



2024-25 BOYS & GIRLS BASKETBALL TOURNAMENT MANAGER MATERIALS

- Schools are assigned to one of 128 Districts, 32 Districts in each of four Divisions.
- Traditional or Non-traditional draw procedures may be used.
- District tournament dates: Boys - February 24, 26 & 28 and Girls – March 3, 5, & 7
- District champions advance to one of 32 Regionals, eight Regionals in each Division.
- Regional dates: Boys - March 4 & 6 and Girls – March 10 & 12
- Regional winners advance to Quarterfinal games: Boys – March 11 and Girls - March 18
- The MHSAA Finals venue is Michigan State University
- Semifinal and Final dates: Boys – March 13,14 & 15 Girls - March 20, 21 & 22
- **SEEDING 2024-25** See the seeding section of this document.
- **Effective 2024-25:** Raffles and 50-50 drawings are allowed at MHSAA Tournament events.
- Admission is \$7.00/person for Districts, \$9.00/person for Regionals, \$10.00/person for Quarterfinal games.
- Admission is \$12.00 for the Semifinal and \$12:00 per 2-game session for the Final games. (Phone and online charges may apply)
- The MHSAA assigns officials at all levels with input from committee and hosts.
- Managers must file a financial report within 30 days of the conclusion their District, Regional or Quarterfinal tournament. (The 2024 Financial Reports have been updated.)
- Rawlings is the official basketball used at all levels of the MHSAA Tournament.



**BOYS & GIRLS BASKETBALL
DISTRICT, REGIONAL & QUARTERFINAL
TOURNAMENT MANAGER MANUAL
(Alphabetical by topic, Forms follow topics)**

ADMISSION, TICKETS

District, Regional, Quarterfinal – Tickets will be purchased via GoFan, details to follow.

Ticket prices: (parking not included, where applicable)

District - All tickets - \$7.00

Regional - All tickets - \$9.00

Quarterfinals - All tickets - \$10.00

ADMISSION POLICIES - Participating Teams - A maximum of 15 team members for each competing team and a maximum of 5 individuals in street clothes are permitted on each team bench and admitted without charge. An exception is allowed for those teams that have more than 15 players on the regular season roster.

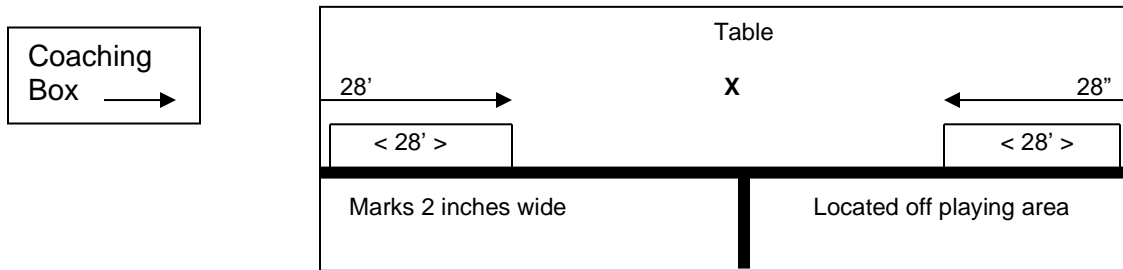
PASSES - League passes, coaches' passes, local booster club passes, officials' association passes, etc., are **not** to be honored at any tournament. No passes are to be honored except those distributed by the local management for supervision purposes. Managers are urged to issue complimentary tickets for visiting school administrators for the purpose of crowd supervision. Complimentary tickets should be limited to the school's administration and/or designated security staff. A written plan suggesting placement, duties, and contacts should be available to persons acting in these capacities. Free admission is not to be given to college coaches.

BANDS – Pep Bands ARE allowed at any level of the MHSAA Basketball Tournament.

CHEERLEADING POLICIES - A maximum of twelve (12) cheerleaders in uniform, including mascots, plus the coach/advisor from each school, may be admitted without charge on nights their school competes. Up to 12 at one time may lead cheers from the floor, although local management may limit the number of sideline cheerleaders to any number under 12 if circumstances of the venue require. Cheerleaders should not be allowed to sit or stand too close to the edge of the playing court during tournament games.

At all MHSAA tournaments all cheer squads shall follow the National Federation Spirit Rules Book guidelines approved by their local school district for regular season sideline cheerleading, whichever is more restrictive and limiting. Local school districts are responsible for enforcing restrictions which are more limiting than the MHSAA guidelines. All cheer squads shall adhere to all guidelines provided by the manager of the tournament where the contest is hosted. Cheerleaders may not bring signs to be posted at the Breslin Center for the MHSAA Semifinals and Finals.

COACHING BOX - The coaching box shall be outlined outside the side of the court on which the scorer's and timer's table and team benches are located. The area shall be bounded by a line 28 feet from the end line towards the division line. A line, perpendicular to the 28-foot line and placed at each end, with a minimum length of 2 feet, shall be extended toward the team bench so that the coaching box is evident.



CROWD CONTROL - It is evidence of good tournament administration to have adequate police protection at Tournament Centers. Uniformed officers are preferable. Managers should make every effort to have a sufficient number of uniformed officers available. If they are present many unfortunate situations can be avoided. Managers must be sure that adequate attention has been given to this important administrative detail. Managers are urged to issue complimentary tickets for visiting school administrators for the purpose of crowd supervision. Complimentary tickets should be limited to the school's administration and/or designated security staff. A written plan suggesting placement, duties and contacts should be available to persons acting in these capacities.

- By National Federation rule - artificial noisemakers of any kind are prohibited.
- Shirts must be worn by all spectators at MHSAA indoor tournament venues.
- Under no conditions should spectators be permitted to "RING" the floor or to enter onto the floor after a contest. It may be beneficial to have crowd control help from the competing schools.
- A minimum of 10 tickets could be utilized for a competing school's administration and security.

CUTTING OF NETS -- Nets are not to be cut down after tournament games. You are asked to advise the teams of this policy. Managers may not waive this regulation.

CONCUSSION PROTOCOLS – “Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that most concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a healthcare professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

DRAW PROCEDURES – District hosts do not need to host a draw meeting. The District bracket will be determined by the MHSAA and posted to the MHSAA website on Sunday, 8 days before the District tournament starts; SEEDS are determined. **Within 24 hours after the District draws have been posted, hosts should finalize first-round game times and locations; and notify the MHSAA.**

Game times—Double header games will be held at 5:30 and 7 p.m. (the games on the top of the bracket will be at 5:30 p.m., with the bottom bracket game at 7 p.m.). Single games will be held at 7 p.m. Upper Peninsula Non-Traditional game times will be 6:00 p.m.

NOTICE: All 4-team District tournaments will play the District Semifinal games on the Wednesday of that week and the District Finals on the Friday of that week. This will assist tournament hosts with game official's availability.

Seeding - All teams in the District are seeded according to MPR with #1 playing #8, #2 playing #7, and so on. Go to the Michigan Power Rating portion of this document to read about how MPR is used to seed the teams. The higher-ranked team is considered the home team and shall wear white uniforms (except when competing against the host school). Anytime the host school is competing, they are to wear home jerseys and will be considered the home team.

Scores - Scores should be entered in the MHSAA.com Score Center IMMEDIATELY after games. If a score is not entered within three hours of the scheduled start time, both AD's and both coaches will receive an automated email reminder. Consider assigning this task to your scorekeeper, manager, reliable parent, or assistant who can easily become a registered user on MHSAA.com and enter scores from their phone.

Regardless of seed, the District host (including Non-traditional tournaments) may play ALL of it's games at home and shall be considered the home team regardless of its seed or position on the bracket.

When a team withdraws from the District Tournament after the draw has taken place the following procedures will apply:

- **Four or eight** team District: The bracket position of the team that withdraws is vacated, its opponent advances and no re-draw is held.
- **Five** team District:
 - If the team that withdraws did not receive a bye in the initial draw and is in the bracket position for a first-round game, the bracket position of the team that withdraws is vacated, its opponent advances to the semifinal, and no re-draw is held.
 - If the team that withdraws was scheduled to play the winner of the first-round game, move the two first-round opponents directly to the semifinal.
 - If the team that withdraws receives a bye into the semifinals and is scheduled to play another team that received a bye (resulting in its opponent advancing directly to the District Final without playing a game), then a re-draw of all remaining teams is required by the tournament manager.
- **Six or seven** team District: If the team that withdraws did not receive a bye in the initial draw and is in the bracket position for a first-round game, the bracket position of the team that withdraws is vacated, its opponent advances to the semifinals, and no re-draw is held. If the team that withdraws receives a bye into the semifinals in the initial draw, move the two corresponding first-round opponents directly to the semifinal.

DISTRICTS & REGIONALS CONTAINING UPPER PENINSULA TEAMS –

A. DISTRICT ROUNDS

1. Non-traditional draws will be mandated for Districts comprised of:
 - a. All Upper Peninsula teams, or
 - b. A combination of Upper Peninsula teams and northern Lower Peninsula teams, or
 - c. 7 or 8 team groupings in any location of the state.
2. In a and b, if all participating teams agree in writing, a traditional draw may be conducted.
3. Once the draw type (traditional or non-traditional) is reported by the host school, no change will be made.

B. REGIONAL ROUNDS

1. In Regions that include more than one (1) District located entirely in the Upper Peninsula, geographic neutral sites will be selected.
2. Based on Upper Peninsula Athletic Committee recommendations, each sport site selection committee will finalize hosts at their May meetings.

NON-TRADITIONAL FINANCIAL - Each alternative site should be treated the same as the selected site and be responsible for conducting each game date using the existing financial forms for revenue sharing.

DRAW FOR REGIONAL GAMES, TIME SCHEDULE – As determined by the MHSAA Basketball Site Selection committee by random draw (Regional managers do not conduct a draw), pairings for the 2024-25 basketball Regional games are posted on the MHSAA Web site and are as follows:

Second Lowest District winner vs. Lowest District winner
Second Highest District winner vs. Highest District winner

In determining the times and dates for Regional Tournament game schedules, the following criteria is to be observed by Regional Tournament Managers:

The two Regional Semifinal games are to be played on the same date. Game times: Double header games to be held at 5:30 & 7 pm. Single games to be held at 7 pm.

DRAW/PAIRINGS FOR SEMIFINAL GAMES– Pairings and brackets for Quarterfinal games are posted on the MHSAA Web site and are as follows:

Division 1

Quarterfinal winner #2 vs. Quarterfinal winner #4
Quarterfinal winner #3 vs. Quarterfinal winner #1

Division 2

Quarterfinal winner #5 vs. Quarterfinal winner #7
Quarterfinal winner #6 vs. Quarterfinal winner #8

Division 3

Quarterfinal winner #9 vs. Quarterfinal winner #12
Quarterfinal winner #11 vs. Quarterfinal winner #10

Division 4

Quarterfinal winner #13 vs. Quarterfinal winner #15
Quarterfinal winner #14 vs. Quarterfinal winner #16

Note: The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying Regional Winner will be playing its Quarterfinal game on its home floor or if travel is inordinate for both teams.

EXTRA BASKETBALL GOAL ASSEMBLY - Tournament managers are urged to have an extra goal and net available in case a goal assembly breaks or becomes damaged.

FLOOR MARKING, PAINTING OF BASKET RING ASSEMBLIES - Floors are to be marked in accordance with the provisions of Rule 1, and Court Diagram of the National Federation Basketball Rule Book. In accordance with the provisions of Rule 1, Section 10, all basket ring assemblies are to be painted bright orange in color. No orange-colored nets are to be used for tournament games in accordance with this rule. White nets only are official.

FORWARDING OF ENTRY MATERIALS – District Managers - Immediately after completion of the final game of the District Tournament, managers are to forward the winning Team's Roster and Master Eligibility List to the proper Regional Manager. Regional Managers are to be notified by District Managers not later than: (Saturday night, March 1 = boys and March 8 = girls) of the team in each division qualifying for their Regional Tournament. **Regional Managers** - As soon as your tournament program is printed, forward a copy to the appropriate Quarterfinal Manager. This is the most expedient procedure for the Quarterfinal Manager to obtain a copy of the winning Regional Team Roster. Immediately upon completion of the final Regional game send a copy of the Team Roster and Master Eligibility List of the winning Regional team to the appropriate Quarterfinal Manager.

FINANCIAL PLAN – Managers at all levels of the MHSAA Tournament must submit a financial report to the MHSAA in a timely fashion. Forms are available on the MHSAA Web site showing allowed expenses, revenue formulas, etc. The MHSAA will not reimburse for workers who are hired by the local tournament manager for any activity which produces revenue for the local site. This includes concession workers, sellers of programs or merchandise, and parking attendants. Participating school expenses policies are as follows:

TRANSPORTATION EXPENSES - At all tournament levels, competing teams will absorb their own travel expenses where the **distance** to the tournament site is 75 miles or less from the competing school. Beginning with the 76th mile, one way, a competing team at District, Regional and Final

Tournament levels will be reimbursed at the following rate per mile from the home city to the tournament site for each trip after the 75-mile deductible:

076 - 100 miles - \$1 per mile
101 - 150 miles - \$1.50 per mile
151 - 250 miles - \$2 per mile
251 - 350 miles - \$2.50 per mile
351 miles & over- \$3 per mile

Those schools which travel 100 or more miles (one way) to a tournament site are allowed a maximum of \$200 for hotel expenses (receipts required). A school cannot receive both hotel and additional travel allowances (another trip from home city to Tournament center city) if games are played on successive days. This applies to travel in both District and Regional Tournaments.

MEAL ALLOWANCES -- The maximum allowance for meals is three dollars (\$3) for breakfast, four dollars (\$4) for lunch, and six dollars (\$6) for dinner, per person for a maximum of fifteen individuals.

LODGING -- The maximum allowance is the current hotel rate secured for a maximum of fifteen individuals (2/room) and includes the head coach. Allowance for expenses of competing schools at the Final Tournament will continue twenty-four hours after the time of their elimination provided, they remain at the tournament location.

Schools which are defeated in Quarterfinal games will not receive expense allowances for coming into the Final Tournament Center to attend Semifinal or Final Games. Overnight lodging will not be arranged or reimbursed for schools located within 75 miles of the tournament site, unless competition begins before 10 a.m. the next day. **It is intended that schools participating in the final rounds use the hotels designated by the MHSAA if team overnight travel is desired. Reimbursement will not exceed the lowest room rate secured by the MHSAA for those who use accommodations other than those designated by the MHSAA.**

Additional per diem school allowance -- In addition to the above allowances, schools competing in the Final Tournament are to be paid one hundred dollars (\$100) for each day their teams play in Quarterfinal, Semifinal, and Final Games. Any of the four Upper Peninsula schools which win their QUARTERFINAL games on Tuesday, will be paid the additional \$100 above allowed expenses for Wednesday, the following day, if they cannot return home Tuesday.

School reimbursement procedures -- Competing schools at all levels of competition are to pay for their own housing, meals, etc. The MHSAA will mail checks to schools competing in the Tournament. It is recommended to map quest mileage (city to city) of all competing teams beforehand in order that maximum transportation may be figured out ahead of time. Travel allowances should be paid to competing schools by tournament managers by check immediately following the conclusion of District and Regional Tournaments only.

FINANCIAL FORMS, POLICIES - Financial reports for all levels of the MHSAA Tournament are to be filed within 30 days of the conclusion of the tournament with the MHSAA. Only expenses listed on the Final Report form (i.e. officials fees, timers & scorers, PA, etc.) will be allowed, with the division of proceeds specified on the Final Report Form. Such items as hospitality rooms, custodial services, ticket handlers, bleachers, etc. are to be paid from the host school share. Expenses for competing schools when applicable will be paid by tournament host managers at the District and Regional level. Expenses of competing teams at the Quarterfinal, Semi Final and Final will be paid by the MHSAA. (See Financial Plan)

MANAGERS HONORARIUM – Tournament manager receive an honorarium with a suggested minimum of \$100 for District Managers, \$75 for Regional and Quarterfinal Managers. This honorarium is to be paid from the host school's share of the receipts.

AUDIT POLICY - All MHSAA tournament sports sites are subject to audit. These sites are to be randomly selected and require documentation of all income and expenses. Tournament expenses different from regular season host site expenses in that same sport will require justification before said expenses are approved for payment to or retention by the host site.

INJUNCTION OR RESTRAINING ORDER PROCEDURE – Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition)." If the meet has begun, it shall be completed.

MERCHANDISING - Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites. Raffles and 50-50 drawings are not allowed.

MEDIA/MULTIMEDIA - For information on credentials, drones, locker room privacy policy, microphones, photographers, flash photography, postgame interviews, press box, results, streaming (audio and video), and videotaping, go to this [Media/Streaming Information PDF](#).

MEDICAL EMERGENCY POLICY - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged but not required
- All MHSAA concussion protocols will be followed
- MHSAA tornado watches and warnings shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

MICHIGAN POWER RATING (MPR) – The Michigan Power Rating (MPR) formula will be used for boys and girls' basketball, boys and girls soccer, and boys lacrosse. MPR is simply winning

percentage times 25%, plus opponents' winning percentage times 50%, plus opponents' opponents' winning percentage times 25%. Ties count as half a win and half a loss.

The only games calculated for MPR are games played between teams that will play in the MHSAA tournament. Games that do not count include games against out-of-state schools, games versus JV teams, games against varsity B teams, games against non-school club teams, and games against MHSAA schools that are not playing in the tournament.

MPR only looks at who won and who lost – or who tied. MPR does not look at scores or margin of victory. It does not matter if you are home or away. Games at the beginning of the season are weighed the same as games at the end of the season. Scrimmages are obviously not used in the calculation.

The most current MPR for each school can be found at www.MHSAA.com/MPR. This page updates every 5 minutes, so after a score is entered into the system visitors will quickly be able to see how the result affects each team's MPR.

Schools must enter game schedules to MHSAA.com prior to the season. Games entered into Arbiter should automatically migrate to the MHSAA website. All other games can be manually entered. Schedules can also be edited throughout the season. Call the MHSAA if you are having issues.

Upon the completion of each game the final score must be submitted. If no score is submitted three hours after the scheduled start time, an email reminder will be sent to both athletic directors and coaches. This is a crowd-sourced system – anyone with an MHSAA login can enter a games score. Schools should take advantage of this and instruct an assistant coach, or a parent, or a student to make sure all scores are posted to the system.

Only games played and scores reported through the District reporting period, 15 days before the tournament, will be included. Unreported scores, and games played but missing from the published schedules, will not be included in calculations.

All teams with at least eight games will be seeded first, followed by the schools with less than eight games. In addition, games forfeited also count as a loss for one team and a win for the other.

The formula needs some time to start making sense. There will be many anomalies at the beginning of the season, but once each team has about 10 results reported, the MPR numbers will start to fall into place. Remember to be patient early in the season.

NATIONAL ANTHEM -- It is recommended that the National Anthem be played prior to the first game of each session.

OFFICIALS ASSIGNMENTS & PROCEDURES - The MHSAA will assign all officials at all levels with input from committee and hosts. The MHSAA will assign officials using Arbiter. If you have not already been a tournament manager for a sport in which we have utilized Arbiter for official assignments, you will be invited to join the MHSAA Post Season Group (107891) which you must accept to view your tournament officials. It should default to the "Schedule" and you will see a grid. Because you are the **Host Site** you need to click on the **Games column** in the **Site or Bill To row** to view your officials.

The MHSAA will assign officials to each specific District Tournament contest. No changes should be made to these assignments without contacting the MHSAA. No contracts will be issued by the manager. You must contact your assigned officials immediately to confirm the game dates and times

and provide driving directions to your facility. Include any other important information for officials currently.

NOTE: If your District is using the non-traditional draw format (games being played at multiple sites). The MHSAA will assign officials to these non-traditional sites/contest. The non-traditional sites/host will also receive the same invite to join our Arbiter group to view their tournament officials.

Tournament managers will prevent an official from working in a game in which he or she has personal relationship to city, players, coaches, or school officials of one of the competing teams. If a conflict of interest is discovered, the manager will contact Will McKoy of the MHSAA who will arrange reassignment. Officials should be notified of game time, date, parking arrangements, etc. District, Regional and Quarterfinal Managers will pay officials. The MHSAA will pay officials used in Semifinal and Final games. If it develops an official is not needed for a part or all a tournament, the tournament manager should notify him or her immediately. Officials' fees will be paid according to the following scale:

OFFICIALS FEES - District - Official's fee will be \$110 per game plus the round-trip allowance of 40¢ per mile beginning with the 51st mile traveled from home city of official to tournament host location for each day he/she officiates.

Regional - Official's fee will be \$110 per game plus the round-trip allowance of 40¢ per mile beginning with the 51st mile traveled from home city of official to Tournament Center City for each day he/she officiates.

Quarterfinal, Semifinal, Final – Official's fees will be \$110 (Quarterfinal), \$125 (Semifinal), and \$125 (Finals), per game plus round-trip allowance of 40¢ per mile beginning with the 51st mile. Semifinal and Final officials will receive housing beyond 75 miles and meal allowance (\$14).

Timers and Scorers - Twenty dollars (\$20) each for one game; ten dollars (\$10) each for each additional game scored or timed on same date. These individuals should be the most competent people available. The official scorer is to wear a black and white striped shirt.

OFFICIAL TOURNAMENT BASKETBALL – The official basketball used for all levels of the MHSAA Tournament is the Rawlings COMP MICH. Each District manager will receive one complimentary game ball from Rawlings. Each Regional and Quarterfinal manager will receive one complimentary game ball from Rawlings. Game balls at the Semifinal and Finals games will be the Rawlings COMP MICH285.

PARKING FACILITIES AND FEES - The MHSAA discourages charging for the parking of cars and other vehicles at basketball tournament sites. If directed parking is necessary, schools may charge for the service. It is recommended that the price for such service be \$1 for all vehicles unless the customary charge during the regular season is higher. In no event shall parking charges exceed \$3 per vehicle. If parking fees are assessed, it is not acceptable to list expenses for parking attendants as game management expenditure.

PROGRAMS - Host Schools are responsible for providing programs at all levels of the MHSAA Tournament, including Districts. At the District Level, schools will no longer receive printed programs inserts. Four pages of print-ready content and a program cover may be found on the Basketball pages of the MHSAA Web site under "Downloads". Schools may continue to contact Royal Publishing for production of tournament programs at any level. Contact Tanya Hollingsworth at 800-397-5834 to discuss a production timetable.

at least once prior to the tournament. Either all or no schools should be allowed a pre-tournament practice session.

Quarterfinal Games - If one of the competing teams won their District or Regional on that floor, Quarterfinal Managers should permit the opponent one practice session on that floor if available. NOTE: The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying Regional Winner will be playing its Quarterfinal game on its home floor or if travel is inordinate for both teams.

RAFFLES - EXHIBITIONS - Exhibitions are not permitted at halftime of tournament games. Non-players are not to shoot baskets at halftime. The distribution of miniature balls or giving away the game ball is prohibited. Other than school spirit items, the sale of merchandise such as tee shirts, hats, belts, etc. is not permitted at MHSAA sponsored events except at the Final Tournament when coordinated with the MHSAA staff. Food collection and other similar activities are not permissible. **Effective 2024-25: 50-50 drawings ARE allowed.**

SCOREBOARD - It is expected that a scoreboard will be supplied which is visible to a large majority, if not all, of the spectators. The names of the competing teams, rather than "Home" and "Visitors", should be placed on the scoreboard.

SCORE REPORTING - Tournament managers are required to enter scores of all games at all levels online. The MHSAA is the first source to be contacted with the score after each night's games. This will alleviate phone calls to and from various media outlets and other tournament sites and provide a valuable service to all interested parties on a statewide basis.

SPECTATOR CONDUCT - Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site. Laser lights are not allowed at MHSAA Tournament events.

During contests, officials will penalize under applicable sportsmanship or playing rules student-athletes or coaches who leave the field of play and contact or approach spectator areas for celebrations.

Each school shall assign an acceptable number of crowd control supervisors to be stationed in front of its student cheering sections. These individuals are to be admitted into the contest, enforce this policy and include a school administrator. Each tournament manager or the MHSAA Staff will determine the acceptable number of crowd supervisors necessary for each school dependent on the situation.

At the conclusion of contests, prior to or after the awards are presented, athletes shall not enter spectator areas or physically contact spectators in the stands. After awards are presented, athletes may approach their spectators (e.g. stand in front of their sections while on the field of play) but for safety reasons athletes are not to enter or physically contact spectators in the stands. Crowd supervisors are to ensure that spectators do not press the facility and possibly cause damage.

The cost for repair or replacement to facilities damaged as a result of celebrations shall be paid by the school involved directly to the host facility within 30 days of the bill being submitted to the school. MHSAA reimbursement or revenue sharing will be withheld until paid by the offending school. Future tournament hosting privileges or school reimbursements to offending schools may be withheld if payment is not made.

SIGNS, BANNERS - The Tournament Managers should inspect all signs to be posted by competing schools in or near their cheering section seats. Any signs that carry questionable implications or are

degrading should not be allowed. Signs mounted on sticks hinder vision and are not acceptable at tournament games.

SCOREBOOKS – Scorebooks are not provided. It is the responsibility of the host school to furnish the scorebook for their tournament(s). We have had many requests to allow schools the opportunity to use the book their scorers are accustomed to using during the regular season. It is not necessary to return the score sheets to the MHSAA office.

TOURNAMENT FORFEITURE POLICIES - Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

TIMEOUTS – One-minute timeouts are to be 60 seconds. Advise scorer to beep the horn at 45 seconds. There is no change of 30-second timeouts. 70-second timeouts are for Semifinals and Finals only.

TEAM ESCORTS - It is recommended that each host school provide a faculty member or reliable student to be at the service of a competing school to escort it to the dressing quarters and provide other services as needed during the session its game is played.

TEAM BENCH – It is strongly recommended that the immediate seating areas behind each team bench and score table is not used for spectator seating. These seating areas are to be used for team bench social distancing. When possible, avoid placing the team bench in a section of bleachers with the opponent's fans. Teams must be seated at the side of the court where the scoring table is located.

TOURNAMENT PLANNING -- Managers should consider allowing competing schools to be involved in the plans for the tournament. This could include crowd control, ticket distribution, team property protection, and the responsibilities of visiting schools in helping with the smooth functioning of a tournament.

TOURNAMENT ENTRY - Schools must notify their tournament managers by the Opt-Out Due Date if they do not intend to participate in a previously assigned MHSAA tournament. Schools must see that tournament managers receive an accurate Eligibility List and Team Roster by the Opt-Out Due Date. These forms are available at mhsaa.com. Failure to fulfill the above obligations by the specified Opt-Out Due Date will result in MHSAA penalties as stipulated in the MHSAA Handbook. The Opt-Out Due Date for boys' basketball: 2/5/25 and girls' basketball: 2/12/25.

No additions to the Master Eligibility List can take place after the tournament starts for any team in the first level of that tournament. All players on the Master Eligibility List submitted are eligible for tournament play even if the individual names are not on the Team Roster. Master Eligibility lists may be submitted via e-mail.

LATE FORMS - If the Team Roster and Master Eligibility List are received after the Opt-Out Due Date, but before the tournament starts for any team for the first level of the tournament, it may be accepted with the payment of a \$50 late fee. The \$50 late fee is due in the hands of the manager before the draw. The late fees are to be retained by the host school.

TOURNAMENT WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the Opt-Out Due Date. The

MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

TROPHIES AND MEDALS – The MHSAA Tournament trophies and medals will be provided by one company, ESCO of Milwaukee, Wisconsin, the same people who have been the MHSAA medal providers for many years.

Tournament managers will receive both trophies and medals together in one shipment from ESCO. **The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc.** Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments.

Trophies will be awarded to the winning team in each division at the District and Regional tournament. Medals will be awarded to fifteen (15) individual members of the winning team in each division at each District and Regional Tournament. Schools desiring to order additional medals may make a request by filling out the medal order form. Schools are responsible for the cost of additional medals ordered.

Tournament Managers should conduct a short trophy and medal presentation immediately following the championship games. Presentations should not be made until the floor is cleared of spectators. Persons making the presentations should be limited to faculty members of the host school, Tournament Managers, members of the Representative Council, or members of the MHSAA staff. Only awards to student athletes and approved by the MHSAA are to be presented at MHSAA tournaments.

[EXTRA/REPLACEMENT MEDAL ORDER FORM](#)

UNIFORM COLOR – Tournament Managers are reminded to inform competing teams to bring both sets of jerseys. At each District, Regional, or Final Tournament, the higher-seeded team is considered the home team and will wear white jerseys, while the opponent will wear dark jerseys (exceptions made for host schools). In case two teams have jerseys of the same or non-contrasting colors, the tournament manager should toss a coin to determine which team is to change. The host school is always considered the "home" team, no matter where they are seeded.

YOUTH PROTECTION POLICY: During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.



TOURNAMENT MEDICAL INCIDENT REPORT

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator
 Event Official
 Athlete _____ School _____
 Other _____

Male Female Dist # _____ Reg # _____ QF # _____ SF # _____ F # _____ Date ___/___/___

CIRCLE SPORT: BA BKT CC XC FB GO GY IH SK SO SB SWD TN
TR VB WR OTHER: _____

INJURY/CONDITION: Sprain Laceration Concussion Fracture Nose Bleed
 Dislocation Strain Respiratory Communicable Disease
Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: Ice Tape Wrap Suture Compress
Other _____

ACTION: Treat/Release Observation/Release Transport Hospitalize
 Return to Competition (see other side) Remove from Competition
 Referred to _____
Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? Yes No
If "yes" Name: _____ Title: _____

COMMENTS:

TOURNAMENT MANAGER SIGNATURE: _____

DATE ___/___/___ PRINT NAME _____

SCHOOL _____

Copies to: MHSAA
1661 Ramblewood Drive
East Lansing, MI 48823

Optional Copies: Athletic Director
Team Coach

Fax: 517-332-4071



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require unconditional written authorization from a physician (MD/DO/ Physician's Assistant/ Nurse Practitioner) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

ACTION OF LICENSED HEALTH CARE PROFESSIONAL

The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O. Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity. A school or licensed health care professional may use a locally created form provided it complies with MHSAA regulations. (See MHSAA Concussion Protocol)

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

COMMENT: _____

DATE: _____

SIGNATURE (Must be MD/ DO/PA/NP)

PHYSICIAN'S NAME (Printed): _____

Copies to: Team Coach and Athletic Director (Duplicate as Needed)

In addition to this return to competition form, member schools are required to complete and submit the forms on MHSAA.com to record and track head injury events in all levels of all sports.

2024-25 Individual School Basketball Game Statistics for Girls or Boys Competition
PLEASE APPOINT a reliable statistician and have him/her collect the data requested on this form.

DATA TO BE SECURED FROM THE SCOREBOOK

BOYS _____ GIRLS _____ Competition _____

TOTAL NUMBER OF GAMES included in this report: _____

TOTAL SCORE: Winners _____ Losers _____

TOTAL TIME: Hours _____ Minutes _____ DO NOT AVERAGE -- Give total number of _____ hours and minutes of ALL GAMES from opening jump to final buzzer.

TOTAL NUMBER OF OVERTIME GAMES: _____

THE FOLLOWING ARE TOTALS FOR BOTH TEAMS AND ALL GAMES

_____ Total number of times 10th team foul was reached IN FIRST HALF

_____ Total number of times 10th team foul was reached IN SECOND HALF

_____ Total number of PERSONAL FOULS throughout the game

_____ Total number of PERSONAL FOULS IN FOURTH QUARTER only

_____ Total number of PLAYERS DISQUALIFIED WITH FIVE FOULS

_____ Total number of INTENTIONAL PERSONAL FOULS

_____ Total number of TECHNICAL FOULS ON PLAYERS

_____ Total number of BENCH TECHNICAL FOULS (includes those on coaches)

_____ Total number of THROWS ATTEMPTED (personal or technical fouls)

_____ Total number of SUCCESSFUL FREE THROWS

_____ Total number of TWO-POINT FIELD GOALS ATTEMPTED

_____ Total number of SUCCESSFUL TWO-POINT FIELD GOALS

_____ Total number of THREE-POINT FIELD GOALS ATTEMPTED

_____ Total number of SUCCESSFUL THREE-POINT FIELD GOALS

_____ Total number of PLAYERS DISQUALIFIED FOR FIGHTING

SCHOOL SUBMITTING: _____

SIGNED: _____

DATE: _____

Your Cooperation Please...

Fans are reminded that the broadcast and streaming rights of this event belong exclusively to the N-F-H-S Network, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Any individual streaming of this event is strictly prohibited.

