

2015 NCWAA 2B DISTRICT 6 BASKETBALL STANDARD OPERATION PROCEDURES

TOURNAMENT GENERAL INFORMATION:

DATE(S)	Wednesday, February 11 th Saturday, February 14 th Thursday, February 19 th Saturday, February 21 st						
SITE	Eastmont High School						
EVENT MANAGER	Russ Waterman (Athletic Director – Eastmont High School)						
GATE(S)	Open one hour before game time.						
NUMBER OF TEAMS:	Eight (8) boys' teams and Eight (8) girls' teams						
TOURNAMENT FORMAT:	Eight (8) team, Double Elimination Tournament						
TEAM(S) QUALIFYING TO STATE:	Boys: 4 teams to state regionals Girls: 4 teams to state regionals						
ROSTERS:	Teams will be limited to twelve (12) players in uniform and eight designated personnel (coaches, managers, statisticians, video, etc) per state tournament guidelines. Also, one school medical personnel, one school photographer and one school reporter may be included on the pass list.						
HOME TEAM:	The highest seeded team in each bracket will be the home team and wear light colored uniforms. If both teams are the same seed, then the team on the bottom of the bracket will be the home team.						
ADMISSION PRICES:	<table><tr><td><u>Adults</u></td><td><u>Students w/ASB card, children & Sr. Citizens</u></td></tr><tr><td>\$8.00</td><td>\$6.00 Two or more games</td></tr><tr><td>\$7.00</td><td>\$5.00 Single games</td></tr></table>	<u>Adults</u>	<u>Students w/ASB card, children & Sr. Citizens</u>	\$8.00	\$6.00 Two or more games	\$7.00	\$5.00 Single games
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AWARDS:	Trophy to the NCWAA District Champion.						
FINANCIAL REPORT:	The site manager will send a financial report to the District Director who will pay all expenses. When the tournament starts at home sites, the site managers will send their financial reports to the final round site manager, who will, in-turn, prepare the total tournament financial report.						
CROWD CONTROL:	The Board has ruled that pep banners, confetti, signs, mascots, (costumed mascots are acceptable), and mechanical or artificial noisemakers, are not to be permitted at any of the tournaments. (1980)						
VIDEO TAPE POLICY:	Participating schools may film or video tape any game(s) to be shown at a later time. Arrangements to film or videotape must be made through the site manager, and/or be in compliance with WIAA policy. Viewing of videotapes for coaching purposes is permitted during the season at any time except during a contest or any intermission during a contest. Film or videotape may NOT be used for any commercial purposes other than customary news reporting without prior permission from the involved schools or the WIAA.						

RADIO/WEB/TELEVISION
BROADCASTING POLICY
(Revised 12/14/10):

District 6 maintains exclusive broadcasting/web casting/televising rights to all District Tournaments, and playoff level events. In addition, the District has the right to require payment from the radio/television stations requesting permission to broadcast/televise such events.

Radio and television stations requesting permission to broadcast or televise the District 6 Tournament or playoff contests must have written authorization from the District Director who will consult with the site manager to assure that appropriate facilities are available, and to require acceptance from the two (2) schools involved in the contest.

All contests will be played on the date and time scheduled. Times and dates will not be altered to satisfy special broadcast or television schedules, unless mutually agreed upon between the two (2) schools involved and the District Director.

RIGHTS FEES: Radio/Television stations will be required to pay a rights-fee to broadcast/televise said contests according to the following schedule:

RADIO: \$60 Per contest

WEB STREAMING: \$25 Text Blog
\$60 Audio
\$100 Video no advertising
\$100 + 10% advertising Video with advertising

TELEVISION: Per contest	Commercial TV	Cable TV
Direct Broadcast	500.00	\$500.00
Delayed Broadcast	\$125.00	\$125.00

NOTE: All fees shall be paid at the game-site prior to the start of the contest unless prior arrangements are made with the District Director. Checks are to be made payable to: NCWAA. Broadcast/Web Cast/Telecast will not be permitted if fee is not paid.

PROMOTIONAL TIME: In addition to paying the scheduled rights fees to broadcast/telecast District 6 contests, stations receiving affirmative authorization must agree to promote the contest on the air no less than fifteen (15) times during the week preceding the contest at no cost to District 6.

COMMERCIAL ADVERTISING: Commercial advertising must be in good taste and be acceptable to the District 6 Executive Board.

All stations receiving feed from the originating station must pay the scheduled fee. Total fee for all stations must be prepaid or paid at the game site prior to the start of the game by the originating station.

PRIORITIZED ORDER OF AUTHORIZATION: Decisions concerning these requests will be determined by the District 6 Director according to the priorities listed in order of the following preference:

- (a) Stations that normally cover the participating teams
- (b) Stations representing the host community
- (c) Stations that cover geographical regions

District 6 reserves the right to cancel the agreement at any time.

**NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION
WIAA DISTRICT #6 RADIO/WEB/TELEVISION BROADCAST APPLICATION**

Station Name _____ Date _____

Address _____ Phone _____

City State Zip

The above named station hereby applies for permission to broadcast the following contest(s), after having read the District #6 Radio/Television Broadcasting Policy, and agreeing to abide by its terms and conditions. **NOTE:** Application to broadcast District 6 tournament or playoff contests must be received four (4) days prior to the contest(s), unless authorized by the District #6 Director.

NORTH CENTRAL WASHINGTON DISTRICT 6 TOURNAMENT/PLAYOFF CONTESTS

Name of event _____
(football, basketball, etc.)

Name of participants _____ vs. _____

Classification of Participants (Circle one): 1B 2B 1A 2A 3A 4A

Date of Event _____ Site _____

Area Station Serves _____

Broadcast Type (Check One)

<input type="checkbox"/> Radio	<input type="checkbox"/> Cable Television
<input type="checkbox"/> Commercial Television	<input type="checkbox"/> Educational Television
<input type="checkbox"/> Web Text Blog	<input type="checkbox"/> Web Audio
<input type="checkbox"/> Web Video w/out Advertising	<input type="checkbox"/> Web Video w/Advertising

Sponsors _____

List High Schools this station covers on a regular basis:

Application Prepared By _____
(signature) (date)

Name of contact person _____
(print)

Number of crew members _____

(For District 6 use only)

Application approved _____ Not approved _____ Date _____

Authorized by _____ Title _____

Send applications to: Bruce Campbell (District Director) Phone: (509) 663-1020
1422 John Street
Wenatchee, WA. 98801

TOURNAMENT REGULATIONS:

- RULES:** National Federation rules and WIAA state guidelines will be followed.
- GAMES COMMITTEE:** The games committee shall consist of the Tournament Director, or designee, the head official and two representatives from the league (athletic director/principal) who are not directly involved with the protest.
- TEAM WARM-UPS:** The tournament manager will determine warm up time between games. Teams will be guaranteed 15 minutes for warm-up prior to introductions. Team must go directly to their designated half court for warming up and are restricted to warming up only on their designated half court before the game and at half time. If a team runs around the court or on the opposing team's baseline (whether the opposing team is on the court or not) or through the opposing team's warm-up drills, an indirect technical for unsportsmanlike conduct will be issued to the head coach and the coach will lose the ability to stand and coach during the game.
- PASS POLICIES:**
- Participant Passes**
1. Number of Passes (20); 12 players and 8 designated personnel (coaches, managers, statisticians, video, medical) per state tournament guidelines.
 2. Participant Pass Procedures
 - (a) School will provide the site manager with roster of participants.
 - (b) Teams participating will enter through pass gates and will be admitted by use of team rosters when playing.
 - (c) Boys participants will be admitted free to Boy's Tournament sessions. Girls will be admitted free to Girl's Tournament sessions. Both will be admitted to combined sessions. All participants will be admitted through the pass gates with an ASB card or suitable identification.
- Supervisory Passes**
1. Number of Passes: **(5)**
 2. Supervisory Pass Procedure
 - (a) The supervisory passes are intended for faculty members and school administrators serving as supervisors of student rooting sections.
 - (b) In addition to the principal and athletic director, three (3) supervisory passes may be issued for each participating team.
 - (c) School will provide site manager with a roster of school supervisors and spouse.
 - (d) Supervisors will enter through pass gate and will be admitted by use of the supervisory roster. Supervisors will sign in when entering gymnasium.
 - (e) Supervisors Responsibilities - Supervisors will be responsible for supervising their student section and assist site manager when needed.
- Coaches and Spouse Pass:**
District 6 high school basketball coaches and their spouses will be admitted free to all tournament sessions in their school's classification. They will be admitted by entrance through the pass gate after signing a roster sheet.
Children will not be admitted free.
- N.C.W.A.A. Special Pass/State Coaches Pass:**
These passes will be honored at all tournaments.
- Cheerleaders/Bands/Half-Time Performers:**
Cheerleaders in uniform (or by pass list) with cheerleading coach will be admitted through the pass gate.
Up to fifty band members in uniform with one advisor will be admitted through the pass gate as per state guidelines.
Up to thirty approved half-time performers in uniform with one advisor will be admitted through the pass gate.

Bus Drivers:

Bus drivers will be admitted free to those sessions in which their teams are playing. They will be admitted by entrance through the pass gate and signing a roster sheet.

ADMINISTRATIVE
RESPONSIBILITIES:

Submit supervisory roster to the site manager and inform supervisors of their responsibilities.

Review District 6 film and video policy with school personnel and spectators. (Policy - any school or spectator for that school wishing to film or video a game must receive permission from the tournament manager.)

Make sure your band director has informed the site manager of their plans for participating in the tournament.

Notify coaches children will not be admitted free.

No school, club, or community fund-raisers are allowed at a District 6 Tournament game. If hosting a District 6 game, it is the administrator's responsibility to make sure no fund-raisers, except the concessions stand, take place.

Site managers are to provide school supervisors with a "School Supervisor" button or tag.

No practicing at a common District 6 Tournament site.

SUPERVISOR
RESPONSIBILITIES:

Supervisors are to use the pass gate.

Supervisors must identify themselves to the site manager upon arrival at the gym.

Site managers will provide supervisors with an identification button or tag to be worn for the duration of the game(s).

Supervisors are to assist the site managers in keeping the crowd off the playing floor before and after all games during that session.

BANDS:

Bands are to make prior arrangements with the site manager to participate in the District Tournament.

All band members will be admitted free to the session in which their team participates. At least one week prior to the tournament, each band director will be responsible for furnishing the number of band members and only that number will be admitted free.

Band Director will be admitted free.

Band Performance Procedures:

1. Home team school band will play National Anthem (first game per session only)
2. Bands will not play from the time the horn sounds to end warm-up until the introductions are completed.
3. Bands participating at each game will play at alternate times, which will be worked out prior to the game by the two band instructors.
4. Band instruments may not be used as noisemakers when the game is in progress.

COACHES

RESPONSIBILITIES:

Submit a team picture to the tournament manager by the date requested.

Submit a program roster by the date requested.

Be aware of the tournament game uniform policy. The highest seeded team in each bracket will be the home team and wear light colored uniforms. If both teams are the same seed, then the team on the bottom of the bracket will be the home team.

Be aware of the pre-game ceremony. Refer to the pre-game policy in the packet.

OFFICIALS SELECTION POLICY:

As per the Statewide Officials Agreement, the percentage of schools represented by an association shall be reflected in the number of official's assignments.

ASSIGNMENT POLICIES:

Specific sets of guidelines are followed in the assignment of officials associations for post-season basketball, which are given by the WOA/WIAA Agreement and the District 6 Board. The WOA/WIAA Agreement states that the number of official's slots for a post-season tournament an association receives will represent the percentage of schools they service during the regular season and that all associations that are serviced within a district must be used. The District 6 Board states that for each game try to assign 2 officials from the higher seeded teams association and 1 official from the lower seeded teams association. If that cannot be done, then assign 1 official from each of the participating schools association and 1 neutral official. In some cases due to a high number of officials coming from a single association, the 3 officials from the same association may be used as a neutral crew. If the two schools participating are serviced by the same association, all of the officials may come from that association.

The request for the number of officials coming from an association for specific dates of the tournament has to be sent to the assignors in late January because of the number of tournaments the associations must cover, not only for District 6, but also other WIAA Districts that they service. The league standings at that time are used to determine which dates should be covered by the associations. Adjustments, if possible or needed, are made just prior to the start of the tournament, but the adjustment can only be made with those officials associations that were assigned for that date. In some cases, if there are upsets, then adjustments may not be made.

INTRODUCTION OF PLAYERS:

The "warm-up" having expired, the timer will call both teams to their respective benches.

The visiting team substitutes will be introduced and will proceed to the nearest foul circle.

The home substitutes will be introduced and proceed to the nearest foul circle.

The starters will be introduced alternately by position: visiting team guard – home team guard. They will meet at the half-court line (center circle), shake hands and proceed to their near foul line.

The coaches will be introduced.

The national anthem will be played. A suitable substitution for the national anthem will be permitted.

The tip-off will follow the national anthem.

TO: District Site Managers

RE: P.A. Announcement

Tonight's district tournament will be conducted under the rules and regulations of the North Central Washington Activities Association and the Washington Interscholastic Activities Association.

The North Central Washington Activities Association prohibits displaying signs other than school banners and the use of any type of noisemakers at district tournaments. We would like to remind you that alcoholic beverages are not permitted on the premises. You are also reminded smoking is not allowed on school grounds.

All spectators are encouraged to root for their team but are asked to refrain from any display of poor sportsmanship toward opponents and officials. We hope you will enjoy the tournament and support our efforts to promote good citizenship and sportsmanship in high school interscholastic athletics.