality room.
- 2. Out-of-town officials will be provided lodging during the tournament as well as travel to and from the tournament.
- 3. The pay received by the officials working tournament games will be equal to the regular season rate that was contracted between the tournament host school and their local officials association.

I. Peninsula Conference Awards

- A. Coaches will vote for boys and girls "coaches of the year" from the Peninsula Conference at the tournament coaches meeting. The tournament director is responsible for securing plaques to be presented at the awards ceremony.
- B. A 10 member All- Peninsula Conference team for boys and girls will be selected at the coaches meeting prior to the tournament. The top 5 athletes will be named to the "All Conference First Team," and the second 5 athletes will be named to the "All Conference Second Team." The director is responsible for the selection method and to secure and distribute medals within two weeks and notify the press.
- 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.

V. Tournament Contests

A. Free Throw Contest

1. Held during halftime of the tournament games.
2. Winner is the athlete successfully making the most free throws out of 25 attempts.

B. Three-Point Contest

1. Held during halftime of the tournament games.
2. Winner is the athlete successfully making the most shots in 1 minute.

C. Academic Awards

1. Determined by previous semester grade point average.
2. Ten individual 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 PENINSULA 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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Girls Peninsula Conference Coach of the Year

Boys Peninsula Conference Coach of the Year

AWARDS

All-Conference

BOYS : GIRLS

First Team:

Second Team:

AWARDS

ALL-TOURNAMENT

BOYS GIRLS

MVP

BOY : GIRL

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TEAM RUNNER-UP BOYS _____

TEAM RUNNER-UP GIRLS _____

Championship Boys _____

Championship Girls _____

ALL TOURNAMENT BASKETBALL TEAM SELECTION FORM

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 Peninsula 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)

PENINSULA ALL-CONFERENCE BASKETBALL TEAM SELECTION FORM

Voting is based upon regular season play. The Tournament Director will finalize selection procedures at the coaches meeting **prior** to tournament play, as well as set a deadline for team selections to be determined.

Top five athletes (based upon points received) will be named to “first team” and second five athletes will be named to “second team” All-Conference.

Boy's coaches vote only for boys' All-Conference team. Girl's coaches vote only for girls' All Conference 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-CONFERENCE 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)

**PENINSULA 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.

PENINSULA CONFERENCE COACH OF THE YEAR AWARD SELECTION

Voting for the coach of the year award must be completed by half time of the final game. Please base your vote on entire season merit.

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

1st Choice_____ (3 POINTS)

2nd Choice_____ (2 POINTS)

3rd Choice_____ (1 POINT)